

Scheme of Studies for BS Commerce, 4 Years Program

2nd Semester (As per new scheme of study 2023-24)

S#	Course Name	Course Code	Category	Credit Hours
1	Ideology & Constitution Of Pakistan	GEN-3201	General Education	2
2	Expository Writing	GEN-3202	General Education	3
3	Quantitative Reasoning II	GEN-3203	General Education	3
4	Inferential Statistics	BSCM-3204	Interdisciplinary	3
5	Principles of Management	BSCM-3205	Discipline specific	3
6	Financial Accounting II	BSCM-3206	Discipline specific	3
Total Credit Hours				17

Course Code	Course Title	Credit Hrs.
4th Semester		
BC- 421	Auditing	3
BC- 422	Technical Writing and Presentation Skills	3
BC- 423	Cost Accounting	3
BC- 424	Advanced Accounting-II	3
BC- 425	Financial and Regulatory Institutions	3
BC- 426	Research Methods in Business	3
6th Semester		
ECO-521	Economic Issues of Pakistan	3
BC- 522	Principles of Risk Management and Insurance	3
BC- 523	Human Resource Management	3
BC- 524	Managerial Accounting	3
BC-525	SME Management	3
BC-	Elective-I	3
8th Semester		
BC- 621	International Business	3
BC- 622	Strategic Management	3
BC-624	Entrepreneurship	3
BC-625	Business Plan Development	3
BC-	Elective- III	3

Elective Courses

Finance		
Code	Course Title	Credit Hrs
BC-561	Islamic Principles of Finance	3
BC-673	Analysis of Financial Statements	3
BC-683	International Finance	3
BC-684	Corporate Finance	3

BS Commerce

2nd Semester

Subject: Ideology and Constitution of Pakistan

Course code: GEN-3201

Instructor: Credit Hours : 2(2-0)

This is a two credit hours theory course that aims at enhancing students' knowledge about history, culture and geography of **Pakistan** and to inculcate patriotism in the hearts of students so that they may become a good citizen.

1. Historical Perspective a. Ideological rationale with special reference to Sir Syed Ahmed Khan, Allama Muhammad Iqbal and Quaid-i-Azam Muhammad Ali Jinnah.

b. Factors leading to Muslim separatism c. People and Land i. Indus Civilizationii. Muslim advent iii. Location and Geo-Physical features.

2. Government and Politics in Pakistan

Political and constitutional phases: a. 1947-58 b. 1958-71 c. 1971-77 d. 1977-88e. 1988-99 f. 1999 onward

3. Contemporary Pakistan

a. Economic institutions and issues b. Society and social structure. Ethnicity
d. Foreign policy of Pakistan and challenges e. Futuristic outlook of Pakistan

Reference Material:

1. Burki, ShahidJaved. *State & Society in Pakistan*, The Macmillan Press

Ltd 1980.2. Akbar, S. Zaidi. *Issue in Pakistan's Economy*. Karachi: Oxford University Press, 2000.

3. S.M. Burke and Lawrence Ziring. *Pakistan's Foreign policy: An Historical analysis*. Karachi: Oxford University Press, 1993.

4. Mehmood, Safdar. *Pakistan Political Roots &Development*. Lahore, 1994.

5. Wilcox, Wayne. *The Emergence of Banglades.*, Washington: American Enterprise, Institute of Public Policy Research, 1972.

6. Mehmood, Safdar. *Pakistan KayyunToota*, Lahore: Idara-e-Saqafat-e-Islamia, Club Road, nd.

7. Amin, Tahir. *Ethno - National Movement in Pakistan*, Islamabad: Institute of Policy Studies, Islamabad.
8. Ziring, Lawrence. *Enigma of Political Development*. Kent England: WmDawson& sons Ltd, 1980.
9. Zahid, Ansar. *History & Culture of Sindh*. Karachi: Royal Book Company, 1980.
10. Dr, AzamChoudhry Pakistan studies vol 3 urdu university Karachi
11. Sayeed, Khalid Bin. *The Political System of Pakistan*. Boston: Houghton,

Tools:

- Lectures +Multimedia, Documentaries videos, white board Quiz and assignments

COURSE LEARNING OUTCOMES

1. Historical understanding of the region: subcontinent: the purpose of Pakistan for Pakistani and for the world community.
2. The importance of Islamic/Pakistani culture and significant adherence with the cultural identity for Pakistan. The values and norms of Pakistani society would be inculcated.
3. Motivation and enhancement of sense of patriotism is integral part of the course. Leadership qualities would be imparted the personalities of the students.

Schedule for Quizzes and Final Exam:

- Mostly surprises Quizzes will be taken or if scheduled then at least one or two days in advance announced consist on material that may be given in lecture or in tutorial. Quizzes will typically require about 10 to 15 minutes completing. Two quizzes will be compulsory throughout the semester.
- Exams will be conducted on schedule announced by department.
- Midterm and terminal exam will be from the syllabus covered in the whole semester.

Assessment Instrument with Weights

- Total Marks: 100
- Quizzes (2): 5%
- Assignments (2): 5%
- Midterm exam: 30%
- Final exam: 60%

Grading Policy:

As per institution policy

Teaching Methodology:

Classroom lectures on multimedia and whiteboard both, surprise quizzes can be taken at the start or end of lecture.

Attendance and Assignment Policy:

All students are expected to attend all lectures. Latecomers, coming in class after 10 minutes will be marked absent, must be on time.

Late assignment submission will result in negative marking. Copying will not be tolerated and will be dealt with very seriously.

Note:Teacher reserves the right to change the lecture schedule, contents and assessment criteria based upon the class situation.

Two credit hours course outline

Day	Title OF lecture delivered
Two days in a week	<ul style="list-style-type: none"> ➤ Introduction ➤ Historical background of down fall of Muslim (mughal) rulers in sub-continent ➤ Causes of downfall of Muslims government in sub-continent ➤ Results of down fall of Muslims in sub continent.
	<ul style="list-style-type: none"> ❖ War of 1857 and its consequences ❖ Role of Muslim leaders to uplift the Muslims in subcontinent. ❖ Role of Sir Syed Ahmed khan ❖ Role of Ali Gherrh Movement ❖ Political aspects ❖ Educational Aspects ❖ Social aspects of Ali Gherrh Movement.
	<ul style="list-style-type: none"> ❖ <u>Factors Leading to Muslims separatism</u> ❖ Reasons and factors that force Muslim for the struggle of an independent state ❖ Formation of Muslim League

	<ul style="list-style-type: none"> ❖ Role of Muslim league as a political plate form for the Muslims of Sub-Continent ❖ Khilafat Movement ❖ World war I and its effects on the lives of Muslims of Sub-continent ❖
MIDTERM SULABUSS	<ul style="list-style-type: none"> ❖ Independence day of Pakistan ❖ Muslims Sacrifices for the struggle of independent state ❖ Problems faced by newly independent state of Pakistan ❖ Role of Quaid,e,Azam Muhammad Ali Jinnah ❖ Role of Dr. Allama Muhammad Iqbal
	<p>Presentations</p> <p>Week</p> <p>1st Quiz +1st Assignment.</p>
	<p style="text-align: center;"><u>Pakistan Constitutional and political development</u></p> <ul style="list-style-type: none"> ❖ Pakistani leadership ❖ Formation of 1st assembly of Pakistan ❖ Resolution of objective 1949 ❖ Constitutional and political development ❖ Formation of 1st constitution of Pakistan and its implementation ❖ Causes of termination of 1st constitution of Pakistan
	<ul style="list-style-type: none"> ❖ Constitution of 1962 ❖ Role of Ayub Khan in Political and Economic development, ❖ Marsha Law govt and its role ❖ Causes of failure of constitution of 1962,
	<ul style="list-style-type: none"> ❖ Role of Pakistan all parties democratic movement against the Martial law of Ayub Khan ❖ Ayub Khan left the govt of Pakistan and handover it to another army general Yahayh Kahn ❖ 2nd Martiallaw of Pakistan
	<ul style="list-style-type: none"> ➤ <u>Separation of eastern part of Pakistan from the Pakistan (Dhaka Incident)</u> ➤ Role of civilian govt ➤ Election of 1990 and representation of govt ➤ Political and constitutional development ➤ Formation of 1973 constitution of Pakistan ➤ Detail of the constitution of 1973 ➤ Important aspects of the constitution of 1973 that makes this constitution different from the past two constitutions

	<ul style="list-style-type: none"> ➤ <u>Political phases of Pakistan</u> ➤ From 1947-58 ➤ 1958- 71 ➤ 1971-77 ➤ 1977-88 ➤ 1988-99 ➤ 1999-2008 ➤ 2008 and onward
	<ul style="list-style-type: none"> ➤ Contemporary Pakistan ➤ Importance of agriculture in the economic development of Pakistan ➤ Problems faced by the agriculture of Pakistan and its possible solutions
	<ul style="list-style-type: none"> ➤ Role of industries in the economic development of Pakistan ➤ Problems faced by the industrial development of Pakistan and its possible solutions
	<p><u>Society and social structure of Pakistan</u></p> <ul style="list-style-type: none"> ➤ Importance of Pakistani society ➤ Importance of different cultural backgrounds of Pakistani community <p><u>Peoples and land of Pakistan</u></p> <ul style="list-style-type: none"> ➤ Indus civilization ➤ Pakistan and its culture ➤ Location and geophysical feature of Pakistan ➤ Importance of Pakistan in South Asia ➤
	<p><u>Foreign policy of Pakistan</u></p> <ul style="list-style-type: none"> ➤ Foreign policy and its importance for a country. ➤ Important neighboring country of Pakistan ➤ Relationship of Pakistan with super powers ➤ Relationship of Pakistan with Muslim countries ➤ Relationship of Pakistan with china
	<ul style="list-style-type: none"> ➤ <u>Pakistan and Kashmir Issue</u> ➤ Role of Pakistan as an important supporter of Kashmiris for their struggle for independence ➤ Ethnicity ➤ Positive and negative impact of ethnicity ➤ Futuristic outlook of Pakistan ➤

BS Commerce

2nd Semester

Course Title: Expository Writing

Course Code: GEN-3202

Instructor :Credit Hours: 3(3-0)

Aims & Objectives:

The course is developed with the aim to enable the students to meet their real life communication needs by

- Helping them learn and understand basic concepts of communication process
- Practically implementing theoretical aspects in the real life situations

Contents

What is Communication?

- Process of communication, effective steps of communication, basic communication skills

Paragraph Writing;

- Practice in writing a good, unified and coherent paragraphs
- Paragraph writing leading towards the writing of five to seven paragraphs long essay
- Stages of writing (brain storming, researching, drafting and editing)
- Methods of writing (cause and effect, problem solutions, comparison and contrast)

Essay Writing;

- Basic structure of essay, topic sentence, supporting sentence, concluding sentence, thesis statement
- Unity and Coherence, Introduction and Conclusion

CV and Job Application;

- Preparing a Curriculum Vitae
- Writing a formal job application

Translation Skills;

- Urdu to English
(Practice at advanced level)

Study Skills;

- Skimming and scanning, intensive, extensive and speed reading
- Summary and precis writing
- Comprehension (at advanced level)
- (SQ3R and Sq4r methods)

Academic Writing;

- Letter/ Memo writing, Minutes of Meeting, use of Dictionary, Library and Internet

Presentation Skills;

- Personality development (emphasis on content, style and pronunciation)
- Preparation stage, audience analysis, handling and asking questions, managing time, handling non-verbal means, feedback

Academic Writing;

- How to write a research proposal for research paper/term paper?
- How to write a research paper/ term paper?
- (Emphasis on style, content, language, form, clarity, consistency)

Report Writing;

- Technical Report writing
- Progress report writing
- Preparation and planning

E-mail writing;

- Creating e-mail account
- Writing and sending e-mails

Preparing for Interview and Research proposal/ research paper defense

Note: Documentaries to be shown for discussion and review

Recommended Reading:

Communication Skills

a) Grammar

1. Practical English Grammar by A. J. Thomson and A. V. Martinet. Exercises 2. Third edition. Oxford University Press 1986. ISBN 0 19 431350 6.

b) Writing

1. Writing. Intermediate by Marie-Christine Boutin, Suzanne Brinand and Françoise Grellet. Oxford Supplementary Skills. Fourth Impression 1993. ISBN 019 435405 7 Pages 45-53 (note taking).
2. Writing. Upper-Intermediate by Rob Nolasco. Oxford Supplementary Skills. Fourth Impression 1992. ISBN 0 19 435406 5 (particularly good for writing memos, introduction to presentations, descriptive and argumentative writing).

c) Reading

1. Reading. Advanced. Brian Tomlinson and Rod Ellis. Oxford Supplementary Skills. Third Impression 1991. ISBN 0 19 453403 0.
2. Reading and Study Skills by John Langan
3. Study Skills by Richard York.

d) Speaking

4. Ellen, K. 2002. Maximize Your Presentation Skills: How to Speak, Look and Act on Your Way to the Top
5. Hargie, O. (ed.) Hand book of Communications Skills
6. Mandel, S. 2000. Effective Presentation Skills: A Practical Guide Better Speaking
7. Mark, P. 1996. Presenting in English. Language Teaching Publications

Teaching Tools:

- **White board**
- **Multimedia**
- **Work Sheets**
- **Videos and documentaries**

Course Break up for the Semester

WEEK 1	LECTURES	TOPICS
WEEK 1	Lecture 1	<ul style="list-style-type: none"> • What is communication? Process of communication
	Lecture 2	<ul style="list-style-type: none"> • Steps to make communication effective • Basic communication skills (Listening, Reading, Speaking, Writing)
	Lecture 3	<ul style="list-style-type: none"> • Paragraph writing (structure and characteristics of a good paragraph) • Writing a thesis statement, topic sentence, supporting sentences, writing conclusion
WEEK 2	Lecture 1	Practice in writing good, unified and coherent paragraph
	Lecture 2	<ul style="list-style-type: none"> • Methods of writing (cause and effect, problem- solution, comparison and contrast)
	Lecture 3	<ul style="list-style-type: none"> • The writing process • Stages of writing (brain storming, researching, drafting and editing) • Paragraph writing leading towards the writing of five to seven paragraphs long essay
WEEK 3	Lecture 1	<ul style="list-style-type: none"> • Essay writing: what is an essay? Characteristics of an essay, structure and types of an essay

	Lecture 2	<ul style="list-style-type: none"> • How to write a thesis statement, topic sentence, supporting sentences, writing conclusion • Unity and coherence • Introduction, body and conclusion writing
	Lecture 3	<ul style="list-style-type: none"> • Practice
WEEK 4	Lecture 1	<ul style="list-style-type: none"> • CV and Job Application
	Lecture 2	<ul style="list-style-type: none"> • Practice Writing a job application
	Lecture 3	<ul style="list-style-type: none"> • Developing a Curriculum Vitae • Practice writing a CV with students
WEEK 5	Lecture 1	<ul style="list-style-type: none"> • Writing a formal job application • Purpose, structure and traits of a job application
	Lecture 2	<ul style="list-style-type: none"> • Practice of writing a formal job application
	Lecture 3	<ul style="list-style-type: none"> • Practice at advanced level
WEEK 6	Lecture 1	<ul style="list-style-type: none"> • Translation skills (Urdu to English Translation)
	Lecture 2	<ul style="list-style-type: none"> • Practice
	Lecture 3	<ul style="list-style-type: none"> • Practice
WEEK 7	`	<ul style="list-style-type: none"> • Study Skills: skimming, scanning, intensive, extensive and speed reading
	Lecture 2	<ul style="list-style-type: none"> • Practice
	Lecture 3	<ul style="list-style-type: none"> • Practice

WEEK 8	Lecture 1	<ul style="list-style-type: none"> • Summary and precis writingParaphrasing
	Lecture 2	Practice
	Lecture 3	Practice
	Mid Term Exam	
WEEK 9	Lecture 1	<ul style="list-style-type: none"> • Comprehension (at advanced level), SQ3r method
	Lecture 2	<ul style="list-style-type: none"> • SQ4r methods
	Lecture 3	<ul style="list-style-type: none"> • Practice
WEEK 10	Lecture	<ul style="list-style-type: none"> • Academic Writing: objectives and traits of academic writing • Letter writing • Types of letter, Structure of letter
	Lecture 2	<ul style="list-style-type: none"> • Practice writing letter
	Lecture 3	<ul style="list-style-type: none"> • What is memo writing, why to write a memo, structure of a memo
WEEK 11	Lecture 1	<ul style="list-style-type: none"> • How to write minutes of meeting • How to use dictionary, library and internet
	Lecture 2	<ul style="list-style-type: none"> • Presentation skills; personality development (emphasis on content, style and pronunciation)
	Lecture 3	<ul style="list-style-type: none"> • Preparation stage, audience analysis, managing time, handling non-verbal means, feedback
WEEK 12	Lecture 1	<ul style="list-style-type: none"> • What is a research proposal? • Objectives of writing a research proposal • How to write a research proposal for research/term paper? • Parts of research proposal
	Lecture 2	<ul style="list-style-type: none"> • Practice writing a research proposal with students • Emphasis on style, content, language, form, clarity and consistency

	Lecture 3	<ul style="list-style-type: none"> Continued
WEEK 13	Lecture 1	<ul style="list-style-type: none"> How to write methodology, results and discussion part of research proposal
	Lecture 2	<ul style="list-style-type: none"> Continued (Practice and discussion)
	Lecture 3	<ul style="list-style-type: none"> Continued (Practice and discussion)
WEEK 14	Lecture 1	<ul style="list-style-type: none"> Report writing; what is a report? Report attributes Report v/s essay Structure and types of report
	Lecture 2	<ul style="list-style-type: none"> Informal report, Types of informal report How to write an informal report?
	Lecture 3	<ul style="list-style-type: none"> Formal report writing Types of formal reports Practice writing reports
WEEK 15	Lecture 1	<ul style="list-style-type: none"> Technical report writing
	Lecture 2	<ul style="list-style-type: none"> Preparation and planning
	Lecture 3	<ul style="list-style-type: none"> Progress report writing Preparation and planning
WEEK 16		<ul style="list-style-type: none"> What is e-mail? Purpose of e-mail Creating an email account
		<ul style="list-style-type: none"> Writing and sending an e-mail
		<ul style="list-style-type: none"> Preparing for Interview and Research proposal/ research paper defense

BS Commerce**2nd Semester****Course Title:** Quantitative Reasoning-II**Course Code:** GEN-3203**Instructor :Credit Hours: 3(3-0)**

Week	Date	Topics & Sub Topics
1st		Introduction & importance of logic, Inductive approach of reasoning, deductive & adductive approach of reasoning.
2nd		Propositions, arguments (valid & invalid) logic connectives truth tables.
		Proportionalequivalence, Logical fallacies, Venn Diagrams
4th		Predicates & quantifiers, Quantitative exercises using logical concepts & techniques.
5th		Introduction to deterministic models, Use of linear functions for modeling in real world situations.
6th		Modeling with system of linear equations & their solutions.
7th		Elementary introduction to derivatives in mathematical modeling.
8th		Linear, exponential growth & decay models.
9th		Quantitative exercises using mathematical models.
10th		Introduction to probabilistic models
11th		Bivariate analysis scatters plots.
12th		Simple linear regression model & correlation analysis.
13th		Basic estimation & confidence interval.
14th		Testing of hypothesis (z-test; t-test).
15th		Statistical inference in decision-making.
16th		Quantitative exercises using statistical models.

BS Commerce 2nd Semester

Subject: Inferential Statistics

Course Code: BSCM-3204

Teacher's Name:

Credit Hours: 3(3+0)

Course Description

Basic principles for statistical inference with practical applications of data. Includes point estimation, confidence intervals, hypothesis testing, ANOVA and simple linear regression. Includes use of statistical software.

Course Objectives:

The main objectives of the course are to enhance students' competency in application of statistics to solve business management problems and to improve their level of quantitative sophistication for further advanced business analysis

Learning Outcomes:

At the conclusion of this course, the student will be:

1. Know the sampling
2. Estimation
3. Hypothesis testing
4. Regression and correlation analysis
5. Time series

Recommended Textbook (Latest Available Edition)

- David, S Moore et.al, Introduction to the Practice of Statistics, 6th Edition WH. Freeman.
- Levin I. Richard., Statistics for Management, 4th ed; McGraw Hill.
- Engle wood Cliffs, New Jersey, Prentice Hall International, 1987.

ReferenceMaterial:

Students can use following references for understanding the concepts

- Michael J. Evans & Jeffrey S. Rosenthal, Probability and Statistics, WH Freeman
- Starr K. Martian & Sobal Gross Marion, Statistics for Business and Economics, 1st Ed; New York, McGraw Hill, International, 1983.
- Walpole, R, Introduction to Statistics, Edition 3
- Shaum and Seigel, Statistics for Business (Latest Edition)

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

Week No.	Lecture N	Topic	Assignments	Quiz
Week 01	Lecture 01	Introduction • Definitions		
	Lecture 02	Descriptive Statistics & Inferential Statistics		
	Lecture 03	Statistics Applications in Business		
Week 02	Lecture 04	Sampling background and importance		
	Lecture 05	Sampling distribution of mean with replacement	Assignment 01	
	Lecture 06	Sampling distribution of mean without replacement		
Week 03	Lecture 07	Estimation and its characteristics		
	Lecture 08	Point estimation		
	Lecture 09	Interval estimation		
Week 04	Lecture 10	Mean of Sample and Population and Measurement of Mean		
	Lecture 11	Proportion		
	Lecture 12	Difference of Mean of two population		
Week 05	Lecture 13	Difference of proportion of two population		Quiz 01
	Lecture 14	Variance of the population		
	Lecture 15	Ratio of Variances of two population		
Week 06	Lecture 16	Hypothesis testing	Assignment 02	
	Lecture	Types of Hypotheses		

	17			
	Lecture 18	Hypothesis and Proposition		
Week 07	Lecture 19	Hypothesis testing of mean		
	Lecture 20	Hypothesis testing of proportion		Quiz 02
	Lecture 21	Hypothesis testing of difference of proportion and mean		
MID TERM EXAMS				
Week 09	Lecture 25	Variance	Assignment 03	
	Lecture 26	Ratio of Variance		
	Lecture 27	Measurement of variance		
Week 10	Lecture 28	Descriptive Analysis		
	Lecture 29	How and why use descriptive analysis		
	Lecture 30	Descriptive measure manually and through software		
Week 11	Lecture 31	Demographic measures		Quiz 03
	Lecture 32	Why we use Demographic analysis		
	Lecture 33	Demographic measures and scales		
Week 12	Lecture 34	Correlation Analysis		
	Lecture 35	Types of correlation analysis		
	Lecture 36	Practice and numerical on correlation		
Week 13	Lecture 37	Regression Analysis		
	Lecture 38	Standard Deviation and measures		
	Lecture 39	Hypothesis testing		
Week 14	Lecture 40	Goodness-of-fit-tests	Assignment 04	
	Lecture 41	Chai square test		
	Lecture	2x2 Contingency table		

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Week 15	Lecture 43	Higher order contingency table		Quiz 04
	Lecture 44	ANOVA • One way classification		
	Lecture 45	ANOVA • Two-way classification		
Week 16	Lecture 46	Project & Presentation		
	Lecture 47	Project & Presentation		
	Lecture 48	Project & Presentation		
Week 17	Terminal Exam			

BS Commerce

2nd Semester

Subject: Principles of Management

Course Code: BSCM-3205

Teacher's Name:

Credit Hours: 3(3+0)

Course Description: This is an introductory course about the management of organizations. It provides instructions on principles of management that have general applicability to all types of enterprises; basic management philosophy and decision making; principles involved in planning, organizing, leading, and controlling; and recent concepts in management. The principles learned in this course will allow the student to effectively work with and through others in an organization. The course will also encourage the students to explore and inquire the applicability of western management principles and theories in local settings. Besides, the course will discuss the Islamic perspective of managing businesses and organizations

Course Objectives:

The course aims to provide students with the basic managerial knowledge necessary for business students. The course focuses on providing students with analytical, developmental and technical skills that relate to managerial positions in organizations.

Learning Outcomes:

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

1. Hold informed conversations with functional specialists and understand how to draw effectively on their expertise in managing organizations.
2. Understand the relevance of the modern management principles and theories, for local settings.
3. Understand the Islamic perspective of managing businesses and organizations.
4. Apply course concepts and theory in a practical context.
5. Integrate several of the disciplines studied
6. Demonstrate empirical investigative skills by producing an in-depth analysis of a management situation usually presented through case studies, resulting in recommendations for a programme of action.
7. Recognize the need to take a holistic approach to performance improvement rather than a narrowly functional approach.

Recommended Textbook (Latest Available Edition)

- Management, Stephen P. Robbins and Mary Coulter, Latest edition
- Management, Peter Ferdinand Drucker , Latest editionn

Assessment Instrument with Weights

The assessment framework for the judgment of students is comprised of

- Midterm 30%
- End term 60%
- Internal evaluation 10%

The internalevaluationiscomprisedof4assignments,4bestquizzesoutofsix, classparticipation, attendance, and final project.

Course Content / Weekly Plan

Week No.	Lecture No	Topic	Assignments	Quiz
Week	Lecture 01	Introduction to Management.		

01	Lecture 02	Organization, The management Process		
	Lecture 03	Managers skills and roles		
Week 02	Lecture 04	The History and evolution of Management		
	Lecture 05	Classical approaches, Behavioral approaches	Assignment 01	
	Lecture 06	Quantitative and contingency approaches		
Week 03	Lecture 07	The organizational Culture and the Manager		
	Lecture 08	The external environment and the Manager		
	Lecture 09	The internal environment and the manager		
Week 04	Lecture 10	Foundations and basic elements of Planning		
	Lecture 11	Process of planning and MBO		
	Lecture 12	Effective strategic planning		
Week 05	Lecture 13	Decision making process		Quiz 01
	Lecture 14	Decision making approaches and situations		
	Lecture 15	Decision making errors		
Week 06	Lecture 16	Strategic management process	Assignment 02	
	Lecture 17	Types of strategies Corporate strategies Growth strategies		
	Lecture 18	Stability strategies Decline strategies Competitive strategies		
Week 07	Lecture 19	Organizational Structure Components		
	Lecture 20	Types of Organizational Structure Advantages/ disadvantages		Quiz 02
	Lecture 21	Types of Organizational Structure Advantages/ disadvantages		
MID TERM EXAMS				
Week 09	Lecture 25	Selection process	Assignment 03	
	Lecture 26	Performance appraisal techniques		
	Lecture 27	Motivation and its theories Maslow hierarchy of needs, Two factor theory		
Week 10	Lecture 28	Three needs theory		

		Goal setting theory.		
	Lecture 29	Expectancy theory		
		Reinforcement theory.		
	Lecture 30	Equity theory		
		Current issues in Motivation		
Week 11	Lecture 31	Group and stages of group development		Quiz 03
	Lecture 32	Important concepts related group and teams (group think, brainstorming etc)		
	Lecture 33	Team work and Group Behavior Attitude and its components		
Week 12	Lecture 34	Leadership and its characteristics		
	Lecture 35	Behavioral approaches of leadership		
	Lecture 36	Managerial grid		
Week 13	Lecture 37	LMX Theory	Assignment 04	
	Lecture 38	Process of control		
	Lecture 39	Types of control		
Week 14	Lecture 40	The Control Standards		
	Lecture 41	Case of Controlling		
	Lecture 42	Presentation		
Week 15	Lecture 43	Staffing		Quiz 04
	Lecture 44	Case study		
	Lecture 45	Project & Presentation		
Week 16	Lecture 46	Project & Presentation		
	Lecture 47	Project & Presentation		
	Lecture 48	Project & Presentation		
Week 17	Terminal Exam			

BS Commerce

2nd Semester

Course Title: Financial Accounting II

Course Code: BSCM-3206

CREDIT HOURS: 03

Prerequisites: Financial Accounting I

COURSE DESCRIPTION/OBJECTIVE

This course is built upon the Financial Accounting Course in the sense that it provides advanced treatment of basic techniques learned in the first course of Financial Accounting. It mainly focuses upon the specific items of financial statements, company accounts and their understanding in the context of the IAS and company's ordinance 1984.

Course Objectives

1. Advanced Financial Statements: Analyze and interpret complex financial statements.
2. Income Recognition: Understand and apply advanced income recognition principles.
3. Asset Valuation: Evaluate and account for various types of assets, including intangible assets and investments.
4. Liabilities and Equity: Examine liabilities and equity transactions, including stockholders' equity.
5. Cash Flow Analysis: Interpret and analyze cash flow statements.

6. Advanced Financial Reporting: Understand and apply international financial reporting standards (IFRS).
7. Consolidated Financial Statements: Learn how to prepare consolidated financial statements for multiple entities.
8. Financial Statement Analysis: Use financial ratios and other tools to analyze a company's financial health.

LEARNING OUTCOMES

After studying this course the student will be able to understand:

1. Understand the formation of organization and ascertain the financial summary of an organization according to the prescribed standards.
2. Preparation of financial statements (balance sheet, income statement/profit and loss account, cash flow statement, statement of owner equity) according to the prescribed standards and provide useful financial information to the stakeholders.
3. The accounting for consolidated statements.
4. Exposure about company annual report and notes to the accounts.
5. The accounting for partnership
6. Accounting for specific assets and valuation of assets

RECOMMENDED TEXT BOOKS

1. Meigs and Meigs, Accounting for Business Decision, 9th Edition/Latest Edition

REFERENCE MATERIAL: Students can use the following reference books for understanding the concepts

1. Williams, Haka, Bettner: Financial & Managerial Accounting, Latest Edition, Prentice Hall
2. Professor Muhammad Ammanullah Khan: Financial Accounting, Latest Edition
3. Frank Wood's: Business Accounting 1, Eleventh Edition
4. Sohail Afzal: Accounting, Latest Edition

ASSESSMENT WITH WEIGHTS

The assessment framework for the judgment of students is comprised of

- Midterm 30%
- End term 60%
- Internal evaluation 10%

The internal evaluation is comprised of 2 assignments, 2 best quizzes, class participation, attendance and final project presentation.

WEEK	LECTUR#	TOPICS		
Week 1	Lecture 1 Lecture 2 Lecture 3	Corporations; organization & shareholders' equity <ul style="list-style-type: none"> • Corporations • Advantages and disadvantages of Corporations • Formation of Corporations • Shareholders' equity • Cash dividend • Capital stock • Authorization & Issuance of Capital stock 		
Week 2	Lecture 4 Lecture 5 Lecture 6	<ul style="list-style-type: none"> • Types of Capital stock <ul style="list-style-type: none"> Common stock Preferred stock • Characteristics of Preferred stock • Market price of preferred stock and common stock • Issuing capital stock • Stock issued other than cash • Subscriptions to capital stock • Donated capital • Exercise & problems practice 		
Week 3	Lecture 7 Lecture 8 Lecture 9	Company final Accounts and IAS 1 <ul style="list-style-type: none"> • IAS 1: Presentation of financial statements • Preparing Final Accounts <ul style="list-style-type: none"> ○ Profit & Loss Account 		
Week 4	Lecture 10 Lecture 11 Lecture 12	<ul style="list-style-type: none"> ○ Appropriation Account ○ Balance Sheet • Published Annual Reports Exercise & problems practice		
Week 5	Lecture 13 Lecture 14 Lecture 15	Preparation and Interpretation of Cash Flow: IAS 7 <ul style="list-style-type: none"> • IAS 7 introduction • Purpose of Cash Flow statement • Preparation of Cash Flow statement <ul style="list-style-type: none"> Operating Activities 		

Week 6		Investing Activities Financing Activities Exercise & problems practice		
Week 7	Lecture 19 Lecture 20 Lecture 21	Analysis of Financial Statements <ul style="list-style-type: none"> • Ratios 		
Week 8	Lecture 22 Lecture 23 Lecture 24	<ul style="list-style-type: none"> • Trend analysis Common size analysis		
Week 9	Lecture 25 Lecture 26 Lecture 27	MID TERM Accounting for property, plant and equipment (IAS 16) <ul style="list-style-type: none"> • Property, Plant and Equipment • Lump-sum Purchase • Subsequent Expenditure • Depreciation methods 		
Week 10	Lecture 28 Lecture 29 Lecture 30	<ul style="list-style-type: none"> • Revaluation • Review of Useful life • Intangible Assets and Amortization • Wasting Assets and Depletion Exercise & problems practice (Straight Line Method & Declining Balance Method) Chp no 8 Plant and equipment Depreciation by meigs and meigs 8 th edition)		
Week 11	Lecture 31 Lecture 32 Lecture 33	Account receivables & notes receivables Account receivables <ul style="list-style-type: none"> • Uncollectable expense account • Allowance for doubtful accounts • Writing off Uncollectable Account receivables • Recovery of Account receivables previously written off • Estimating credit losses • Direct write off 		
Week 12	Lecture 34 Lecture 35 Lecture 36	Notes receivables <ul style="list-style-type: none"> • Nature of Interest • Accounting for Notes receivables • Renewal of Notes receivables • Exercise & problems practice (Chp no 8 Receivables by meigs and Meigs 8th Edition) 		

Week 13	Lecture 37 Lecture 38 Lecture 39	Investment in marketable securities <ul style="list-style-type: none"> • Marketable securities • Book value and market value • Types of securities • Accounting for Marketable securities • Exercise & problems practice 		
Week 14	Lecture 40 Lecture 41 Lecture 42	Common types of liabilities <ul style="list-style-type: none"> • Nature of liabilities • Current liabilities • Account payable • Note payable • Current portion of long term liabilities <ul style="list-style-type: none"> Accrued liabilities Interest payable Income taxes payable Payroll liabilities Unearned revenues • Long term liabilities • Maturing obligations intended to be refinanced • Installment notes Payable • Amortization using • Using Amortization table • Exercise & problems practice (Chp no 11 current liabilities payroll accounting by meigs and Meigs 8th Edition) • 		
Week 15	Lecture 43 Lecture 44 Lecture 45	Important IAS and IFRS <ul style="list-style-type: none"> • Inventories IAS-2 (Definition,Scope and Measurement) • Events after reporting period (IAS 10) (Definition,Scope and Measurement) • Revenue recognition (IFRS 15) (Definition,Scope and Measurement) • Impairment of Assets (IAS 36) (Definition,Scope and Measurement) • Intangible Assets (IAS 38) (Definition,Scope and Measurement) 		

Week 16	Lecture 46 Lecture 47 Lecture 48	Partnership accounts <ul style="list-style-type: none"> • Exercise & problems practice (formation, division of profit, admission and goodwill) TERMINAL EXAM		

4th SEMESTER		
BC-421	Auditing	3
BC-422	Technical Writing and Presentation Skills	3
BC-423	Cost Accounting	3
BC-424	Advance Accounting-II	3
BC-425	Financial and Regulatory Institutions	3
BC-426	Research Method in Finance	3

UNIVERSITY OF POONCH RAWALAKOT

Faculty of Management, Humanities and Social Sciences

Department of Business Administration and Commerce

COURSE OUTLINE

B.Com (Hons) 4-Years

4th Semester

Course Title: Auditing

Course Code: BC-421

Credit Hours: 3+0

Course Instructor:

PRINCIPLES OF AUDITING

COURSE OUTLINE 1. NATURE AND PURPOSE OF AUDITING: Nature, Classification (kinds/types) of an audit, the need and usefulness of an audit, reasonable assurance, audit risk and materiality, true and fair view, recurring 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. definition, scope, objective and principles of an audit, distinction between accounting and auditing, concepts of audit, management responsibility for preparation and

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' report.

4. LEGAL AND PROFESSIONAL CONSIDERATIONS: Appointment, remuneration, resignation, removal, rights, powers, duties and 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. liabilities, qualifications.

MID TERM EXAM

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 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, testing, analytical review, use of computer assisted audit techniques (CAATs), reliance on other auditors, and reliance on experts. sampling techniques, compliance techniques, substantive

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 recalculation, 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. assets, re-performance, observation inquiry, analytical confirmation procedure, from third Need party, for

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.

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

UNIVERSITY OF POONCH RAWALAKOT

Faculty of Management, Humanities and Social Sciences

Department of Business Administration and Commerce

Course Outlines

B.Com (Hons)

4th Semester

Course: Technical Writing and Presentation Skills

Course Code: BC-422

PREREQUISITES:

Basic Knowledge about Business Communication and Business English

Course Objectives:

- Write effective technical documents, manuals, and white papers
- Assess your audience and develop documents to meet their needs
- Build effective sentences and sections that explain information clearly
- Employ diagrams, tables, charts, and other graphical tools effectively
- Create informative content that your readers will understand and use

Assessment Instrument with Weights

(Research work, quizzes, projects, seminars, midterm, final assessment, credit assignments)

For Example

Midterm 30%, End term 50%, Internal evaluation 20%(10% assignment and 5% Class assessment and 5% quizzes)

1. 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

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

Everyday situations contextualized with colloquial communication; Dialogue writing and Role Plays in Daily and Business Situations

3. Précis Writing and Authentic Summarization

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

Mid Term Examination

4. 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

5. 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

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 roleplaying; Updating Knowledge Power; Utilizing Library Sources for Presentation Knowledge Power

6. Essay writing

Descriptive, narrative, discursive, and argumentative

7. Feedback and Reflection

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

Terminal Examination

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. Kirszner 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).

UNIVERSITY OF POONCH RAWALAKOT

Faculty of Management, Humanities and Social Sciences

Department of Business Administration and Commerce

COURSE OUTLINE

B.Com (Hons) 4-Years

4thSemester

Course Title: Cost Accounting

Course Code: BC-423

Credit Hours: 3

PREREQUISITES: Fundamental of Accounting & Financial Accounting.

COURSE OBJECTIVES: The aim of the course is to equip students with skills and knowledge to:

- Identify and calculate different types of costs (direct, indirect, variable, and fixed costs).
- Distinguish between job-costing, process-costing, and joint-costing systems.
- Determine the product cost by means of full- costing and direct-costing methods.
- Determine the product cost by means of historical (actual) and standard cost systems.

KEY LEARNING OUTCOMES:

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

1. . Explain cost management concepts, product costing techniques.

2. State and evaluate choices between alternative product costing systems and methods in a cost-benefit context.
3. Develop an understanding of how to utilize cost data in planning and control.
4. Apply Cost Accountants' Codes of Ethics to resolve an ethical situation.
5. Develop verbal and writing communication skills and teamwork ability.

Week #	Lecture #	TOPICS TO BE COVERED
1.	1.	INTRODUCTION TO COST
	2.	Difference b/w cost & expense. Difference b/w financial & cost accounting.
2.	3.	COST, CONCEPTS AND CLASSIFICATION.
	4.	Component of product cost. Component of period cost. Changes in cost in cost in response to business volume. Opportunity cost, Sunk cost Standard cost.
3.	5.	Cost of goods manufactured & sold statement.
	6.	Cost of goods manufactured & sold statement through Reverse Method
4.	7.	Cost of goods manufactured & sold statement through formulas
	8.	Multiple step income statement. Balance sheet of a production concern.
5.	9.	GENERAL ENTRIES INCLUDING ➤ Material consumed in production. ➤ Labour cost incurred. ➤ Incurrence of Factory overhed cost in production
	10	Completion Of Cost Accounting Cycle through journal entries.
6.	11	Practice of journal entries
	12	COST ACCOUNTING CYCLE through T a/c 's
7.	13	Posting entries in T a/c's using single W.I.P a/c's
	14	Posting entries in T a/c's using three W.I.P a/c's
		MID TERM EXAMS

		MID TERM BREAK
	15	Job Order Costing: Introduction of job order costing. Types of JOB Order Costing. Job cost sheet & its components
8.	16	Introduction of job order costing. Types of JOB Order Costing. Job cost sheet & its components
	17	Introduction to Process Costing.
9.	18	Types of product flow. Process adopted by different departments. Cost of production report.
10	19	Normal loss & abnormal loss in process costing.
	20	Difference b/w normal & abnormal losses.
11	21	Adjustment of loss in equivalent production schedule
	22	Adjustment of Abnormal loss in FOH.
	23	Addition Of Materials In Production.
12	24	Increase in number of units. Adjustment of addition in equivalent production schedule. Calculation of unit cost.
	25	Quantitative Models For Planning And Control.
13	26	Economic order quantity. EOQ Determination of optimum order size. Determination of frequency of orders.
14	27	Revision of topics

	28	Revision of topics
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The number of weeks given can vary as the above schedule is tentative. Also, the date of examination may be shifted later or earlier.

REFERENCE BOOKS AND MATERIAL

- Cost Accounting by Matz ,Usry 7th Edition **Text book.**
- Cost Accounting by Sohail Afzal for B.COM. **Reference book.**

METHODS OF TEACHING:

In-class exercises: basic concepts and techniques are illustrated using examples.

These exercises help students follow the lecturer closely and actively.

In-class discussions: sometimes discussion questions are raised by the lecturer.

Students are encouraged to participate in discussions and share opinions with their Peers.

Concept diagrams: at the end of some sessions, the lecturer uses concept diagrams to provide an overview of the various topics covered and to demonstrate the inter-chapter links.

Weekly tutorial assignments: assignments that reflect concepts and techniques learned are assigned to students every week. Students are expected to complete these assignments on an individual basis. These assignments give students practice opportunities.

EVALUATION CRITERIA: Evaluation will be done **on the following basis.**

Marks Distribution	Percentage	No of activities
Quizzes, Assignments	10	4
Mid Term exam	30	1
Final exam	60	1

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COURSE OUTLINE

B.Com (Hons) 4-years

4thSemester

Course Title: Advance Accounting-II

Course Code: BC-424

Credit Hours: 3+0

Course Instructor:

Pre-Requisite

Advanced Accounting-I

Semester IV

Objectives

This course is designed to serve the needs of Modern Accounting Principles, Procedures and Methods that are applied in *preparation* and *presentation* 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 Title: Advance Accounting-II
Course Code: BC-424

Objectives

This course is designed to serve the needs of Modern Accounting Principles, Procedures and Methods that are applied in *preparation* and *presentation* 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 & Their Application in Pakistan

- 1.1 IASB Framework
- 1.2 Objectives of Financial Statements
- 1.3 IFRS-1 (Ist time adoption on international financial reporting standard)
- 1.4 Format of Income statement

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

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.

MID TERM EXAM

4. PARTNERSHIP ACCOUNTING

- 4.1 Introduction, Definitions
- 4.2 Types of Partner
- 4.3 Retirement of partner
- 4.4 Distinction between gaining and sacrificing ratio
- 4.5 Accounting for the retirement of partners
 - Calculation of ratio
 - Treatment of goodwill
 - Revaluation of Assets and liabilities
 - Treatment of accumulated profit and reserve
 - Mode of payment to retiring partner
 - Capital account- Readjustments.

Exercise: (Principles of Accounting by MA GHANI Chapter NO 23 Retirement of partner)

5. 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.

Accounting for long term liabilities

- Journal Entries for issuance of bonds (issued at par issued at discount, issued at premium).
- Entries for interest paid annually or semi annually
- Amortization of discount or premium under straight line method.

Exercise : (Accounting: The basic for decision making by MEIGS AND MEIGS 8th edition CHAPTER NO 16 Bonds payable)

6. Construction Contract (W.R.T IAS-11)

6.1 Scope and Definitions, Contract Revenue and Contract Cost, Recognition of Contract Revenue & Cost. Recognition of Expected Losses,

6.2 Accounting for construction contract

WIP, Work certified and payment, uncerified work, profit in incomplete contract, estimated profit,

6.3 Preparation of contract account

Practical/Numerical Illustrations to understand all the necessary provisions associated with construction Contract.

Exercise: (Principles of Accounting by MA GHANI chapter number 15)

7. Analysis of Financial statements (Ratio Analysis)

7.1 Meaning of analysis of financial statements

7.2 Types of financial statements

7.3 Objective of financial statements

7.4 Limitation of financial statements

7.5 Ratio analysis and types of ratio

7.6 Profitability ratio (Gross profit, Net profit, expense, ROE, ROI, Dividend payout, earning per share)

7.7 Solvency/ debt/leverage (debt to equity, Equity ratio, time interest earned)

- 7.8 Liquidity (current ratio, quick ratio, absolute liquid, working capital)
- 7.9 Activity (Inventory turnover, debtor turnover, creditor turnover, collection period)

Exercise : (Accounting: The basic for decision making by MEIGS AND MEIGS 8th edition CHAPTER NO 20 Analysis & Interpretation of Financial Statements)

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.
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3. An Insight into IFRS by Mohyuddin Tahir Latest Edition
4. Javed H. Zuberi , “Advanced Accounting”, Latest Edition, Petiwala Book Depot.
5. Mukherjee A. Hanif, “Modern Accountancy”, Volume I-II. Latest Edition
6. Advanced Accounting by M.A Ghani.
7. Accounting: The basic for decision making by MEIGS AND MEIGS

UNIVERSITY OF POONCH RAWALAKOT

Faculty of Management, Humanities and Social Sciences

Department of Business Administration and Commerce

COURSE OUTLINE

B.Com (Hons) 4-Years

4th Semester

Course Title: Financial and Regulatory Institutions

Course Code: BC-425

Credit Hours: 3+0

Course Objective:

The course presents an overview of how macroeconomic factors influence financial market pricing in debt, equity, and foreign exchange markets. A framework is developed to understand the expectations that financial markets price. These top-down considerations are inputs to asset allocation decisions between debt and equity, among fixed income products, the currency and country of choice, the choice of

commodities vs. financial assets, etc. The objective of the course is for you to gain an understanding of how to interpret and analyze the economic and financial environment in order to make informed investment allocations. This is the view point of the investment strategist.

Course Contents:

Introduction Why study financial markets and institutions

Overview of Financial system Why do financial institutions exist? Why do financial crises occur and why are they so damaging to the economy? Central bank and conduct of monetary policy: Tools, goals, strategies Commercial Banks and management of financial institutions. Mutual Fund industry, Investment banks, security brokers and dealers and venture capital firms Insurance companies and pension funds Financial Markets, the money market The bond market The stock market The mortgage market The foreign exchange markets The international financial systems **Recommended Books:** Financial Markets and Institutions: Frederic S. Mishkin and Stanley G. Eakins

Weeks	Contents of Financial Markets and Institutions
01	Why study financial markets and institutions, Overview of Financial system
02	Why do financial institutions exist?
03	Asymmetric information, Moral hazard, Adverse selection, Discussion with case studies
04	Why do financial crises occur and why are they so damaging to the economy? Financial crises 2007 Quiz
05	Central banking, Tools of monetary policy, functions Assignment
06	Commercial Banking, Banking regulations, Management of financial institutions
07	Investment Banks, security brokers and venture firms.
08	Mutual fund, pension fund and insurance companies MID TERM EXAMINATION
09	Financial Markets, Money vs Capital Markets
10	The stock markets, Products and management
11	The bond market, products and management
12	Short terms and long term financial markets and products
13	The Mortgage market, products and management. Quiz, Assignment
14	The foreign exchange market, products and management
15	The International Financial System
16	Risk management in financial institutions, hedging with derivatives

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Faculty of Management, Humanities and Social Sciences

Department of Business Administration and Commerce

COURSE OUTLINE

B.Com (Hon) 4-Years

4th Semester

Course Title: Research Methods in Business

Course Code: BC-426

Credit Hours: 3+0

Prerequisites

- Students should know the basic concept of research especially in business area.
textbooks (or Course Materials) with Edition
- Research Methods For Business, by Uma Sekeran

Course Description

Course discusses overall research methodology , proposal preparation, variables identification and generation, research tools as well as modern trends in business research.

Reference Material

Research papers provided by teacher

Course Objectives:

The course is aimed at helping students understand the ways in which systematic research can be conducted to describe, explain and predict phenomena of interest pertaining to various aspects of business.

Course Outcomes:

- To know the significance of research in business.
- To know how to write research paper.
- To identify important aspects/ elements of research.

Assessment Instrument with Weights

Midterm 30%

End term 50%

Internal evaluation 20% (5 quizez and assignments, 15 marks term paper).

Week #	Lecture	TOPICS TO BE COVERED
1.	1.	Introductory class
	2.	Introduction Basic Concepts
2.	3.	Definition Types of research, significance of research
	4.	Characteristics of research
3.	5.	Characteristics of research
	6.	Research process: observation
4.	7.	Research process: literature review

	8.	How to write literature review in research paper
5.	9.	Problem definition
	10.	Theoretical framework
6.	11.	Level of abstraction
	12.	Level of abstraction
7.	13.	Definition of hypothesis
	14.	Types of hypothesis
		MID TERM EXAMS
		MID TERM BREAK
8.	15.	How to write research paper
	16.	How to write research paper
9.	17.	Types of variables
	18.	Types of variables
10	19.	Elements of research design: purpose of research
	20.	Elements of research design: types of investigation
11	21.	Elements of research design: study setting
	22.	Introduction to SPSS and Excel
12	23.	Elements of research design: time horizon
	24.	Measurement of variables
13	25.	Operationalization of variable
	26.	Sampling
14	27.	Sampling
	28.	Revision
		END TERM EXAMS

	6th SEMESTER	
ECO-521	Economics issues in Pakistan	3
BC-522	Principles of Risk Management and Insurance	3
BC-523	Human Resource Management	3
BC-524	Managerial Accounting	3
MC-525	SME Management	3
BC-	Elective-I	3

Faculty of Management, Humanities and Social Sciences

Department of Business Administration and Commerce

COURSE OUTLINE

B.Com (Hons) 4-Years

6th Semester

Course Title: Economic Issues in Pakistan

Course Code: ECO-521

Credit Hrs: 03

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 Text:

1. Zaidi, S. Akbar,(1999),“Issues in Pakistan Economy”, OxfordUniversity Press.
2. Saeed, K. Amjad,(2007)“Economy of Pakistan, Institute of Business Management, Lahore.
3. Economics Survey of Pakistan (Latest Issues), Economic Advisor’s Wing, Ministry of Finance, Government of Pakistan

Further Readings:

1. Meenai, Asghar, (2002), “Banking and Finance in Pakistan” OxfordUniversity Press.
2. World Bank Reports on the suggested areas of study.
3. Quarterly and Annual Reports issued by the State Bank of Pakistan.
4. Website sources :

<http://www.paksearch.com>

<http://www.statpak.gov.pk/depts/>

<http://www.sbp.org.pk>

<http://kse.org.pk>

UNIVERSITY OF POONCH RAWALAKOT

Faculty of Management, Humanities and Social Sciences

Department of Business Administration and Commerce

COURSE OUTLINE

B.Com (Hons) 6th Semester

Course Title: Principles of Risk Management and Insurance

Course Code:BC-522

Credit Hours: 3+0

Course Instructor:

Course Prescription Examines theoretical and practical aspects of risk management with an emphasis on the effective use of futures, options and other financial derivatives to control market risk exposure. Reviews no-arbitrage methods used to value financial futures and options, including the Black-Scholes model and binomial tree numerical methods

Goals of the Course

To provide students with an understanding of the basic tools employed in managing financial risks. The course focuses on how firms use a range of derivative instruments including forward, futures options, and swap contracts to manage financial price risks. This course is designed to provide students with a strong theoretical base and sound analytical skills.

Course Contents

- Classification and definitions of risk
- Characteristics of an insurable risk
- Steps in the risk management process
- Techniques of risk management
- Role of insurance in risk management
- Insurance market operations
- Insurance company operations
- Government regulation of insurance
- Legal principles of risk transfer

Mid Term Exam

- Analysis of an insurance contract
- Enterprise risk management
- Root cause analysis
- Loss scenario analysis
- Life insurance
- Health insurance
- Liability insurance
- Property insurance
- Home insurance
- Automobile insurance
- Crime & other specialized insurance products

Terminal Exam

ASSESSMENT METHODS

- Class Participation: 10%
- Home Assignments:10%
- Mid examination:30%
- Final examination:50%

Recommended Book

- 1- Principles of Risk Management and Insurance – 12th edition Rejda McNamara
- 2- Hull, John C., 2007, Risk Management and Financial Institutions (RMFI), Prentice-Hall.
- 3- Hull, John C., 2006, Options, Futures, and Other Derivatives [OFOD], Prentice-Hall

UNIVERSITY OF POONCH RAWALAKOT

Faculty of Management, Humanities and Social Sciences

Department of Business Administration and Commerce

COURSE OUTLINE

B.Com (Hons)

6thSemester

Course Title: Human Resource Management

Course Code: BC-523

Credit Hours: 3+0

Course Instructor:

Prerequisites:

- Students should be specialized in Principles of Management.

Textbooks (or Course Materials) with Edition

- ▶ Human Resource Management by Noe and Hollen Beck 9th edition.
- ▶ David A. Decenzo and Stephen P. Robins (HUMAN RESOURCE MANAGEMENT).

Course Description

This course focuses on the Human Resource management and planning. The course emphasis is on the understanding of the concepts of right person for right job with right policies.

Reference Material

Case studies, Research articles will be provided by the instructor

Course Objectives:

- Develop a familiarity with and understanding of key aspects of employment law.
- Develop an understanding of the requirements of a global workforce
- Develop an understanding impact of HR related policies on the workforce
- Develop a familiarity with and understanding of key human resource functions.
- Develop collaborative learning, critical thinking and presentation skills.
- Enhance and refine analytical, and research skills related to HRM.

LEARNING OUTCOMES:

Equips the students with the concepts, problems and techniques applicable to the human resource functions of business organizations. The emphasis is on decision making in human resource areas.

Assessment Instrument with Weights

Mid-Term: 30%

End Term: 60%

Assignments, Quizzes: 10%

Research Articles + Presentations, and Projects: 10%

Week #	Lecture	TOPICS TO BE COVERED
1.	1.	Introduction to HRM, HRM in dynamic environment Meeting competitive challenges through HRM practices
	2.	Function of HRM
2.	3.	Strategic Management, Strategy formulation, Strategy implementation
	4.	Role of HRM in providing strategic competitive advantage
3.	5.	Work flow analysis and organization structure
	6.	Work flow analysis and organization structure (Continued)
4.	7.	Job Analysis, Job analysis Methods, Job Design
	8.	Human Resource Planning Process Human resource recruitment process
5.	9.	Factors effecting recruiting process Case study
	10	Recruitment sources, Selection method Standards
6.	11	Employee orientation, Employee training, Employee development
	12	Coaching, Designing effective training system, Training methods, Evaluating training program
7.	13	Coaching, Designing effective training system, Training methods, Evaluating training program(Continued)
	14	Grand quiz

MID TERM EXAMS		
8	15	Performance management, Purpose of performance management
	16	Appraisal methods, Choosing a source of performance information, Approaches to measuring performance, Rater errors in performance management, International performance appraisal
9	17	Employee separation and retention, How to retain good employees, How to fire the unwanted stuff, Sources of Job dissatisfaction.
	18	Case Study
10	19	Pay structure decisions, Internal equity Recognizing employee contribution with pay
	20	External equity, Recognizing employee contributions with pay, Pay Program
11	21	Employee benefits, Types of employee benefits
	22	Occupational health and safety, Maintenance of healthy work environment, Maintaining effective relationships
12	23	Labor relations and collective bargaining
	24	Research papers discussions (Conclusions)
13	25	Presentations of assigned project.
	26	Presentations of assigned project.
14	27	Revision
	28	Revision
END TERM EXAMS		

UNIVERSITY OF POONCH RAWALAKOT

Faculty of Management, Humanities and Social Sciences

Department of Business Administration and Commerce

COURSE OUTLINE

B.Com(Hons) 4-years

Semester 6th

Course Title: Managerial Accounting

Course Objectives

1. To develop the skills in students so that are be able to make proper distinction between different types of costs.
2. To equip the students with emerging new concepts and its application in the field of managerial accounting.
3. To develop the skills in students to design the costing system that help in decision making.

Topic
The changing role of managerial accounting in a dynamic business environment: <ul style="list-style-type: none">• Managerial accounting; managerial vs financial accounting, managerial accounting in different types of organization, evolution and adaptation in managerial accounting ,• 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.
Activity based Costing <ul style="list-style-type: none">• 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 : <ul style="list-style-type: none">• Two dimensional ABC,• Customer profitability analysis,• Target costing, kaizen costing,• Benchmarking , reengineering,• Theory of constraints• Just in Time Inventory and Production Management
Activity analysis, cost behaviour and cost estimation <ul style="list-style-type: none">• Cost behaviour patterns• Operational based vs. volume based cost drivers• Cost estimation methods
Cost volume profit relationship <ul style="list-style-type: none">• Projected expenses and revenues,• Breakeven point, target net profit,• Applying CVP analysis, CVP analysis with multiple products, assumption under CVP analysis, CVP

and income estimation, cost structure and operating leverage.

- **MID TERM EXAM**

Profit Planning and Activity Based Budgeting.

- Profit planning, activity based budgeting and e- budgeting:
- Types of budgets (master budgets, budgeted financial statements), manufacturing overhead budget, ABB and the cost hierarchy, financial planning models, budget administration,
- Zero based budgeting, international and behavioral aspects of budget

Standard Costing, Operational performance measures and Balance Scorecard:

- Setting standards
- Cost Variance Analysis
- Causes and significance of variances
- Behavioral impact of standard costing
- Operational performance measures
- Balanced Scorecard

Flexible budgeting and the management of overhead and support activity costs: overhead budgets

- Choice of activity measure,
- Cost management using overhead cost, overhead cost performance report, and activity based flexible budgets.

Decision making, relevant cost and benefits:

- The managerial Accountant role in decision making
- relevant information, identifying relevant costs and benefits
- analysis of special decisions

Recommended Text

1. Hilton W. Ronald Managerial Accounting 7th edition *McGraw-Hill Irwin*
2. Garrison H. Ray, Noreen W. Eric (2004) 11th edition Managerial Accounting *Irwin publishers*

Further Readings

3. Needles E. Belverd, Powers Marian, Crosson V. Susan (2002) Financial and Managerial Accounting *Houghton Mifflin company Boston New York*
4. ICMAP (2005) Stage 2 Fundamentals of Cost and Management Accounting *PBP professional education*

UNIVERSITY OF POONCH RAWALAKOT

Faculty of Management, Humanities and Social Sciences

Department of Business Administration and Commerce

COURSE OUTLINE

B.Com (Hons) 4-Years

6th Semester

Course Title: SME Management

Course Code: BC-525

Credit Hours: 3+0

- Course Contents
- Definition and regional concepts of SMEs
- The Regional Concept of SMEs
- The Role of Entrepreneurship in SMEs
- Kinds of Entrepreneurs
- Their Role and Functions in an Enterprise
- Small Entrepreneurs in Pakistan and Role of SMEs in Global and Regional Level
- The Development of SMEs in Pakistan
- Government Efforts Towards SMEs Development

MID TERM EXAMINATION

- The Role of NGOs
- Issues and Policy Development for SME
- Short and Medium Term Issues for SME Policy Formulation
- Long Term Issues for SME Policy
- The Start up Process of a Small
- Technical and Marketing Feasibility of the Identified Project
- Financial Feasibility of SMEs
- Problems Faced by Newly Established Company
- Post and Field Problems Faced by a New Enterprise
- Guide Lines for Approaching Lenders
- Types of Collaterals/Guarantees / Assets and Pledge Techniques for Security

Reference Books

Essentials of Entrepreneurship and Small Business Management

Citation: Scarborough, N. (6th)

Author: Norman M. Scarborough

Edition: 6th

ISBN: 13 978-0-13-610959-4

Publisher: Pearson Higher Education

Copyright: 2011

Book Title:

Entrepreneurship Development and Small Business Enterprises

Citation: Charantimath, P. (2006) Author: Poornima M. Charantimath Edition: 1st

	8thSEMESTER	
BC-621	International Business	3
BC-622	Strategic Management	3
BC-624	Entrepreneurship	3
BC-625	Business Plan Development	3
	Elective	3

UNIVERSITY OF POONCH RAWALAKOT

Faculty of Management, Humanities and Social Sciences

Department of Business Administration and Commerce

COURSE OUTLINE

B.Com (Hons) 4-Years

8th Semester

Course Title: International Business

Course Code: BC-621

Credit Hours: 03

Course Instructor:

PRE-REQUISITES:

Students should have taken the Introduction to Business Studies course prior taking this course so as to gain maximum from the course contents

Course Description

The course caters to the explanation of international business and overseas business types, organizational structures and strategy formulation with respect to changing global environment. It further explains the skills and tools needed to flourish the business at an optimum level in an international scenario

COURSE OBJECTIVES:

International Business is concerned with firms that do not limit their operations to a single nation. It asks why these firms exist, how they succeed in the complex and changeable international environment, and what their activities mean for the countries in which they do business.

In order to be prepared for a career in any facet of the business world (accounting, finance, marketing, information technology, law, healthcare, etc.), knowledge and understanding of global issues is critical.

Thus, you should study international business to be prepared for diverse business opportunities, knowing in advance that respect for and knowledge of your counterparts can give you a competitive advantage.

KEY LEARNING OUTCOMES:

The students should be able examine how business organizations operate in an international environment and gain an understanding of the development and implementation of strategy, managerial activities, and organizational issues relating to cross-border activities.

Week #	Lecture #	TOPICS TO BE COVERED
1.	1.	Introduction to International Business & assignment of short cases
	2.	Discussion & Analysis of short cases
	3.	Discussion of basic IB concepts and MNCs of the world
	4.	Foreign Direct Investment (FDI) & the Triad
2.	5.	Porter's Diamond
	6.	Porter's Diamond (continued)
	7.	Nature & characteristics of MNCs
	8.	The Internationalization Process
3.	9.	Case discussion 'how local companies keep MNCs at bay?'
	10.	Discussion continued
4.	11.	Why firms become MNCs?
	12.	Reasons of FDI
5.	13.	Case discussion "Tarang"
	14.	Discussion & presentations of the case
6.	15.	Presentations continued
	16.	Introduction to Culture & its elements
7.	17.	Cultural elements (Religion, Language, material goods, education etc)
	18.	Revision of course
MID TERM EXAMS		

10	19	Course project assignment & discussion
	20	Husted's cultural dimensions,
11	21	Integration and discussion of dimensions
	22	Discussion of Trade Theories
12	23	Barriers to Trade
	24	Strategic Orientations & Value chain Analysis
13	25	Organizational Structures & processes
	26	International Marketing & Market Assessment
14	23	International Human Resource Management & core concepts
	24	Revision
15	2	Presentation and evaluation of final project
	26	Presentation and evaluation of final project
16	END TERM EXAMS	

The number of weeks given can vary as the above schedule is tentative. Also, the date of examination may be shifted later or earlier.

Electives

University of the Poonch Rawalakot, AJK

Faculty of Management, Humanities and Social Sciences

COURSE OUTLINE

BS Commerce 4-Years

Course Title: Islamic Principles of Finance

Course Code: BC-561

Credit Hours: 3+0

Course Description

This economics and finance course will give you an overview of the Islamic financial system. You will learn the core principles and basic models of Islamic finance and establish a framework for understanding this financial system.

Learning Objectives

- The core principles of the Islamic financial system.
- The various norms and prohibitions that govern activities and contracts in the Islamic financial system.
- An Overview of the Islamic Financial System
- Introduction
- Principles of the Islamic Economic System
- The Roles of Financial Institutions (FIs)
- The Role of Ethics in the Islamic Financial System
- Types of Contracts in Islamic Finance
- General Principles
- Introduction
- **Mid Term Exam**
- The Basic Norms of the Islamic Financial System
- Norms Relating to Profit
- Norms Relating to Mutual Cooperation
- A Framework for the Islamic Financial System—Part 1
- Introduction
- The Strategic Role of Financial Institutions in Society
- Primary Characteristics of the Islamic Financial System
- Basic Operations of an Islamic Bank
- Two Approaches for Returns in Islamic Banking
- Profit/Loss Approach in Islamic Banking
- Islamic Investment Banking
- A Framework for the Islamic Financial System-Part 2
- Introduction
- Concept and Conditions of a Bai' Mu'ajjal (Credit Sale)
- Murabaha Sale and Structure
- Murabaha to Purchase Ordered

University of the Poonch Rawalakot, AJK

Faculty of Management, Humanities and Social Sciences

COURSE OUTLINE

BS Commerce 4-Years

Course Title: Analysis of Financial Statements

Course Code: BC-673

Credit Hours: 03

Course Instructor:

Prerequisites: Fundamentals of Accounting, Financial Accounting, Cost Accounting, Introduction to Finance, Financial Management

Textbooks (or Course Materials)

- 1. The Analysis and use of Financial Statements (3rd Edition)**
By: Gerald I. White, Ashwinpaul C. Sondhi, and Dov Fried.
- 2. Financial Statement Analysis Using Financial Accounting Information(7th Edition)**
By: Charles H. Gibson
- 3. Fundamentals of Corporate Finance (5th Edition Chapter # 18 only)**
By: Brealey/Myers/Marcus
- 4. Fundamentals of Corporate Finance (6th Edition Chapter # 4 only)**
By: Ross/Westerfield/Jordan

Course Description: This course is an introduction to financial statement analysis, aiming to provide you the basic skills and techniques to analyze financial statements for the purpose of valuation. You will learn how to evaluate financial statements and perform prospective, credit, and equity analyses. Students will also learn how to recast and adjust financial statements to obtain a better estimate of earning power.

Reference Material

Annual Reports of Public Limited Companies

Course Objectives: Financial reports are the primary means by which managers communicate company results to investors, creditors and analysts. These parties use the reports to judge company performance, to assess creditworthiness, to predict future financial performance, and to analyse possible acquisitions and take-overs. Users of financial statements must be able to meaningfully interpret financial reports, construct measures of financial performance and analyse the reporting choices made by companies. Also, since company managers choose accounting techniques when making their reports, users must learn to undo the effects of these accounting choices. The purpose of this course is to give the foundation for such analysis.

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

- Calculate and interpret a range of accounting ratios from the financial statements of large companies;
- Appreciate the complex nature of real life financial statement ratio calculations;
- Understand the role of, and draw upon, the strategic (competitive and sustainability) context of a business in interpreting that business's financial statements;
- Effectively interpret financial statements from the perspective of the forward-looking information needs of different stakeholders;
- Understand a range of factors that can indicate the quality and reliability of financial statement information;
- Appreciate the various sources of data that may be useful in analyzing the position, performance and future prospects of a firm

Week	Lecture	TOPICS TO BE COVERED
1	1	Introduction to Analysis of Financial Statements, Utilization and Practicality of the Course
	2	Framework for Financial Statements Analysis Need for financial statement analysis, Users of financial statements Principal financial statements Qualitative characteristics of accounting data Chapter # 1 (Sondhi) Chapter # 1 (Gibson)
2	3	Framework for Financial Statements Analysis.... GAAP Chapter # 1 (Sondhi) Chapter # 1 (Gibson)
	4	Accounting Policies and their Impact on Financial Analysis.... Overview of Accounting Cycle Auditor's Report and its types Chapter # 2 (Sondhi) Chapter # 2 (Gibson)
3	5	Accounting Policies and their Impact on Financial Analysis.... The accrual concept of income Revenue recognition methods Percentage-of-Completion Method

		Completed contract method Chapter # 2 (Sondhi) Chapter # 2 (Gibson)
	6 .	Accounting Policies and their impact on Financial Analysis..... Nonrecurring items Adjustments for Nonrecurring items Management Discretion and Earnings Manipulation Chapter # 2 (Sondhi)
4 .	7 .	Cash Flow Statement Analysis Need for a Cash Flow Statement Importance of Cash Flow Statement Chapter # 3 (Sondhi) Chapter # 11 (Gibson)
	8 .	Cash Flow Statement Analysis.... Basic Elements of Cash Flow statement Cash Flow Classification Issues Chapter # 3 (Sondhi) Chapter # 11 (Gibson)
5 .	9 .	Cash Flow Statement Analysis.... Direct and Indirect cash flow method Preparation of Cash Flow Statement Chapter # 3 (Sondhi) Chapter # 11 (Gibson)
	10	Cash Flow Statement Analysis.... Analysis of cash flow information Free Cash Flows and Valuation Chapter # 3 (Sondhi) Chapter # 11 (Gibson)
6 .	1 1 .	Foundations of Ratio and Financial Analysis Purpose and use of ratio analysis Cautionary Note Chapter # 4 (Sondhi) Chapter # 5 (Gibson)
	1 2	Foundations of Ratio and Financial Analysis..... Common size statements Vertical and Horizontal Analysis

		Case Study: Cooper Tire & Rubber Company. Chapter # 4 (Sondhi) Chapter # 5 (Gibson)
7	1 3 .	Foundations of Ratio and Financial cont... Categories of ratios: Liquidity analysis Chapter # 4 (Sondhi) Chapter # 5 & 7 (Gibson)
	1 4 .	Foundations of Ratio and Financial cont... Activity analysis Profitability analysis Chapter # 4 (Sondhi) Chapter # 5 & 7 (Gibson)
	MID TERM EXAMS	
	MID TERM BREAK	
8	1 5	Foundations of Ratio and Financial cont... Long-term debt and solvency analysis Ratios: An integrated analysis Chapter # 4 (Sondhi) Chapter # 8 & 9 (Gibson)
	1 6	Foundations of Ratio and Financial cont... Earning per share and other ratios used in valuation Trend Analysis Chapter # 4 (Sondhi) Chapter # 10 (Gibson)
9	1 7	Foundations of Ratio and Financial cont... Operating and financial leverage Leverage and its effect on earnings Chapter # 4 (Sondhi) Chapter # 6 & 10 (Gibson)
	1 8	Foundations of Ratio and Financial cont... Operating and financial leverage Leverage and its effect on earnings Case Study: "The Case of the Beleaguered, Burgled Balance Sheet" Chapter # 4 (Sondhi) Chapter # 6 & 10 (Gibson)

1 0	1 9	Statement Analysis for Special Industries: Banks, Utilities, Oil and Gas, Transportation, Insurance, Real Estate Companies Chapter # 15 (Gibson)
	2 0	Statement Analysis for Special Industries: Banks, Utilities, Oil and Gas, Transportation, Insurance, Real Estate Companies Chapter # 15 (Gibson)
1 1	2 1	Statement Analysis for Special Industries: Banks, Utilities, Oil and Gas, Transportation, Insurance, Real Estate Companies Chapter # 15 (Gibson)
	2 2	Statement Analysis for Special Industries: Banks, Utilities, Oil and Gas, Transportation, Insurance, Real Estate Companies Chapter # 15 (Gibson)
1 2	2 3	Analysis of Inventories Inventory and cost of goods sold: Basic relationships LIFO Versus FIFO: Income, Cash flow, and working capital effect Chapter # 6 (Sondhi) Chapter # 7 (Gibson, p. 265)
	2 4	Analysis of Inventories Inventory and cost of goods sold: Basic relationships LIFO Versus FIFO: Income, Cash flow, and working capital effect Chapter # 6 (Sondhi) Chapter # 7 (Gibson, p. 265)
1 3 .	2 5	Analysis of Inventories cont... Adjustments from LIFO to FIFO Financial ratio: LIFO Versus FIFO Chapter # 6 (Sondhi) Chapter # 7 (Gibson, p. 265)

	2 6	<p>Analysis of Inventories cont...</p> <p>Adjustments from LIFO to FIFO</p> <p>Financial ratio: LIFO Versus FIFO</p> <p>Chapter # 6 (Sondhi) Chapter # 7 (Gibson, p. 265)</p>
1 4	2 7	<p>Financial Planning and Forecasting</p> <p>Introduction to basic financial planning models</p> <p style="padding-left: 40px;">A simple financial planning model</p> <p style="padding-left: 40px;">The Percentage of sales approach</p> <p>Chapter # 4 (Ross/Westerfield/Jordan) Chapter # 18 (Brealey/Myers/Marcus)</p>
	2 8	<p>Financial Planning and Forecasting.....</p> <p style="padding-left: 40px;">Additional/External fund needed</p> <p style="padding-left: 40px;">Additional/External financing and growth</p> <p>Chapter # 4 (Ross/Westerfield/Jordan) Chapter # 18 (Brealey/Myers/Marcus)</p>
	END TERM EXAMS	

University of the Poonch Rawalakot, AJK

Faculty of Management, Humanities and Social Sciences

COURSE OUTLINE

BS Commerce 4-Years

Course Title: International Finance

Course Code: BC-683

Credit Hours: 3+0

Course Instructor:

Prerequisites: Financial Accounting, Managerial Accounting, Financial Management

Textbooks. International Financial Management (8th Edition) by Jeff Madura

Course Description

Reference Material

1. International Financial Management (5th Edition) by Eun & Resnick
2. International Financial Management by Addison Wesley Longman
3. International Finance by Keith Pilbeam
4. International Economics: Theory and Practice by Paul Krugman

Assessment Instrument with Weights

Midterm 30%

End term 60%

Internal evaluation 10% (5 quizez, 5 assignments, viva voice).

Week #	Lecture	TOPICS TO BE COVERED
1	1.	Multinational Financial Management: An Overview Chapter 1 Goal of the MNC Theories of International Business International Business Methods
	2.	Multinational Financial Management: An Overview International Opportunities Exposure to International Risk

		Overview of an MNC's Cash Flows Valuation Model for an MNC	
2	3.	International Flow of Funds Balance of Payments International Trade Flows Factors Affecting International Trade Flows Correcting a Balance of Trade Deficit	Chapter 2
	4.	International Flow of Funds International Capital Flows Agencies that Facilitate International Flows How International Trade Affects an MNC's Value	
3	5.	International Financial Markets Motives for Using International Financial Markets Foreign Exchange Market International Money Market International Credit Market	Chapter 3
	6.	International Financial Markets International Bond Market International Stock Markets Comparison of International Financial Markets How Financial Markets Affect an MNC's Value	
4	7.	Exchange Rate Determination Measuring Exchange Rate Movements Exchange Rate Equilibrium	Chapter 4
	8.	Exchange Rate Determination Factors that Influence Exchange Rates Speculating on Anticipated Exchange Rates	
5	9.	Government Influence on Exchange Rates Exchange Rate Systems A Single European Currency Government Intervention	Chapter 6
	10.	Government Influence on Exchange Rates Exchange Rate Target Zones Intervention as a Policy Tool How Central Bank Intervention Can Affect an MNC's Value	
6	11.	International Arbitrage and Interest Rate Parity International Arbitrage Locational Arbitrage Triangular Arbitrage Covered Interest Arbitrage.....	Chapter 7
	12.	Interest Rate Parity Derivation of Interest Rate Parity Determining the Forward Premium Graphic Analysis of Interest Rate Parity.....	
7	13.	Relationships Among Inflation, Interest Rates, and Exchange Rates Purchasing Power Parity (PPP) Interpretations of PPP Rationale Behind PPP Theory Derivation of PPP.....	Chapter 8
	14.	International Fisher Effect (IFE) Implications of the IFE for Foreign Investors Derivation of the IFE..... Comparison of IRP, PPP, and IFE Theories	
		MID TERM EXAMS	

MID TERM BREAK			
8	15	Forecasting Exchange Rates Why Firms Forecast Exchange Rates Forecasting Techniques	Chapter 9
	16	Forecasting Services Evaluation of Forecast Performance Exchange Rate Volatility	
9	17	Measuring Exposure to Exchange Rate Fluctuations Is Exchange Rate Risk Relevant? Transaction Exposure	Chapter 10
	18	Measuring Exposure to Exchange Rate Fluctuations Economic Exposure Translation Exposure	
10	19	Direct Foreign Investment Motives for Direct Foreign Investment (DFI) Benefits of International Diversification	Chapter 13
	20	Decisions Subsequent to DFI Host Government Views of DFI Impact of the Direct Foreign Investment Decision on an MNC's Value	
11	21	Multinational Capital Budgeting Subsidiary versus Parent Perspective Input for Multinational Capital Budgeting Multinational Capital Budgeting Example	Chapter 14
	22	Factors to Consider in Multinational Capital Budgeting Adjusting Project Assessment for Risk	
12	23	Country Risk Analysis Why Country Risk Analysis Is Important Political Risk Factors Financial Risk Factors Types of Country Risk Assessment Techniques to Assess Country Risk Comparing Risk Ratings Among Countries	Chapter 16
	24	Measuring Country Risk Comparing Country Risk Ratings Across Countries Actual Country Risk Ratings Across Countries Incorporating Country Risk in Capital Budgeting Reducing Exposure to Host Government Takeovers	
13	25	Multinational Cost of Capital and Capital Structure Background on Cost of Capital Cost of Capital for MNCs Costs of Capital Across Countries Using the Cost of Capital for Assessing Foreign Projects	Chapter 17
	26	The MNC's Capital Structure Decision Interaction Between Subsidiary and Parent Financing Decisions Local Versus Global Target Capital Structure Impact of an MNC's Capital Structure Decisions on Its Value	
14	27	Financing International Trade Payment Methods for International Trade Trade Finance Methods	Chapter 19
	28	Financing International Trade Agencies that Motivate International Trade	

University of the Poonch Rawalakot, AJK

Faculty of Management, Humanities and Social Sciences

COURSE OUTLINE

BS Commerce 4-Years

Course Title: Corporate Finance

Course Code: BC-684

Credit Hours: 3+0

Course Instructor:

COURSE OBJECTIVES: This important module aims at building and enhancing the competence of the students in corporate finance. This is done by extending the business finance course to an in-depth understanding of some of the important functions of the finance subject such as financial planning and control, working capital management and financing sources. This course helps managers in emphasizing on strategic decision making techniques that best serve the interests of shareholders in order to maximize the value of the firm.

The Role of Financial Management Introduction, What is Financial Management? The Goal of the Firm, Organization of the Financial Environment.

The Time Value The Interest Rate,

Simple Interest,

Compound of Money an Overview

The Valuation of Long Term Securities Management Function,

The Tax Interest, Compounding More Than Once a Year,

Amortizing a Loan.

Distinctions Among Valuation Concepts,

Bond Valuation,

Preferred Valuation,

Rates of Return (or Yields).

Midterm EXam

Financial State Analysis,

Balance Sheet Ratios.

Bonds Stock With Valuation, a Finite Common Maturity,

Stock Financial Statement Analysis, A Possible Framework for MID TERM Cash Estimates,

Statement of Cash flows.

Motives for Holding Cash, Speeding Up Cash Receipts,

Electronic Balances to Maintain, Investment in Marketable Securities.

9 Financial Planning and Forecasting -Flow Forecasting,

Range of Cash-Flow Forecasting Financial Statements Cash and Marketable Securities Management,
Accounts Slowing Commerce,

Down Outsourcing, Cash Payouts.

Recommended/ Reference Books: 1. T.J Gahagher and J.D. Andrew, Jr, "Financial Management" McGraw Hill (1997). 2. Geoffrey A. Hirt, Richard D. Irwin, Inc. Stanley B. Block," Foundation of Financial Management" (1997). 3. Prasanna Chandra, Tata McGraw-Hill Publishing Company Limited, New Delhi, "Fundamentals Of Financial Management", 4. James C. venhorne, "Fundamentals of Financial Management"

UNIVERSITY OF POONCH RAWALAKOT

Faculty of Management, Humanities and Social Sciences

Department of Business Administration and Commerce

COURSE OUTLINE

B.Com (Hons) 4-years

8th Semester

Course Title: Strategic Management

Course Code: BC-622

Credit Hours: 03

Textbook

- Concepts in Strategic Management and Business Policy, 12th Edition by Thomas L. Wheelen and J. David Hunger.

Course Description

The course caters to the explanation of business strategies, strategy formulation, strategy implementation and evaluation and control measures at corporate, business and functional levels of the businesses.

Reference Material

- Strategic Management: Concepts and Cases, 12th Edition by Fred R. David
- Case Studies of National and International Exposure.

Course Objectives:

- To facilitate students in understanding strategic management process
- To assist the concepts of strategic management with updated cases.
- To prepare the students to conduct a strategic audit of any of the manufacturing or service companies and to develop a business plan for implementation.

Course Outcomes:

The course shall contribute in the professional and technical knowledge of students in the academia and the business world.

Assessment Instrument with Weights

Quizzes **05%** **(Internal Evaluation out of 10%)**

Credit Assignments **05%** **(Internal Evaluation out of 10%)**

Midterm **30%** **Endterm** **60%**

Week #	Lecture	TOPICS TO BE COVERED
1.	1.	Introduction to Strategic Management and Business Policy, Benefits of Strategic Management, Impact of Environmental Sustainability, Learning Organization
	2.	Basic Model of Strategic Management
2.	3.	Mintzberg's Modes of Strategic Decision Making, Aid to Better Decisions
	4.	Corporate Governance: Role and Responsibilities of the Board of Directors
3.	5.	Sarbanes-Oxley Act, Trends in Corporate Governance, The Role of Top Management
	6.	Social Responsibilities of Strategic Decision Makers: Friedman's Traditional View and Carroll's Four Responsibilities of Business
4.	7.	Corporate Stakeholders
	8.	Environmental Scanning: External Environmental Analysis
5.	9.	Porter's Industry Analysis; Six Forces
	10	Categorizing International Industries, Strategic Groups
6.	11	Forecasting and Forecasting Techniques
	12	Resource Based Approach to Organizational Analysis: VRIO Framework, Determining the Sustainability of an Advantage
7.	13	Eleven Business Models
	14	Industry Value Chain Analysis
MID TERM EXAMS		
8.		Basic Organizational Structures
		Strategic Functional Issues: Internal Scanning
		(Contd.) Strategic Functional Issues: Internal Scanning Business Strategies; Porter's Competitive Strategies
9.	19	Competitive Tactics and Market Location Tactics
	20	Cooperative Strategies: Collusion and Strategic Alliances
10	21	Corporate Strategy: Directional Growth Strategies

	22	Stability and Retrenchment Strategies
11	23	Portfolio Analysis: BCG Growth-Share Matrix, Parenting Strategy
	24	Functional Strategies: Strategy Formulation
12	25	(Contd.) Functional Strategies: Strategy Formulation, Strategies to Avoid
	26	Strategy Implementation, Who Implements Strategy and What must be Done, Advanced Types of Organization Structures
13	27	Staffing: Staffing Follows Strategy, Leading: Assessing Strategy-Culture Compatibility, Action planning, International Considerations in Leading
	28	Evaluation and Control: Balanced Scoreboard Approach, Responsibility Centers
14	29	Benchmarking, Problems in Measuring Performance
	30	Guidelines for Proper Control, Strategic Incentive Management
	END TERM EXAMS	

UNIVERSITY OF POONCH RAWALAKOT

Faculty of Management, Humanities and Social Sciences

Department of Business Administration and Commerce

COURSE OUTLINE

B.Com (Hons) 4-Years

8th Semester

Course Title: Entrepreneurship

Course Code: BC-624

Credit Hours: 3+0

Course Instructor:

Prerequisites:

Textbooks (or Course Materials) with Edition

- A *recommended* text for this course is “*Patterns of Entrepreneurship*” by Jack M Kaplan
- Hisrich Robert D& Peters Michael P (2002) **Entrepreneurship**: New Delhi, Tata McGraw hill Publishing Co.
- Bygrave William D and D’ Heilly Dan,(1997) **The Portable MBA in Entrepreneurship-Case Studies**: New York, John Wiley & Sons Inc.
- Naqi, Dr. S. M, **Entrepreneurship – A Recipe for Economic Development**: Lahore, Naqi Hyder & Associates
- Naqi, Dr. S. M, **Entrepreneurs**: Lahore, Naqi Hyder and Associates
- Kuratko Donald F and Hodgetts (2001) Richard M, **Entrepreneurship- A Contemporary Approach**: New York, South-Western, Thomas Learning
- Holt David H. **Entrepreneurship – New Venture Creation**

Course Description

- This course is designed for business administration student to equip them with relevant knowledge for setting up the new venture. this course covers the business planning section including human ,financial ,marketing strategies.

Reference Material

- The instructor will provide further readings/notes/handouts and case studies when and where deemed necessary

Course Objectives:

- Develop entrepreneurial knowledge and skills among students
- Motivate students to become self employed

Course Outcomes:

- Business plan is required from students

- Implementation of business plan in the form of holding entrepreneurial week
- Assessment Instrument with Weights**

Midterm 30%

End term 60%

Internal evaluation 10% (3 assignments,business plan,display and viva voice).

Week #	Lecture #	TOPICS TO BE COVERED
1	1.	Introduction to Entrepreneurship and Entrepreneurial Process
	2.	Introduction to Entrepreneurship and Entrepreneurial Process
2	3.	Entrepreneurial Profile Ted Turner
	4.	Entrepreneurial Profile Ewing Marion Kauffman
3	5.	Developing Ideas and Business Opportunities
	6.	Developing Ideas and Business Opportunities
4	7.	Developing Ideas and Business Opportunities
	8.	Entrepreneurial Profile Fredrick W. Smith
5	9.	Analyzing the Market, Customers, and Competition
	10.	Analyzing the Market, Customers, and Competition
6	11.	Preparing the winning Business Plan
	12.	Preparing the winning Business Plan
7	13.	Setting Up the Company
	14.	Setting Up the Company
.	MID TERM EXAMS	
8	19.	Managing Financial Operations Early Stage Financing
	20.	Growth stage Financing

9	21.	Discovering the value in Intellectual property: The competitive Edge.
	22.	Discovering the value in Intellectual property: The competitive Edge.
10	23.	Prepare organization for growth
	24.	Develop customer driven management strategy
11	25.	Buying Existing and Turnaround Businesses and opening Franchises
	26.	Harvesting and Exiting the venture: Options and Alternatives
12	27.	SMEs in Pakistan: Issues and strategies
	28.	Case Study Analysis and Discussion
13	29.	Case Study Analysis and Discussion
	30.	Final project presentations
14	Final project presentations	
14	Final project presentations	
.	End term examination	