

UNIVERSITY OF KARACHI

REVISED SYLLABI 2006

**BACHELOR OF COMMERCE
(B.COM. DEGREE)**

FIRST STEP IN YOUR BUSINESS CAREER

Published by
Registrar
University of Karachi

Students enrolled in 2005
shall be examined according to
revised syllabus.

IMPORTANT NOTES

- i) B.Com.(Two years degree course) will consist of Part-I and Part-II
- ii) Part-I will have Six papers of 100 Marks each.
- iii) Part-II will have Six papers (including one optional) of 100 Marks each.
- iv) The compulsory subject of Islamic Studies and Pakistan studies shall be of 100 Marks with the following distributions.

a) Islamic Studies/(Ethics for Non Muslims)	
.....	60 Marks
b) Pakistan Studies	
.....	40 Marks
Total	100 Marks

Both sections (a and b) to be passed separately: The marks of both section shall not be included in the division.

v) **Pass Marks**

Minimum passing marks shall be 40 percent in each subject but the aggregate shall be 45%. Students securing less than 45 percent in aggregate shall be declared failed.

vi) **Class**

- a. Students securing 60 percent or more shall be placed in the First Division.
- b. More than 45% but less than 60% shall be placed in the Second Division.
- c. There will be no Third Division.

B. COM. PART-I

B. COM PART-I AND PART-II MODIFIED SYLLABUS 2006

Scheme of Studies:	<u>Marks</u>
1. Paper I Islamic Studies/Ethics and Pakistan Studies	100
2. Paper II Functional English (Compulsory)	100
3. Paper III Introduction to Business	100
4. Paper IV Principles of Accounting	100
5. Paper V Business Mathematics and Statistics	100
6. Paper VI Economic Analysis and Policy	100

B. COM. PART-II

1.Paper I	Business Communication	100
2.Paper II	Principles of Management	100
3.Paper III	Economic Development of Pakistan	100
4.Paper IV	Advanced Accounting and Cost Accounting	100
5.Paper V	Business and Industrial Law	100
6.Paper VI	Optional any one:	100
	a) Auditing and Income Tax Law	
	b) Introduction to Computer Application in Business	
	c) Principles of Marketing	
	d) Principles of Insurance	
	e) Banking and Finance	

B. COM. PART-I

PAPER-I (Section A):ISLAMIC STUDIES FOR MUSLIM STUDENTS

1. The Holy Quran
The revelation of Ayat or the Verses.
2. Surah Hijrat
Introduction and Text of the Holy Quran
3. Surah Furqan
Introduction and text of the Holy Quran
4. Hadith and Sunnah of the Holy Prophet (PBUH)
Meaning and definition.
The difference between Hadith and Sunnah
5. Hijat-e-Hadith
Compilation, inscription and writing of hadith.
6. Text of Hadith.
Twenty selected Hadiths from “Riaz-us-Saliheen”
7. Monothism
 - a) The existence of God – Arrangements and effects of the belief in one God.
 - b) Effects on personal life.
 - c) Effects on collective life.
8. Prophethood
 - The necessity and importance of prophethood.
 - The distinct qualities of the prophets and status of prophethood – Faith in the finality of prophethood.
 - The following of sunnah.
9. Life after death
10. Prayer
11. Zakat-concept and purpose.
12. Fasting (SAUM) individual and collective benefits.
Hajj – Significance – Nature – Manasik
Jehad – with knowledge, sword, wealth and with selves.

13. Study of the pure life of the Holy Prophet Makki and Madani life.

Books Recommended:

1. Abdul Qayyum Natiq
(Sirat-e-Mustaqeem (English)), 13th edition. 2004

2. Abdul Qayyum Natiq
(Sirat-e-Mustaqeem (Urdu)),
Tahir Sons Karachi. 13th edition, 2004.

3. Dr. Nasiruddin
Islamiat (Urdu), Ghazanfar Academy Pakistan

4. Prof. Mufti. Munib Ur Rahman
Islamiat, Graduation classes. Karachi: Urdu Bazar, 2003.

B.COM. PART-I

PAPER-I(Section A):ETHICS FOR NON MUSLIM STUDENTS

Ethics (compulsory) in lieu of Islamiat
For Non-Muslim students.

1. Meaning and Scope of Ethics.
2. Relation of Ethics with:
(a) Religion (b) Science (c) Law
3. Historical Development of Morality:
(a). Instinctive Moral Life.
(b). Customary Morality.
(c). Reflective Morality.
4. Moral Theories:
(a). Hedonism (Mill)
(b). Intuitionism (Butler)
(c). Kant's Moral Theory.
5. Moral Ethics and Society.
(a). Freedom and Responsibility.
(b). Tolerance
(c). Justice
(d). Punishment (Theories of Punishment)
6. Moral Teachings of Major Religions:
a). Judaism
b). Christianity
c). Islam
7. Professional Ethics:
a). Medical Ethics

- b). Ethics of Students
- c). Ethics of Teachers
- d). Business Ethics

REFERENCE BOOKS:

1. William Lille. **An Introduction to Ethics.**
London Methuen & Co. latest
edition.

2. Titus, H.H. **Ethics for Today.**
New York: American Book, latest
edition.

3. Hill, Thomas. **Ethics in Theory and Practice.**
N.Y. Thomas Y. Crowel, latest
edition

4. Ameer Ali, S. **The Ethics of Islam.**
Calcutta: Noor Library
Publishers, latest edition

5. Donaldson, D.M. **Studies in Muslim Ethics.**
London: latest edition.

6. Sayeed, S.M.A.(Tr.) **Ta'aruf-e-Akhlaqiat.**
Karachi: BCC&T, Karachi
University of Karachi

B. COM. PART-I

PAPER-I(Section B):PAKISTAN STUDIES

1. Historical Background of Pakistan with special reference to Ulema's work and political awakening in the subcontinent. The reformists Shaikh Ahmed Sirhindi, Shah Waliullah and others.
2. Creation of Pakistan, its problems and gradual development in the fields of politics.
3. Constitutional evolution of Pakistan up to the current constitution and its amendments.
4. Languages of Pakistan.
5. Cultural heritage of Pakistan.
6. Pakistan and the Modern World (Foreign Affairs).
7. Economic Progress of Pakistan from the 1970s, to date.

BOOKS RECOMMENDED:

1. I.H.Qureshi **Short History of Pakistan.**
Vol. IV, University of Karachi.
2. J.Hussain, **History of the People of Pakistan.**
Oxford University Press.(Latest Edition)
3. Govt. of Pakistan **Economic Survey of Pakistan.**
(Annual)
- 4.S.Akbar Zaidi **Issues in Pakistan's Economy**
Oxford University press. latest edition.
- 5.Gul Shahzad **Pakistan studies.** Qamar Kitab
Sarwar Ghar Karachi, latest edition.

B.COM. PART-I

PAPER – II: FUNCTIONAL COMPULSORY ENGLISH

Aims:

GENERAL

1. To develop the ability to communicate effectively.
2. To help students develop the ability to read effectively and independently and intermediate proficiency level reading text
3. To help students acquire language skills progressively.
4. To help students develop intellectual abilities.
5. To make the experience of English language teaching and learning more interesting.
6. To help students develop their English language proficiency to a level from where they can pursue higher education through the medium of English.

Specific Objectives:

A. Listening/Speaking Skills

To develop the ability to:

- a. Comprehend spoken English inside and outside the classroom.
- b. Express ideas/opinions on topics related to student's lives and experiences.

B. Reading (Comprehension) Skills

To enable the students to read a text:

- a. To identify main idea/topic sentences.
- b. To find specific information
- c. To distinguish between relevant and irrelevant information
- d. Prediction
- e. Recognizing and interpreting cohesive devices.(link words)
- f. Recognizing and interpreting the tone and attitude of the author.
- g. Interpreting charts and diagrams.
- h. Recognizing and interpreting the rhetorical organization of a text.

- i. Distinguishing between facts and opinions.

C. Vocabulary Building skills

a. To guess the meaning of unfamiliar words through:

- I. Context clues
- II. Prefixes and suffixes
- III. Idioms and phrasal verbs
- IV. Logical connectors

b. To develop the ability to use a dictionary to:

- I. Find out meaning of different words.
- II. Check spellings
- III. Check/find pronunciation of unfamiliar words.

D. Writing Skills

To be able to write:

- a. Formal and informal letters
- b. Job applications and curriculum vitae
- c. Summaries
- d. Paragraphs and Essays
- e. Punctuation

E. Language structure/Grammar

- I. Tenses
- II. Prepositions
- III. WH Questions and Yes/No Questions
- IV. Voice (Active & Passive)
- V. Direct to Indirect/Reported Speech
- VI. Articles
- VII. Conditionals

Reading Text

Howe, D.H. Kirkpatrick, T.A. and Kirkpatrick, D.L. Oxford English for Undergraduates, Oxford University Press, 2004.

Grammar and Composition

Eastwood, John, Oxford Practice Grammar, New Edition with tests and Answers, Oxford University Press, 2004.

B.COM. PART-I

PAPER-III: INTRODUCTION TO BUSINESS

BUSINESS:

Nature, scope and importance, Problem of business functions and qualities of businessman. Business environment and social responsibility. Role of business in economics systems. Business under private and Public ownership.

FORMS OF BUSINESS ORGANIZATIONS:

Sole proprietorship, partnership-classification, Rights, Duties and Liabilities of partners, Dissolution of partnership.

JOINT STOCK COMPANY:

Formation and incorporation. Memorandum and Articles of Association, prospectus, Shareholders. Director, meetings and winding up. Co-operatives.

COMBINATION:

Meaning and purposes, Types of combination, Holding and subsidiary companies, Joint Venture Franchising and Trade Association.

MARKETING:

Basic concepts, importance, Marketing Mix. Product and its types, product life cycle. Channels of distribution for consumer and industrial Goods, Market segmentation, sales promotion and advertising, Ware housing, Wholesaling and Retailing. Middlemen-Role and classification. Pricing decision and strategy.

CAPITAL MARKET:

Nature of capital market, role and significance, operation and working of Stock Exchange. Impact of Stock Exchange on economy of a country. Investment Banking. Financing by leasing.

MAKING GOODS AND SERVICES AVAILBALE:

Types of business goods, inventory control, Purchasing Transportation, Decisions and Policies, Marketing needs, Types of warehouse, Advantages and functions of Warehousing. Distribution Center.

INSURANCE AND BUSINESS RISKS:

Protection against risks, importance and types of insurance. Types of risks and methods of holding risks.

PERSONNEL MANAGEMENT:

An introduction to Human Resources Management – Importance and Application.

INTERNATIONAL BUSINESS:

Concepts, Advantages and disadvantages. Obstacles and constraints in international trade. Types of Tariffs. Concept of Balance of Trade and Balance of Payment. Nature, objectives and role of Multinational companies in developing countries.

RECOMMENDED BOOK:

1. Koontz and Fulmer, **A Practical Introduction to Business**, Richard D Irwin Inc.(USA) Revised Edition (latest year).

REFERENCE BOOKS:

1. Amin Khalid, **Introduction to Business**, Karachi: K.B.E Book Bank 2004.
2. Khurhseed H. Siddiqui, **Introduction to Business**, Ghazanfar Academy, Pakistan 2004.
3. Robert C. Appleby, **Modern Business Administration**, Pitman Publishing latest edition .
4. Shoukat Ali, **Introduction to Business**, Rehber Publisher, Karachi, (latest year)
5. Nisar-Ud-Din, **Business Organization** National Publisher, Karachi 2003
6. W.A. Razzaqui **Introduction to Business**. Academic Commerce Publications.

B.COM. PART-I

PAPER-IV: PRINCIPLES OF ACCOUNTING

1. Field of Accounting, Accounting Terminology, Principles and Concepts, Introduction to Accounting Standards, Accounting Equation (Balance Sheet Equation).
2. Recording Service and Merchandising Business Transactions, General Journal and Special Journal, Purchase Journal, Sales Journal, Cash Receipts, Cash Payments Journals, General Ledger, Subsidiary Ledgers and Trial Balance.
3. Period End Adjustment: Accruals, Pre-Payments, Unearned, Depreciation, Uncollectible, Inventory, Correction of Errors, Closing Process, and Reversing Entries.
4. Preparation of Worksheet, Income Statement and Balance Sheet.
5. Cash Control:- Bank Reconciliation Statement and Voucher System.
6. Accounting for Accounts Receivable: Income Statement and Balance Sheet Approach, Analysis and Aging of Accounts Receivable, Allowance Method for Making Provisions, Write Off and Recovery of Accounts Receivable, Advance from Customers.
7. Inventory Valuation:- Periodic System and Perpetual System: Methods FIFO, LIFO, Average Methods, Gross profit and Retail Price.
8. Depreciation – Methods Straight Line, Units of Output, Working Hours, Sum of the Years Digits and Fixed Percentage on Declining Balance, Addition, Revision of Life, Disposal and Exchange of Depreciated Asset.

9. Partnership Accounting: Formation, Plans of Profit/Loss Distribution, Admission, Retirement/Death, Liquidation.

REFERECNE BOOKS:

1. Meigs and Meigs, **Accounting the Basis for Business Decisions**, New York
McGraw Hill Book Company 9th Edition,
1993.
2. Niswonger and Fess, **Accounting Principles**, South Western
Company (latest Edition).
3. Meigs and Meigs, **Accounting the Basis for Business Decisions**, New York
McGraw Hill Book Company 12th Edition,
Year 2003.
4. Dupree and Marder: **Principles of Accounting**, California,
Addison Wesley Publishing Company, latest edition.
5. Needles and Anderson: **Principles of Accounting**,
Houghton Mifflin Company, latest edition.
6. Philip E.Fess **Accounting Principles**. South Western
Company, 14th Charles S. Warner Ed.1984

B.COM. PART-I

PAPER-V: BUSINESS MATHEMATICS AND STATISTICS

INSTRUCTION: PAPER Consists of THREE Sections

Attempt TWO questions from SECTION A from THREE questions.

Attempt TWO questions from SECTION B from THREE questions.

Attempt TWO questions from SECTION C from FOUR questions.

SECTION: A

BUSINESS MATHEMATICS (20 MARKS)

1. COORDINATE GEOMETRY

Distance between two points, slope of a straight line, Equation of straight lines passing through two points, slope – intercept form, point and slope form. Graph of quadratic equation, vertex and roots of the equation.

2. CALCULUS

Idea of Limits, differentiation, rate of change, techniques in differentiation, Polynomial and composite function. Addition, Product and Quotient rule, Application of derivatives Marginal functions (cost, demand, supply, profit, revenue). Optimization of simple function, point of inflexion, maxima minima.

3. MATRICES AND DETERMINANTS.

Addition, subtraction, multiplication of matrices. Inverse of a matrix (upto 3 x 3) Determinants; properties of determinants, Cramer's Rule.

SECTION: B

ELEMENTARY STATISTICS (40 MARKS)

1. INTRODUCTION

Definition, scope limitation of statistics. Collection of primary and secondary data. Presentation of Data; Frequency distribution,

cumulative and relative frequencies Simple and composite diagrams, Pie diagram, Frequency Polygon, frequency curves. Histogram and ogive.

2. MEASURES OF CENTRAL TENDENCY

All the measures of central tendency and their properties including quartiles, deciles and percentiles, Graphical Determination median and quartiles.

3. MEASURES OF DISPERSION

Absolute and relative measures: range, quartile deviation, mean deviation standard deviation, variance. Skewness (moments not required).

4. REGRESSIONS AND CORRELATION

Scatter diagram linear regression models (two variables) estimation and forecasting. Idea of correlation, co-efficient of correlation and its properties. Rank correlation.

5. INDEX NUMBER

Introduction, application of index number Price index (fixed and chain relatives) Composite index number; weighted and unweighted. Special type of index numbers (Laspeyre, Passche, Fisher and Marshall Edgeworth).

SECTION: C

PROBABILITY & STATISTICAL INFERENCE

(40 MARKS)

1. COUNTING TECHNIQUES

Fundamental Principle. Permutation and combination.

2. PROBABILITY

Introduction, set theory, sample space, events. Equally likely, mutually exclusive, exhaustive, independent and dependent events. Addition and Multiplication laws of probability, conditional/ probability, Mathematical expectation (only concept of mean).

3. PROBABILITY DISTRIBUTIONS

Random variable, Binomial, Poisson, Hyper Geometric and Normal distributions.

4. SAMPLING

Concept of finite and infinite population. Simple random sampling methods of drawing simple random samples from finite population (with and without replacement), parameter and Statistics Standard error. Central limit theorem. Sampling distribution of mean and difference between two mean numerical proof of $E(x) = \mu$.

5. STATISICAL INFERENCE

Point and Interval estimation of mean and difference between two means for large and small samples. Null and Alternate Hypothesis. Idea of Type I and Type II Error test concerning mean and difference between two means for large and small samples (z and t tests). Chi square statistic for goodness of fit test and test for independence in contingency table:

BOOKS RECOMMENDED

- i) Mr. Hamid A. Hakim **Business Mathematics**: 5th Edition
Karachi Meyori Matbooaat, 2004.
- ii) Mr. S. Khurshid Alam **Business Mathematics**, 8th Edition
Karachi Rehber Publisher, 2004.
- iii) Mr. Frank S. Budnick **Applied Mathematics**, International
edition, United States. Mcgraw Hill book, latest edition.
- iv) Mr. Hamid A. Hakim **Introductory Statistics for Economics
and Management**: 5th Edition Karachi
Meyari Matbooaat, 2004.
- v) Mr. Shahid Jamal **Statistics Problem & Practices**. Ahmed
Academy, 2004

vi) Mr. S. Khurshid Alam **Statistics Concept and Methods**,
Karachi:

Rehber publisher, 2004.

vii) Mr. Ronald E. Walpole **Introduction to Statistics**, 2nd Ed.
(Latest Edition).

B.COM. PART-I

PAPER-VI: ECONOMIC ANALYSIS AND POLICY

SECTION "A"

(40 Marks)

1. INTRODUCTION

Basic concepts, Definition, Micro and Macro approach to Economic analysis.

2. CONSUMER'S BEHAVIOUR ANALYSIS

- a) Demand, function and functional equations of Demand.
- b) Elasticity of Demand, Significance, Methods of Measurement and its kinds.
- c) Consumer's Equilibrium – Cardinal and Ordinal approaches.

3. THEORY OF PRODUCTION

- a) Factors of Production and their relative importance.
- b) Firm and Industry.
- c) Laws of Returns and Returns to Scale.
- d) Production function – ISO – quants and ISO – Cost Curves.
- e) Least cost factor combination.
- f) Production possibility curve.

4. MARKET

- a) Definition and brief classification.

5. FIRM'S COST AND REVENUE ANALYSIS

6. PRICE AND OUTPUT DETERMINATION OF A FIRM AND INDUSTRY UNDER:

- a) Perfect competition.
- b) Monopoly.
- c) Oligopoly.
- d) Monopolistic competition.

MACRO ECONOMICS (PART B) (40 MARKS)

1. NATIONAL INCOME

- a) Definition, concepts and its significance.
- b) Methods of computing National Income.
- c) DETERMINANTS OF NATIONAL INCOME.
 - i. Consumption and consumption function, its determinants, Keynesian psychological law of consumption.
 - ii. Saving, propensity to save and factors determining saving.
 - iii. Investment-Meaning, kinds and its determinants – MEC and rate of interest.
- d. Cross-Section analysis and time series analysis of consumption.

2. DETERMINATION OF INCOME & EMPLOYMENT

- a. Meaning of Full Employment.
- b. Kinds of un-employment.
- c. Determination of Equilibrium level of National Income.
- d. Keynesian theory of Income and Employment.
- e. Inflationary and Deflationary gap.
- f. Multiplier Doctrine, Acceleration Principle and Interaction of Multiplier and Acceleration.

3. TRADE CYCLES

4. MONETARY POLICY AND FISCAL POLICY

ECONOMIC SYSTEMS (PART C) (20 MARKS)

- a. Definition.
- b. Central Problems of an Economy
- c. Different Economic Systems – Capitalism, Socialism Mixed Economy and Islamic Economic System – Their merits and de-merits and Criticism.
- d. Comparative Study of Different Economic Systems.

NOTE: Two questions are to be attempted from Micro and Macro Economics each and one from Economic Systems.

BOOKS RECOMMENDED

1. Samuelson, P.A. **Economics**, (Mc Grow Hill) 16th Edition, New York 1998.
2. C.E. Ferguson & J.P. Gould **Micro – Economics Theory**, 5th Edition, Illineies, Richard D. Iamin latest edition .
3. Edwin Mansfield **Economics(principles, problems, Decision)**. 7th editon New, York. WW. Nortorn comp, latest edition.
4. J.K. Eastham **An Introduction to Economic Analysis**, English University Press Ltd. (latest year)
5. Nic Nigro, Robert Haney Scott **Principles of Economics** Macmillan Publisher Co. Inc. New York. (latest year)
6. Mc Conneoli Brue **Economics (Principles, Problems and policies)**.11 edition. New York: McGraw Hill Comp.1990.

REFERENCE BOOKS:

1. Abdul Haleem Khawja **Economic Theory**, A.H. Publishers, 22 – A1 – Fazal Market Urdu Bazar, Lahore. (latest year)
2. M. Saeed Nasir **A Text Book of Economis**, ILMI Kitab Khana Urdu Bazar Lahore (latest year)
3. Khurhsid Siddiqui **Economic System of Islam**, Karachi. Urdu Bazar,2002.

B. COM. PART-II

1.Paper I	Business Communication	100
2.Paper II	Principles of Management	100
3.Paper III	Economic Development of Pakistan	100
4. Paper IV	Advanced Accounting and Cost Accounting	100
5.Paper V	Business and Industrial Law	100
6.Paper VI	Optional any one:	100
a)	Auditing and Income Tax Law	
b)	Introduction to Computer Application in Business	
c)	Principles of Marketing	
d)	Principles of Insurance	
e)	Banking and Finance	

B.COM. PART-II

PAPER – I: BUSINESS COMMUNICATION

1. COMMUNICATION

Definition, Process/Factors, Importance, Non-verbal Communication, Planning steps, Business Writing Principles, Formal and Informal languages.

2. ORGANIZATIONAL PLANS

3. OPENING AND CLOSING

4. LEGAL ASPECTS OF BUSINESS COMMUNICATION

5. BUSINESS LETTERS

Formats of Business letters

Kinds: Inquiry (product, Status, Candidate); Replies to Inquiries; Order letter, Refusal to and cancellation of an order, Claim and Adjustment (Positive and Negative); Job Letter; Sales Letter; Sales Promotion Letter; Credit Application and Collection Letters.

6. INTER-OFFICE MEMOS

7. ADVERTISEMENTS

Job advertisement, Sales Discount Advertisement

8. BUSINESS REPORT

Definition, Classification, functions, importance, preparation steps; Preparation of:

- 1) Memorandum Report, and (2) Letter Report

9. MARKET REPORT

Commodity and Capital Markets, Market Terms, Reproduction of Technical Reports in non-technical language.

10. NON-WRITTEN COMMUNICATION

A) Speaking: i. Similarities and differences of oral and written communication, ii) Steps for oral presentation, iii) Delivery techniques.

B) Listening: I) Definition, Difference between hearing and listening; ii) Reasons for poor listening; iii) Responsibilities of a good listener.

C) Leading and Participating: I) Definition of Leadership, ii) Kinds of Leadership; iii) Planning Steps of Problem-solving Conference, iii) Responsibilities of a leader during Problem solving conference.

D) Interviewing: i) Definition, ii) Responsibilities of interviewer and interviewee, iii) Interview evaluation

Recommended Books

1. Herta A. Murphy, **Effective Business Communication**, 7th Ed. (Mc-Graw Hill Inc.),
Herbert W. Hildebrandt,
Jene P. Thomas
2. Court Land L. Bovee, **Executive in Business Communication**, 4th Ed. Mc-Graw Hill Inc. 1999
Jhon V. Thill
3. Shirley Taylor **Model Business Letters and other Business Documents**, 5th Ed.
4. Muhammad Amin **Business Communication**. K.Be Book Bank. Karachi, Khalid 2004 (latest Edition)

5. W.A.Razzaqui

Business Communication
Academic Commerce
Publications

B. COM. PART- II

PAPER – II: PRINCIPLES OF MANAGEMENT

1. The Emergence of Business and Management Thought:

Concept of scientific management, Human Relation and Administration, Universal functions of a Manager, qualities of a good manager.

2. Effective Decision Making:

Process of Decision Making, Rational of Decision Making, preventing the problem, Solving the problem. Japanese Decision Making, Group ideas in decision making personal decisions, Guideline for effective decision-making.

3. The Planning Process:

Activities involved in the process of planning, Choosing objectives, Identify premises, Survey resources, Establish policies, Procedures and rules. Establish budgets. Decide standards. Common reasons for failure of plans.

4. Organization:

Organization and Organization bureaucracy, Basic elements of organizing, Division of Labour, Delegation of Authority, Centralized Vs Decentralized, Organization structure, Span of Control.

5. Motivations:

Concepts and Applications in Organization, Personality, Behavior and Motivation, Need Theory, X & Y Theory, Two factor Theory, Human Relations Theory and Money and Motivation Theory.

6. Staffing:

Staffing activities, determining needs in advance. Selection and Recruiting, Orientation and training, performance appraisal, MBO as a technique for appraisal, Compensation, Promotion, Termination.

7. The Questions of Authority. Concept of Authority in Management:

Sources of Authority, Line, Staff and Functional Authority.

8. Know Thyself (Understanding Human Psychology)

Basic Motives, Humanistic approach, Self actualizing person, Importance of Self Acceptance and Accurate Self Image.

9. Leadership:

Manager as a leader, An elementary introduction to leadership theories.

10. Group Dynamics:

Characteristics of a group, Reasons, Types and control.

11. Communications:

Factors, Process, Noise, Media's Philosophies or Theories of communication.

12. Concept of Control:

Control process, Control as a Feedback, Phases, Types, Budgetary Control, Break-even analysis and Control through Ratios, Control through R.O.I., Direct control through Key Results areas, Characteristics of a good control system.

RECOMMENDED BOOKS:

1. Koontz Harald **Management** Mc-Graw Hill,
Wehrich, Beins, New York latest edition.2003

2. Fulmer, Robert M., **The New Management,** Mc-
Graw Hill, New York, year

2003.

REFERENCE BOOKS:

1. Amin Khalid **New Management**, K.B.E
Book Bank Karachi, 2005
2. Dapt, Richard L. **Management**, 4th Ed. Fort
Worth, The Dryden.
3. Peter Druckerr F. **An Introduction View of
Management** Hamper's
College Press New York, .
4. Khursheed H. Siddiqui **Introduction to New
Management**, 2nd Edition
Ghazanfar Academy, Karachi,
2003.
5. Syed Shoukat Ali **New Management**, Rehbar
Publisher's Urdu Bazar
Karachi.

B. COM. PART – II

PAPER – III: ECONOMIC DEVELOPMENT OF PAKISTAN

1. ECONOMIC DEVELOPMENT

- a) Definition of Economic Development
- b) Distinction between Economic Growth and Economic Development.
- c) Characteristics of a Developing Economy
- d) Pre-requisites of Economic Development.

2) RESOURCES OF PAKISTAN AND THEIR ROLE:

- a) Natural Resources.
- b) Human Resources
- c) Capital Resources.

3) AGRICULTURAL DEVELOPMENT:

- a) Agricultural Sector and its role
- b) Co-operative Farming
- c) Agricultural Marketing
- d) Agricultural Finance
- e) Agricultural Taxation
- f) Land-Tenure System and Land Reforms.

4) INDUSTRIAL DEVELOPMENT:

- a) Development and Prospects
- b) Localization of Industries and Public Investment
- c) Large Scale, Small Scale and Cottage Industries
- d) Industrial Finance
- e) Industrial Policies
- f) Land-Tenure System and Land Reforms.

5) FOREIGN TRADE:

- a) Main Exports and Imports
- b) Volume, Value and Trends in foreign Trade, Balance of Payments. Import Substitution and Export Promotion Strategies
- c) Regional and International Organizations – their Role towards developing Economies with Special reference to Pakistan.

6) FOREIGN AID AND ECONOMIC ASSISTANCE:

Sources, Forms, Cost and benefits of Economic assistance

7) TRANSPORT AND COMMUNICATION:

Means and their role in the Economic Development of Pakistan.

8) BANKING AND FINANCE:

- a) Role of Commercial Banks in Economic Development.
- b) Money and Capital Markets and their Instruments.
- c) Capital Formulation – Sources and Problems.
- d) Role and Functions of State Bank in the economic development of Pakistan.

9) BUDGETING:

- a) Sources of Public Revenue and Heads of expenditure,
- b) Budget formulation with special reference to Pakistan.
- c) Deficit financing.

10) ECONOMIC PLANNING IN PAKISTAN:

- a) Objective, forms and instruments of Economic Planning with special reference to current plan in Pakistan.

RECOMMENDED BOOKS

- 1) Khawaja Amjad **ECONOMY OF PAKISTAN,**

- Saeed Institute of Business anagement,
Lahore
- 2) Waqar Ahmed & Rashid Amjad **THE MANAGEMENT OF PAKISTAN ECONOMY**
Oxford University Press, 1947-82.
- 3) S. Akbar Zaidi **ISSUES IN PAKISTANS, Economy**, Oxford University Pres, year 2003

REFERENCE BOOKS:

- 1) M. Saeed Nasir, **ECONOMICS OF PAKISTAN**, Lahore: Imtiaz Syed Kamal Hyder Publisher, year 2003
- 2) Abdul Haleem Khawaja **ECONOMIC EVELOPMENT OF PAKISTAN** Khawaja & Khawaja Publishing House, Islamabad, Latest Edition.
- 3) Govt. of Pakistan **Pakistan Economic Survey (Latest)**
- 4) M. Aslam **Development Planning in Pakistan.**
- 5) Govt. of Pakistan **The Five years Plan (Latest)**

NOTE: Latest Edition of the recommended books.

B. COM. PART- II

PAPER IV: ADVANCED ACCOUNTING AND COST ACCOUNTING

PART I: ADVANCED ACCOUNTING -60%

1. Accounting for Companies: Issuance of Shares and Bonds, Appropriation of Retained Earnings, Declaration and Payment of Dividends, Financial Statements in accordance with International Accounting Standards.
2. Accounting for Companies: Absorption, Amalgamation and Reconstruction.
3. Fund/Cash Flow and Financial Statement Analysis:
Fund Flow Analysis, Cash Flow Statement (Indirect Method):
Financial Statement Analysis - Tools of Analysis, Dollar/Rupees and percentage Change, Trend percentage, Component Percentage, Common Size Financial Statements and Ratios, Interpretation.
4. Head Office and Branch Accounting: Recording of Reciprocal Transaction, Billing of Merchandise at Cost and Above Cost, Reconciliation, periodic adjustments, Closing Process, Financial Statement.
5. Accounting for Installment sales under Perpetual Systems, Defaults and Repossessions, Recognition of Realized Gross Profit, Reporting of Relevant Accounts on Financial Statement.

RECOMMENDED BOOKS:

1. Simon and Kerrenbrock: Advanced Accounting, 4th
Edition, South Western

Publishing Company, Latest Edition.

2. Meigs and Meigs, **Accounting the Basis for Business Decisions**, New York McGraw-Hill Book Company 9th Edition. 1993

3. Meigs and Meigs: **Accounting the Basis for Business Decisions**, New York McGraw-Hill Book Company 12th Edition. 2003.

4. Meigs Ealter B. & Jhonson: **Advanced Accounting**, McGraw-Hill Toronto, Canada. latest edition

PART II: COST ACCOUNTING - 40%

1. Accounting for Manufacturing Concern: Cost Accounting Concepts, Classification of Cost, Statement of Cost of Goods Manufactured, Income Statement, Closing Entries.
2. Job Order Costing under Perpetual System.
3. Process Costing: Procedure of Process Costing (FIFO Method) Cost by Department, Product Flow, Cost of Production Report.
4. Standard Costing: Computing and Recording Materials quantity and Price Variances, Labour Time (Efficiency) and Wage Variances, Factory Overhead (One Way) Variance.

RECOMMENDED BOOKS:

1. Meigs & Johnson **Accounting: The Basis for Business Decision**. Sixth Edition, Latest Year.
2. Jams A. Cashin, **Cost Accounting**, 9th Ed. Auckland McGraw Hill, 1981. Ralph S. Polimeni.
3. Matz, Usry, & Hamer **Cost Accounting, Planning & Control**, 9th Ed. South Western Publishing Co. Ohio, latest edition.
4. Nasiruddin, **Cost Accounting (latest Edition)**, Aziz Publishers Urdu Bazar Lahore, 2002-2003
5. S. Qavi Ahmed, **Cost Accounting**, Latest edition, Latest Year.

B.COM.PART-II

PAPER-V: BUSINESS AND INDUSTRIAL LAW

BUSINESS LAW- 70 MARKS

I. LAW OF CONTRACT

Introduction and definition of contract, Essentials of a valid contract, void agreements, contingent of the contract, Discharge of contract, Quasi contracts, Indemnity and Guarantee, Bailment and Pledge, Agency.

II THE SALE OF GOODS ACT

Define goods and its classification, Distinction between sale and agreement to sell, price, conditions and warranties, Transfer of property, Transfer of title, unpaid seller and his rights, Delivery and its rules, Auction sale.

III. THE PARTNERSHIP ACT

Definition of partnership & Determination at will, Rights and duties of Partner(s) implied authority of a partner, position of a Minor Partner, Dissolution of Partnership, Registration and effect of non-registration of the firm.

IV. THE NEGOTIABLE INSTRUMENTS ACT

Introduction, meaning, requirements characteristics of negotiable instruments, Definition and Distinction of Promissory notes, Bill of Exchange and cheque. Crossing – object and kinds, A brief introduction of endorsement, Negotiation, presentment, Acceptance and Dishonor. Discharge from liability.

V. SECURITIES

A brief Introduction of Mortgages, changes and Hypothecation.

VI. **CARRIAGE OF GOODS.**

Common Carrier. Essentials of a Common Carrier, Rights, and Duties of a common Carrier. Restricted Liability of Railway Carriage as common carriage and by Sea.

INDUSTRIAL LAW- 30 MARKS

I. THE FACTORIES ACT

Definitions, certifying surgeon and inspector, their powers and duties, provisions relating to Health, safety and welfare, hours of work and holidays, special provisions regarding employment of women and children/Adolescent.

II. INDUSTRIAL RELATIONS ORDINANCE

Definitions, Trade union and its registration, collective Bargaining agent, unfair labour practices, method of settlement of Industrial disputes labour courts, strike and lockout.

III. WORKMEN'S COMPENSATION ACT

Meaning of the terms Accident and arising out of and in the course of Disablement, Employer's liability, when Employer is not liable to pay compensation.

REFERENCE BOOKS:

Chaudhry A. G. **Mercantile Law in Pakistan.** Pakistan Publishing House, Karachi, Latest Edition.

Khawaja Amjad Saeed. **Mercantile Law of Pakistan Accountancy & Taxation Services Institute,** Lahore. (Latest Ed.)

Khalid Mahmud Cheema, **Business Law,** Syed Mobin Mahmud Co. Lahore. Govt. of Pakistan. Relevant Acts and Ordinances (Latest Ed.)

I.R. Hashmi. **A Manual of Mercantile Law.** (Latest Ed.)

M.C. Shukla. **A manual of Mercantile Law,** 11th revised edition S. Chand and Co. (Pvt) Ltd. 1989.

Luqman Baig. **Business Law,** Ghazanfar Academy Pakistan, Karachi 1995.

RECOMMENDED BOOKS:

1. Khawaja Amjad Saeed, **Mercantile and Industrial Law of Pakistan** Lahore, Institute of Business Management, 1999.
2. Hashmi I.R. & Rafiq Ahmed, **A manual of Mercantile Law including Industrial Law**, Karachi, Union Book Stall, 1968.

**B.COM. PART-II
OPTIONAL (A)**

PAPER-VI:AUDITING AND INCOME TAX LAW

PAPER VI “A”

Section A AUDITING MARKS 60

- I. Origin of auditing definition of auditing, Scope of audit, limitations of audit.
- II. Audit and investigation.
- III. Qualities of an auditor, objects of an audit.
- IV. Types of audit according to organization structure:- statutory audit, private audit, Government audit, Internal audit, from practical point of view:- Annual or Final audit, Balance sheet audit, Partial audit, Interim audit, Management audit.
- V. Audit Program, advantages of audit program.
- VI. Audit working papers, purposes of working papers, Characteristics of good working papers, Ownership of working papers.
- VII. Evidence in auditing, Types of evidence, difficulties in the collection of audit evidence.
- VIII. Audit technique, Types of audit technique, Audit techniques and related audit evidence, Audit standards and procedures, Commencement of audit, Appointment, rights, duties and liabilities of auditor.
- IX. Internal control Features of effective internal control, Auditor’s interest in internal control, Divisible profit, Effects of wrong calculation of profit.

X. Auditor's report, Clean and Qualified audit report.

SECTION "B"

INCOME TAX LAW

40 MARKS

Introduction, Income Tax authorities, self assessment scheme, income exempt from tax, Computation of total / taxable income and tax payable of an individual salaried person income, including rental income from property.

RECOMMENDED BOOKS SECTION "A"

1.R. K. Mautz: **Fundamentals of auditing**,
John Willey and sons Inc.
New York.

2.Walter.W. Bigg:- **Practical auditing**
(Publishers) Ltd. London.

3.Walter. B. **Principle of auditing** And
Meigs.E. John Robert f. Meigs Richard D.
Larson Irwin Inc. Homewood
Illinois.

RECOMMENDED BOOKS SECTION "B"

1.Khwaja Ajmal **Income Tax Law**,with practical
Saeed problems Accountancy and
Taxation Services Institute
P.O.Box 1164 (Latest – Edition).
(latest year)

2.Luqman Baig:- **Income Tax Law** Ghazanfer
Academy, Pakistan (Latest –
Edition).(latest year)

B. COM. PART - II
Optional (b)

**PAPER –VI: INTRODUCTION TO COMPUTER
APPLICATION IN BUSINESS**

1. INTRODUCTION TO COMPUTER AND DATA PROCESSING:

Digital and Analog Computers, Desk top and Lap-top Computers, Number System, ASCII and EDCDIC Codes.

2. COMPUTER HARDWARE:

Central Processing Unit, RAM, ROM, Special-purpose memories, Computer Word, Clock-speed, Input/Output, Devices & media.

3. COMPUTER SOFTWARE:

System and Application Software, Operating System, Utility programme, Programming languages, High-level, low-level, procedural & non-procedural languages, Object-oriented and data base query languages, compiler, Interpreter and assembler. Application software packages.

4. INTRODUCTION TO DATA PROCESSING:

Definition, Analog and digital transmission, modes of data transmission, Modulation / Demodulation, Communication channels, Network topologies.

5. OFFICE AUTOMATION APPLICATIONS:

Word Processing Spread Sheet, E-mail, Voice-mail, FAX, Desk-top publishing internet etc. COMPUTER BASED INFORMATION

SYSTEMS; MIS, Accounting Information System, Decision Support System (DSS), Expert System (ES).

BOOKS RECOMMENDED:

1. Robert A. Szymanski, **Introduction to Computer & Information System**
2. Raymond Mcleod Jr. **Management Information System**, 6th Ed. (Prentice Hall International Editions)
3. Richard D. Irwin **Computer and Information System**, 1995.

B. COM. PART – II
(Optional (c))

PAPER – VI: PRINCIPLES OF MARKETING

1. Marketing: Nature and scope, marketing functions, importance, concept and evolution of marketing.
2. Environment and Information System: Micro and Macro roles: Responding to the marketing environment. Marketing information system and research process.
3. Study of Consumer Behavior: Characteristics affecting consumer behavior. Buyer decision process.
4. Target Marketing: Measuring current market demand and forecasting future demand. Market segmentation and market Targeting.
5. Product Planning and Development: The meaning of Product and Classification; new Product Planning product life cycle, Product mix, Branding Labeling and Packaging decisions.
6. Pricing: Factors affecting price decision, Pricing approaches. Pricing strategy.
7. Channels of Distributions: Nature and types of Middlemen and Distribution channels. Selecting the channels. Retailing: nature, types and importance of retailing; Wholesaling: Types of wholesalers; Trends in wholesaling. Importance of storage. Transportation means merits and demerits.
8. The Promotion: Nature and purpose of promotion. Steps in developing effective communication for marketing. Advertising, Direct selling and Personal selling. Sales promotion tools. Publicity

and Public relation concepts. Brief plan for Advertising and Personal selling process.

9. Marketing Management: meaning and nature: Building customer relationship through satisfaction, value and quality, Evaluating marketing performance.

10. Services Marketing: Nature and importance of services, marketing strategies for service firms.

RECOMMENDED BOOK:

1. Stanton, William J and Walker Brach **Fundamentals of Marketing**, (9th Ed. New York Walker Brach McGraw Hill, 1994

REFERENCE BOOKS:

1. Kotler, Philip & Armstrong, **Principles of Marketing** 6th Ed. London, Prentice Hall, 1994.

2. Evans, Joel R and Berman Barry. **Marketing** 4th Ed. New York Mc-Millan 1990

3. Etze, Walker, Staton, **Marketing**, 6th edition New York, McGraw Hill, USA, (latest year)

B. COM. PART – II
(Optional (d))

PAPER – VI: PRINCIPLES OF INSURANCE

2. Risk, its treatment, Fundamentals.
3. Principles of Insurance, Uses of Insurance, Types and Organization including mutual reciprocals. Stock companies.
4. Bloyds, Association.
5. Government Insurance and Relative Position of Private Insurance.
6. Insurance Contract/Policy.
7. Conditions Warranties.
8. Government regulation for insurance industry.

RECOMMENDED BOOKS:

1. Pakistan Insurance Act 1993 as amended to date.

2. Riegel, R. Miller D. and William S. A. Insurance Principles and Practices, (Prentice Hall) (latest year)
3. Chartered Insurance Institute London, **Elements of Insurance** (latest year)

B. COM. PART – II
(Optional (e))

PAPER – VI: BANKING AND FINANCE

BANKING:

Definitions and kinds of Bank. Importance and functions of a commercial Bank, sources of Funds, Features of current, Saving and Fixed accounts credit instruments.

BANK LOANS ADVANCES:

Loans, cash credit, overdraft, discounting of Bills. Loans at call and short notice Letter of credit, mortgage, principles of lending.

ISLAMIC BANKING:

Nature of Riba, usury and interest, prohibition of Riba, rationale of current Saving and investment accounts, Distinction between Islamic and international based Banks.

CENTRAL BANKING:

Nature objects and functions of a central Bank. The constitutions and functions of STATE BANK OF PAKISTAN as Government Banking Agent and Controller of Credit.

FINANCE:

Definition, kind and importance of Finance, sources of business funds creditor's funds and owner's funds, their characteristics, advantages and disadvantages, Short, Intermediate and Long term finance and specialized financial institutions (PICIC, ICP, NIT, ADBP).

ISLAMIC MODES OF FINANCING:

Consumer finance: Qarz-e-Hasna, trade Finance, Markup, Musharika, Purchase of Trade Bills, Bal Salam, Leasing, Hire purchases, investment Finance, Masharika, Mudaraba and Rent Sharing.

WORKING CAPITAL:

Definition, importance, kinds, factors governing the working capital and sources of working capital.

RECOMMENDED BOOKS:

1. Israr H. Siddiqi **Practice and Law of Banking in Pakistan**, 6th edition Royal Book Co. Karachi, 1998
2. Samuelson P.A. **Economics**, Mc-Graw Hill 16th Ed. N.Y. 1998.
3. Saeed Nasir **Money Banking and Credit**, Intiaz Publishers Lahore. (latest year)
4. Shahid Siddiqui **Islamic Banking**, Royal Book, Karachi 1994.
5. Khurshid H. Siddiqi, **An Introduction to Banking and Finance**, Ghanzafar Academy Karachi year 2004.
6. Roger LeRoy Miller **Modern Money and Banking** 3rd Ed. (Relevant Part) Mc David D. Vanhoose Graw Hill.1985
7. Ziauddin Ahmed **Money and Banking in Islam**, International Centre for Research in Islamic Economics, King

Abdul Aziz University, Jeddah.
(latest year)

8. M. Najatullah
Siddiqi

Issues in Islamic Banking, The
Islamic Foundation London Road
Leicester, U.K, 1983.

9. Muhammad Amin
Khalid,

Banking and Finance, K-Be
Book Bank Karachi.2004