

UNIVERSITY OF THE PUNJAB

NOTIFICATION

It is hereby notified that the Syndicate at its meeting held on 15.11.2021 approved the recommendations of the Academic Council made at its meeting dated 07.10.2021 regarding approval of revised Syllabi Courses of Associate Degree in Commerce with inclusion of Arabic, Chinese, French and Parisian language for Associate Degree of Commerce. (Colleges offering Associate Degree of Commerce may offer one of these languages as per the availability of their resources) for Affiliated Colleges with effect from the Academic Session 2020-2021 onward.

The Syllabus of Associate Degree Program (ADP Commerce) is attached vide Annexure – 'A'

**Admin. Block,
Quaid-i-Azam Campus,
Lahore.
No. D/113/Acad.**

**Sd/-
Muhammad Rauf Nawaz
Registrar**

Dated: 10.01/2021.

Copy of the above is forwarded to the following for information and necessary action: -

1. Dean, Faculty of Commerce.
2. Principal, Hailey College of Commerce
3. Director, Quality Enhancement Cell
4. Controller of Examinations
5. Director, IT
6. Secretary to the Vice-Chancellor
7. PS to PVC
8. PS to Registrar
9. Assistant Syllabus



Assistant Registrar (Academic)
for Registrar

HAILEY COLLEGE OF COMMERCE
University of the Punjab
Curricula/Syllabi of Associate Degree of Commerce Program

Program Title: Associate Degree of Commerce

Department: Hailey College of Commerce

Faculty: Faculty of Commerce

1. Department Vision and Mission

Hailey College of Commerce (HCC) is committed to achieve its vision and mission.

1.1 Vision

To achieve academic, professional, and research excellence in business and commerce education

1.2 Mission

HCC aspires to serve the community by imparting professional, practical, and research-oriented knowledge and skills aligned with emerging business and commerce trends. We endure a meritorious culture with continuous improvement that encourages entrepreneurial spirit, professional excellence and commitment which will enable our business and commerce graduates to lead the market through ethical consciousness.

1.3 Core Values

- Research
- Innovation
- Integrity
- Entrepreneurship
- Good governance
- Industry academia linkage

1.4 Strategic Goals

1.	Community Service	To provide quality business and commerce education to all the segments of the society.
2.	Research Oriented Knowledge	To encourage, produce and promote research based knowledge to implement viable solutions for the emerging problems.
3.	Continual Improvement	To improve continuously: the degree programs, curriculum, faculty, management, staff and facilities as per emerging market trends and needs of all the stakeholders.
4.	Business and Commerce Graduate Excellence	To promote entrepreneurial spirit and professional excellence among graduates by developing leadership qualities; ethical consciousness and creativity.

2. Introduction of Hailey College of Commerce

Hailey College of Commerce was established in 1927 to provide business and commerce education. HCC contributed a lot to the society by creating quality human capital since its inception and produced well-known personalities at National and International forums. It provides a friendly and

enabling working environment that promotes learning and knowledge sharing opportunities for students through creative thinking. It has earned national and international reputation for its teaching; research and community services. Continuous improvement of programs and courses helps the HCC to be competitive by anticipation and reflection of evolving business and commerce trends. Faculty and management at HCC emphasized on projects and teamwork that make learning a challenging and stimulating experience to develop a sense of positive competition, personal initiative, and communication skills among graduates. Hailey College of Commerce offers following full-time degree programs according to HEC and NBEAC guidelines:

- B. Com (Hons.)
- BS (Accounting and Finance)
- M. Com
- M. Phil (Commerce)
- Ph. D (Commerce)

Moreover, professional diplomas and certificates are also offered in addition to various skill-oriented courses and training programs. It has diversified and qualified faculty including 15 full-time PhDs along-with state of the art classrooms, a dedicated library, fully-equipped computer labs, and other facilities.

3. Program Introduction

Associate Degree of Commerce program will provide in-depth knowledge of commerce and business domain by blending theoretical understanding and practical training to cope with the emerging challenges in a creative way. The program could help aspiring professionals to develop creative thinking for strategic decisions at various organizational levels. The proposed program consists of 24 Courses (69 credit hours) with a time period of two years.

3 (a) Program Alignment with University Mission

The proposed program i.e. Associate Degree of Commerce is aligned with the University mission to produce quality human capital with appropriate knowledge and skills. The mission is to provide education for two-fold benefit i.e. young people are nurtured to be sensitive, tolerant, skilled and capable of thinking in a creative and critical way. It enables to meet the local, regional and global emerging demand of professionals equipped with knowledge and leadership potential for individual and collective well-being. The program is directly associated with the mission and the vision of HCC that is consistent and aligned with the university mission; being complementary to each other.

4. Program Objectives

1. To equip the graduates with appropriate theoretical knowledge and practical skills by managing business and commerce issues at local, regional, and international fronts.
2. To develop creative, critical and innovative thinking by exploring solutions for complex, dynamic and emerging business and commerce problems
3. To use emerging technology and digital devices for modern business and commerce practices
4. To promote entrepreneurial spirit and passion for innovative business and commerce models as market leader
5. To encourage research-oriented learning and knowledge sharing aptitude for market-driven initiatives
6. To promote ethical practices, socially responsible ventures and philosophy of individual and collective well-being
7. To enable graduates for accessing, analyzing, evaluating and processing relevant information for decision making

5. Market Need / Rationale of the Program

5 a Potential Students for the Program

HCC aims to offer Associate Degree of Commerce to meet emerging needs of business and corporate world due to digitization, competition and globalization. Most of the current conventional degree programs offered by universities lack a strong emphasis on professional training and skill enhancement. The proposed program is designed for aspiring professionals by offering customized and novel program comprising of appropriate conceptual, theoretical, skill-oriented and practical approach. It will provide a learning opportunity to students for theoretical understanding of contemporary knowledge in commerce and its application in the real life situations. The program will also provide an ample opportunity to build key management skills such as decision making, communication, rational thinking, analytical, intuitive and independent action through group activities, discussions, brainstorming sessions and individual presentations. It incorporates current and emerging trends in commerce covering both aspects i.e. theory and practice to provide the research-led knowledge and practical skills that are required by companies and employers.

5 b Potential Employers

Potential Employers of graduating students will be public sector and private sector organizations in addition to self-employment at local, regional and international levels. Graduates will be equally competent to meet the demands of job market at all forums and all levels due to built-in-skills and practical knowledge acquired at HCC. Associate Degree of Commerce will attract a broad range of practitioners and academicians from the corporate world, allowing students to benefit from their expertise throughout their studies. The program could help to strengthen academia-industry linkages through variety of interactions and events of mutual interest e.g. guest speakers; individual and group interactions, workshops and site visits. Activities will be organized to allow the engagement of students with practitioners and to facilitate networking with industry experts to have strong relationships with companies. These relationships could help to design and deliver the requisite skill-set to provide opportunities for placements and employment. Moreover, this program could provide a platform and an opportunity to involve the people from chamber of Commerce and Industry.

5 c Academic Projections

Associate Degree of Commerce could produce quality human capital to meet demands of local, regional and international job market. Moreover, it also aims to develop entrepreneurial skills and thinking among potential graduates to encourage self-employment and non-conventional starts-ups. It will prepare the individuals for a wide range of business and professional positions in public sector as well as private sector organization at various levels i.e. entry level, lower management, middle management and even at top management of the corporate entity. The potential graduates typically could take up roles as manager, analysts, facilitator or company representative in addition to traditional roles and responsibilities. Moreover, professional career development support will be provided at campus through active and enthusiastic careers' services and career counseling. It could help to gain the 'competitive edge' by offering CVs writing, mock assessment and interviews. The program shall be introduced to the leading employers to develop linkages who regularly recruit the graduates. Moreover, job fair and other initiatives may be used to seek career opportunities and advancement in the existing position for potential graduates.

5 (d) Faculty

HCC has competent, experienced and capable faculty with diversified knowledge, exposure and experience. The faculty members at HCC have excellent capacity to deliver world-class knowledge, skills and competencies to the students of undergraduate, graduate and post-graduate program. Moreover, human, digital, technological and other resources are sufficient at HCC to meet the emerging needs of the program.

5 (e) Physical Facilities

HCC has fully functional class rooms with appropriate facilities; beautiful and gracious ground along with sports facilities; parking facility; cafeteria; photocopier; dispensary and a number of allied facilities. It is worth mentioning here that college has sufficient library equipped with modern facilities and enriched with large number of books, journals, magazines, periodicals and newspapers. Moreover, HCC has three fully functional computer labs for students include Lab 1 and Lab 2 having capacity of 70 PCs each and Lab 3 having 80 PCs. Similarly, digital and e-books section is also an added value at HCC that facilitates the students and have sufficient capacity for the upcoming students.

6. Admission Eligibility Criteria

- a. Eligibility
 - Intermediate or equivalent
- b. Admission Criteria
 - As specified by PU/ HEC
- c. Admission Formula
 - As per basic criteria by PU

7. Duration of the Program

- Four Semesters
- 2 Years
- 69 Credit hours

8. Categorization of Courses as per HEC Recommendation and Difference

Semester	Courses	Category(Credit Hours)					Semester Load
		Core Courses	Basic Courses	Major Electives	Minor Electives	Any Other	
1	6	6	6				17 credit hours
2*	6	6	6				18 credit hours
3	6	6	6				18 credit hours
4*	5	5	5				16 credit hours
PU	23+1*=24						69 credit hours
HEC Guidelines	20						60 credit hours
Difference (HEC & PU)	02						09 credit hours

- Quran & Sunnah, a Course of 2 Credit Hours (1 credit hour in 2nd semester and 1 credit hour in 4th semester)

8 a. Summary of Associate Degree of Commerce Program

Sr. No.	Discipline	No. of Courses	Credit Hours (per Course)	Total Credit Hours
1	Social Sciences	02	03	06
2	Arts and Humanities	03	02	06
3	Natural Sciences	02	03	06
4	Expository Writing	03	03	09
5	Computer and ERP	02	03	06
6	*Major 1	6	03	18
7	**Major 2	4	03	12
8	***Minor 1	1	03	03
9	****Minor2	1	03	03
	Total	23		69

*Major 1 Accounting (Financial, Advanced and Cost)

** Major 2 Taxation, Audit, Banking and Finance

*** Business Organizations

**** Business Law

Note:

1. Lab/practical work is mandatory for the course “Computer Application in Business” in 1st semester.
2. Language Lab is mandatory for the course “Business Communications” in 2nd Semester.
3. Teaching of Quran Pak with translation.
4. Learning of Foreign Language (Arabic, Chinese, French, Persian)

Non-Credit Requirements of the Degree

1. Practical Learning Lab. ‘4 hours a week:

- Computer Application in Business (ADC-102) in 1st Semester
- ERP (ADC-216) in 2nd, 3rd and 4th Semesters

1. Internship (Non-credit) as a partial requirement of the degree.

Required facilities for Affiliated Colleges

- Centre for Quran and Sunnah
- Computer Lab
- Language Lab

9. Scheme of Studies / Semester-wise workload

#	Code	Course Title	Course Type	Pre-req	Cr Hrs	Total
Semester I						
1.	ADC-101	Business Mathematics	Compulsory		3(3,0)	
2	ADC-102	Computer Application in Business	Compulsory		3(1,2)	
3	ADC-103	Financial Accounting-I	Compulsory		3(3,0)	
4	ADC-104	Functional English	Compulsory		3(3,0)	
5.	ADC-105	Business Organizations	Compulsory		3(3,0)	
6.	ADC-106	Islamic Studies	Compulsory		2(2,0)	
Total Credit Hours						17
Semester II						
1.	ADC-111	Business Communication	Compulsory		3(2,1)	
2.	ADC-112	Business Statistics	Compulsory		3(3,0)	
3.	ADC-113	Microeconomics	Compulsory		3(3,0)	
4.	ADC-114	Financial Accounting-II	Compulsory		3(3,0)	
5.	ADC-115	Foreign Language (Arabic, Chinese, French, Persian)	Compulsory		3(3,0)	
6.	ADC-116	Pakistan Studies	Compulsory		2(2,0)	
7.		Quran and Sunnah	Compulsory		1(1,0)	
Total Credit Hours						18
Semester III						
1	ADC-201	Macroeconomics	Compulsory		3(3,0)	
2	ADC-202	Cost Accounting	Compulsory		3(3,0)	
3	ADC-203	Advanced Financial Accounting-I	Compulsory		3(3,0)	
4	ADC-204	Taxation Management-I	Compulsory		3(3,0)	
5	ADC-205	Business Law	Compulsory		3(3,0)	
6.	ADC-206	Money, Banking and Finance	Compulsory		3(3,0)	
Total Credit Hours						18
Semester IV						
1.	ADC-211	Audit and Assurance	Compulsory		3(3,0)	
2	ADC-212	Entrepreneurship	Compulsory		3(3,0)	
3	ADC-213	Advanced Financial Accounting-II	Compulsory		3(3,0)	
4	ADC-214	Taxation Management-II	Compulsory		3(3,0)	
5	ADC-215	ERP in Business and Commerce	Compulsory		3(0,3)	
6		Quran and Sunnah	Compulsory		1(1,0)	
Total Credit Hours						16
Grand Total						69

10. Award of Degree

As per PU policy

11. NOC from Professional Councils (if applicable)

N. A.

12. Faculty Strength

	Area/Specialization	Total
1. Prof. Dr. Zulfqar Ahmad	HRM, Business Mathematics and Statistics, Organizational Behavior	
2. Prof. Dr. Hassan Mobeen Alam	Corporate Governance, Interest free Banking, Business Ethics, Banking Regulations and Procedures	
3. Prof. Dr. Mubasher Munawar Khan	Advertising and Marketing	
4. Prof. Dr. Sayyid Salman Rizavi	Econometric Modeling and Financial Econometrics	
5. Dr. Hafiz Zafar Ahmad	Cost and Management Accounting	
6. Dr. Ashfaq Ahmad	Banking, Finance, Accounting, Islamic Finance & Banking, Corporate Governance, Research Methods, Project Management	
7. Dr. Ishfaq Ahmed	Organizational Behavior, Leadership, Strategic Analysis, Entrepreneurship	
8. Dr. Ch. Abdul Khaliq	Entrepreneurial Leadership	
9. Dr. Sadia Farooq	Business Finance, Operational Research	
10. Dr. Fouzia Ali	Research Methods, Quantitative Techniques	
11. Dr. Nisar Ahmad	Finance and Accounting	
12. Dr. Muhammad Aamir	Financial Accounting, Financial Reporting and Corporate Auditing	
13. Dr. Muhammad Ramzan	Business Management, Taxation, Audit	
14. Dr. Hafiz Abdur Rashid	Cost and Management Accounting, Finance	
15. Dr. Majid Ali	Business Computing, E Commerce	
16. Dr. Muhammad Usman	Investment, Financial Accounting, Corporate Finance	
17. Dr. Zia ur Rehman	Finance	
18. Dr. Arslan Umer	Marketing	
19. Lubna Uzair	Microeconomic, Management Economic	
20. Attiq ur Rehman	English	
21. Dr Haleema Tariq	Business Law	
22. Tayyab Yousaf	Finance	
23. Ammara Khan	Islamic studies	

13. Assessment

As per Punjab University policy

14. Course Outlines

Detailed course outline for each subject is presented separately Page 10 to Page 61

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Course Outlines

HAILEY COLLEGE OF COMMERCE
UNIVERSITY OF THE PUNJAB, LAHORE

Course Title: **Business Mathematics**

Proposed Course Code: BSC-101

Credit Hours: 03

Program: BS Commerce

Semester: 1st

1.0 Introduction of the Course

This course introduces mathematical concepts and their applications in economics, business and finance. It also aims to equip students with practical skills to apply the concepts in real life. For this purpose, the course covers basic mathematical processes and techniques currently used in the fields of business and finance. It includes a review of main business math skills with particular emphasis on equations, percentages, interest, discounts, simple interest, compound interest, loan installments. This course is designed to provide strong mathematical foundations to enable the students to analyze data on the basis of modern mathematical techniques.

2.0 Pre-Requisites Course (s) or Other Requirements/Skills:

The course requires understanding of basic mathematical concepts

3.0 Course Learning Outcomes

The course carries following objectives:

1. To develop an understanding about basic concepts used in algebra and mathematics
2. To introduce student to different forms of equations
3. To help solve different Binomial expressions
4. To explain how to analyze progression and find the missing value of series and sum of a series and any term of a series that will help them in business decision making process
5. To facilitate understanding about the process of calculating the return on business investment by using profitability analysis
6. To help analyze annuity and its types with practice questions
7. To explain basic concepts in matrix algebra
8. To help explain how mathematical programming can be used to construct a model from past information to facilitate forecasting and problem solving

4.0 Course Learning Outcomes

At the end of the course students will be able to:

1. Solve the algebraic expression and also able to find the value of in the business problems even where direct calculations are impossible
2. Analyze mathematical and business problems with in a given situation and with a particular give conditional arrangement
3. Learn the application of roots and powers in solving problem with help of logarithms
4. Find the higher square and roots with high value by applying logarithm which is not possible in simple calculation easily
5. Apply the equations to solve business problems and to find the hidden value
6. To take business and investment decisions by comparing returns with the application of different techniques
7. Plan and forecast on the basis of past information

5.0 Course Contents:

Unit-1:

1.1 Basic Algebra

- 1.1.1 Introduction of Basic Algebra
- 1.1.2 Basic Mathematical Operations with the help of Algebra. (Addition, Subtraction, Division, Multiplication)
- 1.1.3 Factorization

Unit-2:

2.1 Equations

- 2.1.1. What is Mathematical Equation?
- 2.1.2. Types of Equations
- 2. 1.3. Linear Equation
- 2. 1.4. Simultaneous Equations
- 2. 1.5. Quadratic Equation
 - 2. 1.5.1.Factorization
 - 2. 1.5.2.Completing Square
 - 2. 1.5.3.Quadratic Formula
- 2. 1.6. Introduction of Logarithms
- 2. 1.7. Rules for Determining Characteristics and Mantissa

Unit-3:

3.1 Logarithms

- 3.1.1. Use of Logarithm Table
- 3. 1.2. Methods of Interpolation
- 3. 1.3. Laws of Logarithm
- 3. 1.4. Application of Logarithm

Unit-4:

4.1 Progression or Series

- 4. 1.1. Introduction of Progression OR Series
- 4. 1.2. Arithmetic Progression
- 4. 1.3. The Sum of Arithmetic Progression
- 4. 1.4. Arithmetic Mean of a Progression
- 4. 1.5. Introduction of Geometrics Progression
- 4. 1.6. Infinity
- 4. 1.7. Geometric Mean and its Application

Unit-5:

5.1 Permutation, Combinations and Binomial Expansion

- 5. 1.1. Introduction of Permutation

- 5. 1.2. What is General Term
- 5. 1.3. Circular Permutation
- 5. 1.4. Introduction of Combinations
- 5. 1.5. Introduction of Binomial Theorem
- 5. 1.6. How We Can Solve a Binomial Expression
- 5. 1.7. Pascal Triangle

Unit-6:

6.1 Mathematics of Finance-I

- 6. 1.1. Introduction of Percentage
- 6. 1.2. Percentage Mark-up
- 6. 1.3. Introduction of Simple interest
- 6. 1.4. Simple Interest and Present Value
- 6. 1.5. What is Compound Interest
- 6. 1.6. Compound Amount
- 6. 1.7. Use of Compound Interest Table.
- 6. 1.8. Effective Rate of Interest
- 6. 1.9. Equivalent Rates

Unit-7:

7.1 Mathematics of Finance-II

- 7. 1.1. Present Value with Compound Interest
- 7. 1.2. Comparison between Simple and Compound Interest rates

Unit-8:

8.1 Annuities

- 8. 1.1. Introduction of Annuities
- 8. 1.2. How We can Find the Amount and Present Value of an Annuity.
- 8. 1.3. Types of annuity
- 8. 1.4. Ordinary Annuity
- 8. 1.5. Annuity Due
- 8. 1.6. Perpetuity

Unit-9:

9.1 Matrix Algebra

- 9.1.1 Matrix Algebra

- 9.1.1.1 Definition of Matrix
- 9.1.1.2 Notation of Matrix
- 9.1.1.3 Components of Matrix
- 9.1.1.4 Dimension of Matrix
- 9.1.1.5 Types of Matrix
- 9.1.1.6 Application of Matrix
- 9.1.2 Arithmetic Operations of Matrices
- 9.1.3 Laws in Matrix Algebra
- 9.1.4 Concept of Minors and Co-Factors
- 9.1.5 Inverse of a Matrix

Suggested topics:

Sets, relations and functions

Ratios and proportions

Shares, Loan, mortgage and bonds

Investment Decisions

Introduction to Mathematical Programming, Models, Algorithms

Application of mathematics in business

Application of linear equations

Breakeven analysis

Differential calculus

6.0 Teaching-Learning Strategies

- Lectures
- Handouts (hard or soft copies)
- Group Discussions
- Presentations
- Assignments

7.0 Assignments

- Short tests
- Quizzes
- Term Paper
- Research Papers

8.0 Assessment and Examinations: As per University Rules

- | | | |
|----------------------------|---|-------------|
| ➤ Mid-Term | Written Paper | 35 % |
| ➤ Final Examination | Written Paper | 40 % |
| ➤ Sessional | Quizzes and Tests, Assignment and Presentations, Attendance, Class Participations and Discipline etc. | 25 % |

9.0 Textbooks

1. Bowra, Z. A. (2020). Business Statistics and Mathematics, Azeem Academy, Lahore

10. Suggested Readings

10.1 Books

- Mirza, S.H. (latest edition). Business Mathematic for Management and Finance,
- L W Stafford, Business Mathematics.
- Richard Lacava, Business Statistics.
- Nasir Ali Syed, and G H Gill, Statistics and Business Mathematics, Fair Publication, Lahore

10.2 Journal Articles/ Reports/ Web Sources

- <https://www.khanacademy.org/math>
- <https://www.mathsisfun.com/index.htm>
- <https://www.intmath.com/>
- <https://www.ixl.com/math/>
- <https://www.mathplanet.com/>

HAILEY COLLEGE OF COMMERCE

UNIVERSITY OF THE PUNJAB, LAHORE

Course Title: **Computer Applications in Business**

Proposed Course Code: BSC-102

Credit Hours: 03

Program: BS Commerce

Semester: 1st

1.0 Introduction of the Course

The course defines all the notions that allow the student to master the vocabulary of Computer Basics i.e. the set of initiatives that can be carried out related to Computer Uses, Hardware and Software's. In particular, the course will introduce the student to the basic steps involved in Data Processing using MS. Word 2007, MS. Excel 2007 and MS. PowerPoint 2007. Students will learn about the different types of Internet Communications such as Search Engine, World Wide Web and E-mail.

2.0 Pre-Requisites Course (s) or Other Requirements/Skills:

3.0 Course Learning Outcomes

Develop awareness of computers hardware and peripherals; concepts regarding software – its types, basic operations, basic OS concepts. Develop advanced user level skills in various Application Packages: MS Word, MS Excel, and MS PowerPoint. Set up a computer for World Wide Web connection; Use e-mail to send / receive messages and file attachments; Concepts of Online discussion.

4.0 Course Learning Outcomes

1. Comprehension of Basic Knowledge of Computer
2. Conception of Computer Architecture and Peripherals
3. Understanding the concepts of Computer Networks and Communication Channels.
4. Understanding the concepts of Data Processing for a Business
5. Knowledge of different commands used in MS-Word 2007
6. Practical Application of Commands in Ms. Word 2007.
7. Practical Application of Commands in Ms. Word 2007
8. Practical Application of advanced features of MS Word 2007
9. Knowledge of different commands used in MS-Excel 2007
10. Practical application of commands in MS Excel 2007
11. Practical application of Functions in MS Excel 2007.
12. Practical application of Charts in MS Excel 2007
13. Practical application of Data Analysis in MS Excel 2007
14. Knowledge and Practical application of commands in MS Power Point 2007
15. Comprehension of Internet terms and Website Terminology
16. Comprehension of Email terms

5.0 Course Contents:

Unit No.-I

1.1 Introduction to Computer System

- 1.1.1 Introduction to Computer and Computer System Block Diagram
- 1.1.2 Uses of Computers
- 1.1.3 Characteristics of Computers
- 1.1.4 Types of Computers (Analog, Digital, Hybrid)
- 1.1.5 Difference Between Analog and Digital Computers
- 1.1.6 Classification of Digital Computers (Super, Mainframe, Mini and Micro/Personal)
- 1.1.7 Types of Personal/Micro Computers
- 1.1.8 Introduction to Window XP
- 1.1.9 Assignment

Unit No.-II

2.1 Computer Hardware's and Software's

- 2.1.1 Basic Organization (Architecture of a Computer System)
- 2.1.2 CPU and its components (ALU, CU, MU)
- 2.1.3 Primary/Main Storage (RAM) and (ROM)
- 2.1.4 Secondary Storage Device
- 2.1.5 Input Devices / Output Devices
- 2.1.6 Introduction to Computer Software's
- 2.1.7 System Software's, Application Software's, Utility Programs
- 2.1.8 Introduction to Programming Languages
- 2.1.9 Compiler, Interpreter, Assembler
- 2.1.10 Assignment

Unit No.-III

Networks, Data Communication and Data Processing

- 3.1.1 Introduction to Computer Network
- 3.1.2 Uses of Computer Networks
- 3.1.3 Types of Computer Networks (LAN, WAN, WLAN and Internet)
- 3.1.4 Computer Network Topologies
- 3.1.5 Computer Network Communication Channels (Guided and Unguided)
- 3.1.6 Basic Network Communication Devices
- 3.1.7 Assignment

Unit No.-IV

4.1 Networks, Data Communication and Data Processing

- 4.1.1 Introduction to Analog and Digital Data
- 4.1.2 Components of Communication System
- 4.1.3 Stages in Data Processing
- 4.1.4 Data Processing Cycle
- 4.1.5 Data Processing as a Business Need
- 4.1.6 Reasons Why Organizations used Electronic Data Processing
- 4.1.7 Quiz

Unit No.-V

5.1 LEARNING WORD'S 2007 BASICS

- 5.1.1 Introduction to Ms Word 2007
- 5.1.2 Title Bar, Office Button, Quick Access Toolbar,
- 5.1.3 The Ribbon, Mini Tool Bar, Status Bar
- 5.1.4 Create a new document
- 5.1.5 Navigation in a document
- 5.1.6 Selection in a document
- 5.1.7 Type text into a document
- 5.1.8 Edit text
- 5.1.9 Find and Replace text
- 5.1.10 Check a document's spelling and grammar
- 5.1.11 Print a document
- 5.1.12 Assignment

Unit No.-VI

6.1 MAKING YOUR WORD LOOK GOOD

- 6.1.1 About the rulers
- 6.1.2 Indents and Tab Stops
- 6.1.3 About paragraph breaks
- 6.1.4 Apply character formatting
- 6.1.5 Apply paragraph formatting
- 6.1.6 Set up page formatting
- 6.1.7 Create a multicolumn newsletter
- 6.1.8 Use a style
- 6.1.9 Use a theme
- 6.1.10 Use a template
- 6.1.11 Assignment

Unit No.-VII

7.1 ADDING LISTS, TABLES, AND GRAPHICS

- 7.1.1 Add a bulleted list
- 7.1.2 Add a numbered list
- 7.1.3 Create a table of contents
- 7.1.4 about word tables
- 7.1.5 Create a quick table
- 7.1.6 Create a table
- 7.1.7 Manage tables
- 7.1.8 Create a cover page
- 7.1.9 insert graphics into a document
- 7.1.10 Draw with word
- 7.1.11 Quiz

Unit No.-VIII

8.1 USING WORD'S ADVANCED FEATURES

- 8.1.1 Insert a symbol
- 8.1.2 Count the words in your document
- 8.1.3 Use drop caps

- 8.1.4 Use auto correct to improve your typing
- 8.1.5 Add a watermark
- 8.1.6 Add a header or footer
- 8.1.7 Add a footnote or an endnote
- 8.1.8 Save a document in a different format
- 8.1.9 Add word art to a document
- 8.1.10 Word Options
- 8.1.11 Quiz

Unit No.-IX

9.1 Microsoft Excel 2007 – Introduction

- 9.1.1 Introduction to Microsoft Excel and uses of Microsoft Excel
- 9.1.2 Main Features of Microsoft Excel
- 9.1.3 Workbook and Worksheet
- 9.1.4 Navigation in Microsoft Excel
- 9.1.5 Selection in Microsoft Excel
- 9.1.6 Create , Save, Open, Save As, Close Excel Work Book

Unit No.-X

10.1 Microsoft Excel 2007 – Working With Worksheet

- 10.1.1 Working with Rows and Columns
- 10.1.2 Excel Formatting Options - Numbers, Alignment, Fonts and Borders
- 10.1.3 Finding Worksheet Data
- 10.1.4 Page Setup in MS Excel
- 10.1.5 Printing in MS Excel Split and Freezing worksheet
- 10.1.6 Assignment

Unit No.-XI

11.1 Microsoft Excel 2007 – Formulae , Functions, Charts and Data Analysis

- 11.1.1 Introduction to Formulae and Functions
- 11.1.2 Displaying Formulae
- 11.1.3 Entering Functions
- 11.1.4 Sub Total
- 11.1.5 Quiz

Unit No.-XII

12.1 Microsoft Excel 2007 – Formulae , Functions, Charts and Data Analysis

- 12.1.1 Formula Auditing
- 12.1.2 Introduction to Charts in MS Excel
- 12.1.3 Basic Components of Charts in MS Excel
- 12.1.4 Creating Charts Before Data Selection
- 12.1.5 Creating Charts After Data Selection
- 12.1.6 Quiz

Unit No.-XIII

13.1 Microsoft Excel 2007 –Data Analysis and use of Forms

- 13.1.1 Data Analysis
- 13.1.2 Filtering Data in MS Excel
- 13.1.3 Inserting Data using Forms
- 13.1.4 Sorting Data in MS. Excel Introduction to Pivot Tables
- 13.1.5 Quiz

Unit No.-XIV

14.1 Microsoft PowerPoint 2007

- 14.1.1 Introduction to MS Power Point 2007 and Features of MS Power Point
- 14.1.2 Creating and Saving Presentation in MS Power Point
- 14.1.3 Viewing a Presentation in MS Power Point
- 14.1.4 Working with, Themes and Templates
- 14.1.5 Changing Slide Layout
- 14.1.6 Adding Pictures to a Slide
- 14.1.7 Working with Transitions
- 14.1.8 Playing a Slide Show
- 14.1.9 Assigning Time to Slides
- 14.1.10 Presentation

Unit No.-XV

15.1 Internet

- 15.1.1 Introduction to Internet and Services of Internet
- 15.1.2 Advantages and Disadvantages of Internet
- 15.1.3 Introduction to World Wide Web
- 15.1.4 Microsoft Internet Explorer and Web Browsers
- 15.1.5 Searching and Saving Information from a webpage
- 15.1.6 Quiz

Unit No.-XVI

16.1 E-mail

- 16.1.1 Introduction to Email and Creating email address
- 16.1.2 Creating email using Gmail.
- 16.1.3 Role of email fields such as To, CC, BCC and Attachment in an email.
- 16.1.4 Sending and Receiving Email using Internet Free Websites
- 16.1.5 Presentation

6.0 Teaching-Learning Strategies

Lectures , Handouts , Group Discussions, Presentations, Quizzes

7.0 Assignments- Types and Number with calendar

8.0 Assessment and Examinations: As per University Rules

Mid-Term	Written Paper	35 %
Final Examination	Written Paper	40 %
Sessional	Quizzes and Tests, Assignment and Presentations, Attendance, Class Participations and Discipline etc.	25 %

9.0 Textbooks

In the detail course outline, one may mention chapters of the textbook with the content topic(s).

1. Ali, Dr. L., & Bilal, H. “Computer Applications in Business”
(*Recommended by University of the Punjab*)

10. Suggested Readings

10.1 Books

10.2 Journal Articles/ Reports

- <http://www.hcc.edu.pk/it>
- <http://www.microsoft.com>

HAILEY COLLEGE OF COMMERCE
UNIVERSITY OF THE PUNJAB, LAHORE

Course Title: **Financial Accounting-1**

Proposed Course Code: BSC-103

Credit Hours: 03

Program: BS Commerce

Semester: 1st

1.0 Introduction of the Course:

This course introduces the objectives, principles, assumptions, and concepts of financial accounting. This subject covers the basics of financial accounting through the accounting cycle for service and merchandising business. This course will help students learn about the accounting equation, double entry system of accounting, principles of debit and credit, preparation of journal, ledger, trial balance, adjustment and closing entries, accruals, worksheet, and financial statements. This course will also introduce the concepts of capital and revenue in accounting and rectification of errors. This course is designed in a way to serve as a solid foundation for all accounting and finance related courses in the subsequent semesters.

2.0 Pre-Requisites Course (s) or Other Requirements/Skills:

This course presumes no previous accounting knowledge.

3.0 The Course carries following objectives:

1. Defining accounting, its purpose and importance, types of accounting, the purpose and role of accounting and introduction to basic accounting principles and conventions, GAAP
2. Recording transactions, Preparation of books of accounts i.e. journal and ledger, trial balance
3. Explain the need and purpose of major financial statements and preparing income statement and balance sheet.
4. Recording closing entries, adjusting entries, preparation of worksheet
5. Preparation of financial statements of merchandizing concerns
6. Explaining inventory, perpetual inventory system and periodic inventory system
7. Describing concept of capital and revenue in accounting and rectification of errors

4.0 Course Learning Outcomes:

After studying this course student should be able to

1. Define accounting, its types, purpose, and scope of accounting,
2. Use Journals, ledgers, and trial balance to accumulate corporate information.
3. Prepare and analyze three major financial statements for services and merchandizing concerns.
4. Rectify the errors in recording accounting transactions and understand the concept of capital and revenue.
- 5.

5.0 Course Contents:

Unit No.-I

1.1 Introduction to Accounting

- 1.1.1** Definition of accounting, scope and objectives of accounting, types of accounting, accounting principles and conventions, generally accepted accounting principles (GAAP), forms of business organizations, ethics in accounting (competence, integrity, and professional judgment).

Unit No.-II

2.1 Recording changes in financial position

- 2.1.1** Introduction to financial statements, definition, features, types and objectives of financial statements, users of financial business, business transactions, accounting equation, double entry accounting system, rules of debit and credit, journal, ledger, trial balance

Unit No.-III

3.1 Measuring business income

- 3.1.1** Net income, set of financial statements, income statement, statement of financial position, cash flow statement, closing entries, adjusting entries including provision for bad and doubtful debts, worksheet

Unit No.-IV

4.1 Merchandising activities

- 4.1.1** Financial statements of merchandising concerns, general ledger, subsidiary ledger, inventory and its recognition, inventory valuation, first in first out, weighted average cost, periodic and perpetual inventory systems and their entries, closing entries of inventory, Lower of cost or net realizable value, write down of inventory, cost of goods sold statement

Unit No.-V

5.1 Rectification of Errors

- 5.1.1** Rectification of Errors, types of errors and their correction,

Unit No.-VI

6.1 Capital and Revenue

- 6.1.1** Capital and revenue concepts and their application, entries for practice of capital and revenue

6.0 Teaching-Learning Strategies:

Suggested, class discussions and applications of concepts using numerical problems and relevant local and international case studies.

7.0 Assignments:

Students would submit assignments on regular basis throughout semester.

8.0 Assessment and Examinations:

As per University Rules

9.0 Textbooks:

1. Meigs and Meigs, *Accounting the basis for business decisions*, McGraw Hill Publishing Company.

10.0 Suggested Readings:

- Niswonger and Fess, *Accounting Principles*, South Western Publishing Company.
- Ghani, M. A. *Principles of Accounting*, Pak Imperial Book Depot, Lahore.
- M. Arif, M. and Afzal, S. *Accounting*, Azeem Academy, Lahore.
- Hanif, C. M. and Shafiq, A. *Fundamentals of Accounting*, Kitab Markaz, Faisalabad.

HAILEY COLLEGE OF COMMERCE
UNIVERSITY OF THE PUNJAB, LAHORE

Course Title: **Functional English**

Proposed Course Code: BSC-104

Credit Hours: 03

Program: BS Commerce

Semester: 1st

1.0 Course Description

The Functional English course is customized to meet the needs and requirements of Business and Commerce students at basic level. The course includes all the language skills in an integrated fashion.

Hence, the course is a combination of integrated:

- Receptive Language Skills and
- Productive Language Skills

These are further divided into four segments:

- Listening Skills
- Speaking Skills
- Reading Skills
- Writing Skills

2.0 Prerequisites

No specific prerequisites are required to take this course. However, students are expected to have a basic understanding of English language as taught at intermediate level.

3.0 The Course carries following objectives:

1. The basic objective of this course is to enable students to communicate in English language. This course focuses on basics of grammar and composition, sentence structure, vocabulary, and reading comprehension, listening and speaking for day-to-day language functions. After studying this course, students should be able to communicate in English in an effective manner. The focus of the course, as stated earlier, would be on English reading comprehension and basic English writing skills as well as listening and speaking.

4.0 Course Learning Outcomes

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

1. Identify and use grammatical components in context
2. Use vocabulary in context
3. Listen and understand English language
4. Use language, spoken and written, both

6.0 Course Contents)

Unit-I

1.1 Grammar and Its Uses

- 1.1.1 Basic uses of grammar and its importance to learn and use a language

Unit-II

2.1 Parts of Speech

- 2.1.1 Use of verb, adverb, noun, pronoun, adjective, preposition, conjunction and interjection in English sentences

Unit-III

3.1 Rules of Sentences

- 3.1.1 Using declarative, interrogative, imperative, exclamatory and optative sentences
- 3.1.2 Simple, compound, complex and conditional sentences

Unit-IV

4.1 Tenses

- 4.1.1 Understanding use and application of tenses in different sentences

Unit-V

5.1 Direct and Indirect Speech

- 5.1.1 Understanding direct and indirect modes of speech and their application
- 5.1.2 Using correct verb and punctuation in direct and indirect speech

Unit-VI

6.1 Active and Passive Voice

- 6.1.1 Understanding use of active and passive voice
- 6.1.2 Ability to transform active voice to passive voice and vice versa

Unit-VII

7.1 Punctuation

- 7.1.1 Understanding use of correct punctuation including use of capital letter, question mark, exclamation mark, full stop, comma, semi-colon, colon, apostrophe, quotation marks, brackets, dash, hyphen, and ellipsis

Unit-VIII

8.1 Vocabulary

- 8.1.1 Ability to use 3000 basic words used in English world
- 8.1.2 Ability to correctly assign meanings to a specific word and use it in different sentences correctly

Unit-IX

9.1 Vocabulary

- 9.1.1 Basic synonyms and antonyms
- 9.1.2 Using words in sentences correctly

Unit-X

10.1 Comprehension

- 10.1.1 Developing skill of basic English comprehension

Unit-XI

11.1 Comprehension

- 11.1 Ability to comprehend written English paragraphs and answer questions from that paragraph correctly

Unit-XII

12.1 Speed Reading

- 12.1.1 Ability to identify key points in a lengthy paragraph and answer questions from the paragraph in a correct manner

6.0 Teaching-Learning Strategies

Lectures, discussions, presentations, quizzes and assignments

7.0 Assignments

8.0 Assessment

- Mid Term Examination: 35%,
- Sessional Marks: 25% (Quizzes and Assignments **with principal emphasis on listening/speaking activities**)
- Final Term Examination: 40%

9.0 Textbooks

1. *Functional English* (2019). (3rd ed.) Emile Woolf International. Berkshire: UK.
2. Wren, Martin, and Prasada, R. N. D. V. (2008). *High school English: Grammar and composition*. Batu Caves, Selangor: Crescent News (KL.)
3. The Oxford 3000 – Seventh Edition

HAILEY COLLEGE OF COMMERCE
UNIVERSITY OF THE PUNJAB, LAHORE

Course Title: **Business Organization**

Proposed Course Code: BSC-105

Credit Hours: 03

Program: BS Commerce

Semester: 1st

1.0 Introduction of the Course

The subject is the foundation of almost all of the subjects that any business program has to offer. Whether it is finance, marketing, accounting, tax, auditing or management, each of them consists of concepts about the basic functioning of the business organizations. This course aims at developing an understanding of the actual business environment which our students might have to face even after the academic career i.e. in performance of their professional duties.

2.0 Pre-Requisites Course (s) or Other Requirements/Skills:

The subject is aimed at developing a basic understanding of the business and it has no prerequisite subject or personal requirements

3.0 The Course carries following objectives:

1. To make students familiar with the basic concepts of business
2. To acquaint student with the entrepreneurship as the basis of business
3. To acquaint students with the scope and objectives of business activities
4. To make student familiar with the external environment and its effects on business activities
5. To make students familiar with the internal environment of business and its importance

4.0 Course Learning Outcomes

The course offers following outcomes:

1. Make students understand the basics of business
2. To link internal and external environment of business
3. To find various players/aspects of various internal and external stakeholders
4. To increase students' understandings with the help of local case studies and examples

5.0 Course Contents:

Unit-1:

1.1 Basics of business activity – Emergence from economic activity

- 1.1.1 Here the focus would be on the factors leading (land, labour, capital and entrepreneurship/enterprising) to creation of business organization, including scarce resource and unlimited needs and wants of people. It will also cover the concept of opportunity cost and ultimately definition of business would be rationalized.

Unit-2:

2.1 Business and its environment

- 2.1.1 This chapter focuses on the environment in which a business has to operate. There are two type so business environments, i.e. Internal and External. Internal environment deals with the strength and weakness factors while external environment causes opportunities and

threats to the business (collectively called SWOT analysis). Various factors related to external environment and internal environment are also explained in the chapters.

Unit-3:

3.1 Enterprising and Entrepreneurship

- 3.1.1 This chapter focuses on the entrepreneurship (one who identifies people needs and wants, recognizes opportunity from that and takes risk of utilizing limited resources to start business activity). Thus, the need and role of entrepreneur emerges. This chapter also covers the characteristics and types of entrepreneurs, factors causing failure of business ventures, economic value of entrepreneurship, entrepreneurship process and various sources of finance available to entrepreneurs in Pakistan.

Unit-IV:

4.1 Scope of business

- 4.1.1 This chapter focuses on the scope of business activities and its various forms that is on the basis of activity, nature of business, size, ownership and other forms of business.

Unit-V:

5.1 Stakeholders and objectives of business organization

- 5.1.1 A business may be set-up for many reasons, though the profit is the basic purpose. For instance, a look at the types of entrepreneur/ship highlights that the businesses may work for many reasons, ranging from profit-making to serving the community (i.e. social entrepreneurship). But who owns the business (sole owner, partners, or shareholders) also sets directions of business. For the sole owner, the profit could be the material objects, but for partners and shareholders' wealth maximization could be the greater cause (the difference of both these terms is highlighted in the forthcoming sessions). Thus, both purpose (business objectives) and for whom (stakeholders) to achieve that purpose sets the direction of the business. This chapter aims to explain the various types of stakeholders, eras of business and overall various considerations while deciding purpose of business. This chapter also covers some other determinants of objectives of business.

Unit-6:

6.1 Business Ethics

- 6.1.1 This chapter focuses on the ethics and its value in business. It also covers various philosophies and theories of ethics prevalent at work. The following part of the chapter covers the ethics and stakeholders' relationship and how various stakeholders influence business ethics.

Unit-7:

7.1 Common forms of business – sole proprietorship and partnership

- 7.1.1 After discussing the basics of business, its environment, who starts business (entrepreneurship), scope and objectives of business. After starting business an entrepreneur has to make a choice of form of business (i.e. sole proprietorship, partnership, company, cooperative society). This chapter focuses on two forms of business i.e. sole proprietorship and partnership. It also covers the characteristics of both forms of businesses, pros and cons associated with them, types of partners, types of partnership firms, registration of firm and benefits/drawbacks associated with non-registration.

Unit-8:

8.1 Common forms of business – Limited Liability Partnership

- 8.1.1 After discussing two basic forms of ownership (sole proprietorship and partnership), this chapter is aimed at explaining a latest form of ownership allowed by the government (i.e. Limited liability partnership), which is governed under LLP Act, 2017. This chapter covers the basics of LLP, legal considerations for that and how it differs from conventional partnership and company.

Unit-9:

9.1 Common forms of business – Companies

- 9.1.1 After discussing two basic forms of ownership (sole proprietorship and partnership and LLP), this chapter is aimed at explaining company as a form of ownership. It covers various chapter that focus on types of companies, their characteristics, process of formation of companies, various legal documents required by each company, types of share capital of companies, management of companies (for example Board of directors, CEO, secretary, and Chairman), types of meetings (statutory, annual general and extra ordinary general meetings) and ultimately various modes of winding up of a company

Unit-10:

10.1 Common forms of business – Cooperative societies

- 10.1.1 After discussing sole proprietorship, partnership and companies this chapter focuses on yet another form of business ownership available to entrepreneur i.e. cooperative society. This chapter covers various legal aspects of societies, types of societies, role of societies, registration process and management of a society.

Unit-11:

11.1 Other business ownership options – Business combinations

- 11.1.1 An entrepreneur cannot only own business in form of sole proprietorship, partnership, company or cooperative society, rather he/she may go for shared ownership with other businesses i.e. often called business combination or may enter in an agreement with other businesses to improve efficiency of business operations. This chapter focuses on the business combination, its concept, forms and kinds, and advantages and disadvantages.

Unit-12:

12.1 Business Risks and Insurance

- 12.1.1 As this course focuses on entrepreneurial aspect of business, and an entrepreneur is one who takes risk of starting business venture; thus, risk management becomes an important function of a business. Considering its value, this chapter focuses on various forms of risk associated with business, risk management strategies and insurance as a source of risk mitigation technique. It also covers various forms and types of insurance (for example life, fire and marine).

Unit-13:

13.1 Business functions

- 13.1.1 As this book focuses on entrepreneurial aspect of business and how to manage business, the remaining part of the course would cover the internal environment which would cover discussion of functions of business (leadership, strategic management, management, human resource management, operations and production management, marketing, sales and distribution, and accounting and finance functions). Rest of the chapters of the book deal with all such functions.

6.0 Teaching-Learning Strategies

The course would be lecture based with focus on local case examples.

7.0 Assignments-

Students would submit assignments on regular basis. The assignments would cover both field work and internet base documents.

8.0 Assessment and Examinations: As per University Rules

9.0 Textbooks

In the detail course outline, one may mention chapters of the textbook with the content topic(s).

2. Ahmed, I (2021). *Introduction to Business Studies: Text and Cases*. Lahore: Azeem Publishers
3. Cheema, K.M., Introduction to Business, Syed Mobin Mahmood and company, Lahore.
4. Asakari Zaidi S A, Fundamentals of Business, Orient Publishers, Karachi.
5. Nisar-ud-Din, Business Organization, Aziz Publishers, Urdu Bazar, Lahore.
6. Muhammad Irshad, Introduction to Business, Naveed Publications Lahore.
7. Theodore J Sielaff and John W Aberle, Introduction to Business, Belmont, California Wardsworth Publishing Company, Inc.
8. Glass and Baker, Introduction to Business.
9. Ali M H, Introduction to Business.
10. Koontz and Weirick, Management.

11. Suggested Readings

10.1 Books

- Business recorder
- <http://www.businessstudiesonline.co.uk/live/>
- <http://www.bized.co.uk/>
- <http://www3.open.ac.uk/study>
- <http://c4lpt.co.uk/learn-about-business/>
- <http://www.businessenglishstudy.com/>

10.2 Journal Articles/ Reports

- Would be suggested at times

HAILEY COLLEGE OF COMMERCE

UNIVERSITY OF THE PUNJAB, LAHORE

Course Title: **Islamic Studies**

Proposed Course Code: BSC-106

Credit Hours: 02

Program: BS Commerce

Semester: 1st

1.0 Introduction of the Course

The basic purpose to teach this subject is to learn about the basic principles of Islam and how to apply these principles in practical life. Course will also covers selected portion of Quran, Al-Hadees, Serat-un-Nabi and others topics as well as Islamic Culture and Civilization, Islam and Science, Exchange Trade and Commerce, Islamic Economic System, Political System of Islam, Social System of Islam and Islamic History.

2.0 Pre-Requisites Course (s) or Other Requirements/Skills:

None

3.0 The Course carries following objectives:

This course is aimed at;

1. To provide basic information about Islamic Studies
2. To enhance understanding of the students regarding Islamic Civilization.
3. To improve Students skill to perform prayers and other worships
4. To enhance the skill of the students for understanding of issues related to Faith and Religious Life.
5. To develop a concrete understanding about divine and explicit Verses, Mandates, Provisions concerning permissible Methods and Modes of Islamic Trade and Commerce

4.0 Course Learning Outcomes

1. After completing this course the students will be able to lead the people in right way and know about the true spirit of the Islam.
2. Students will also know about the Islamic Economic, Social, Political, Trade and commerce system.

5.0 Course Contents:

Unit-I

1.1 INTRODUCTION TO QURAN STUDIES

- 1.1.1 Basic Concepts of Quran
- 1.1.2 History of Quran
- 1.1.3 Uloom-ul –Quran

Unit-II

2.1 STUDY OF SELECTED TEXT OF HOLY QURAN

- 2.1.1 Verses of Surah Al-Baqra Related to Faith(Verse No-284-286)

- 2.1.2 Verses of Surah Al-Hujrat Related to Adab Al-Nabi (Verse No-1-18)
- 2.1.3 Verses of Surah Al-Mumanoon Related to Characteristics of faithful (Verse No-1-11)
- 2.1.4 Verses of Surah al-Furqan Related to Social Ethics (Verse No.63-77)
- 2.1.5 Verses of Surah Al-Inam Related to Ihkam (Verse No-152-154)
- 2.1.6 Verses of Surah Al-Ihzab Related to Adab al-Nabi (Verse No.6,21,40,56,57,58.)
- 2.1.7 Verses of Surah Al-Hashar (18,19,20) Related to thinking, Day of Judgment
- 2.1.8 Verses of Surah Al-Saf Related to Tafakar, Tadabar (Verse No-1,14)

Unit-III

3.1 INTRODUCTION TO SUNNAH

- 3.1.1 Basic Concepts of Hadith
- 3.1.2 History of Hadith
- 3.1.3 Kinds of Hadith
- 3.1.4 Uloom –ul-Hadith
- 3.1.5 Sunnah and Hadith
- 3.1.6 Legal Position of Sunnah

Unit-IV

4.1 SEERAT OF HOLY PROPHET (S.A.W.W)

- 4.1.1 Life of Muhammad Bin Abdullah (Before Prophet Hood)
- 4.1.2 Life of Holy Prophet (S.A.W.W.) in Makkah
- 4.1.3 Important Lessons Derived from the life of Holy Prophet (S.A.W.W.) in Makkah
- 4.1.4 Life of Holy Prophet (S.A.W.W.) in Madina
- 4.1.5 Important Events of Life Holy Prophet (S.A.W.W.) in Madina
- 4.1.6 Important Lessons Derived from the life of Holy Prophet (S.A.W.W.) in Madina

Unit-V

5.1 SELECTED STUDY FROM TEXT OF HADITH (given below)

ضمیمہ ب: منتخب احادیث نبوی

(ملحق ب: نخبہ من الأحادیث النبویہ)

- (۱) عن عمر بن الخطاب رضي الله عنه قال: سمعت رسول الله صلى الله عليه وسلم يقول: انما الاعمال بالنيات وانما لكل لامرئ ما نوى فمن كانت هجرته الى الله ورسوله فهجرته الى الله ورسوله ومن كانت هجرته الى دنيا يصيبها او امرأة يتزوجها فهجرته الى ماهاجر اليه (رواه البخاري ومسلم)
- (۲) عن عثمان بن عفان رضي الله عنه عن النبي صلى الله عليه وسلم قال: خيركم من تعلم القرآن وعلمه (رواه البخاري)
- (۳) عن مالك بن انس رضي الله عنه قال: قال رسول الله صلى الله عليه وسلم: تركت فيكم امرين لن تضلوا ما تمسكتم بهما كتاب الله وسنة رسوله (رواه مالك في الموطأ برسلاً)
- (۴) عن ابن عمر رضي الله عنهما قال: قال رسول الله صلى الله عليه وسلم: على خمس شهادة ان لا اله الا الله وان محمداً عبده ورسوله و اقام الصلوة وإيتاء الزكاة وحج البيت وصوم رمضان (متفق عليه)
- (۵) عن عمر بن الخطاب رضي الله عنه قال: بينما نحن جلوس عند رسول الله صلى الله عليه وسلم ذات يوم اذا طلع علينا رجل شديد بياض الثياب شديد سواد الشعر لا يرى عليه اثر السفر ولا يعرفه منا احد حتى جلس الى النبي صلى الله عليه وسلم فاسند ركبته الى ركبته ووضع كفيه على فخذيه وقال: يا محمد اخبرني عن الاسلام؟ فقال رسول الله صلى الله عليه وسلم: الاسلام ان تشهد ان لا اله الا الله وان محمداً رسول الله وتقيم الصلوة وتؤتي الزكاة وتصوم رمضان وتحج البيت ان استطعت اليه سبيلاً قال صدقت قال: فمجبنا له يساله ويصدق له قال: فأخبرني عن الايمان؟ قال: ان تؤمن بالله وملئكته وكتبه ورسله واليوم الآخر وتؤمن بالعبد خيره وشره قال: صدقت قال: فأخبرني عن الاحسان؟ قال: ان تعبد الله كأنك تراه فان لم تكن تراه فانه يراك قال فأخبرني عن الساعة؟ قال: ما المسؤول عنها بأعلم من السائل قال: فأخبرني عن اماراتها؟ قال: ان تلد الأمة ربتها وأن ترى الحفاة العرانة العالة رعاء الشاء

يعطاولون في البنيان قال: ثم انطلق، فلبثت ملياً، ثم قال لي: يا عمر اتدري من السائل؟ قلت: الله ورسوله اعلم، قال: فانه جبرئيل أتاكم يعلمكم دينكم. (رواه مسلم)

(٦) عن شهر بن معبد رضي الله عنه قال: قال رسول الله ﷺ مروا الصبي الصلوة اذا بلغ سبع سنين و اذا بلغ عشر سنين فاضربوه عليها أخرجه أبو داود و الترمذي ولفظه علّموا الصبي الصلوة ابن سبع سنين واضربوه عليها ابن هشر (صحيح البخاري)

(٧) عن معاوية رضي الله عنه قال: قال رسول الله صلى الله عليه وسلم: من يرد الله به غيراً يفلّقه في الدين. (رواه البخاري)

(٨) عن أبي هريرة رضي الله عنه قال: قال رسول الله ﷺ من سلك طريقاً يلتمس فيه علماً سهل الله له به طريقاً إلى الجنة وما اجتمع قوم في بيت من بيوت الله يتلون كتاب الله ويتدارسونه بينهم الا نزلت عليهم السكينة و غشيتهم الرحمة و حقّتهم الملكة و ذكرهم الله فيمن عنده و من بطّأ به عمله لم يسرع به نسبه (رواه مسلم)

(٩) عن أبي هريرة رضي الله تعالى عنه قال: كان رسول الله صلى الله عليه وسلم يقول اللهم أني أعوذ بك من الازم من علم لا ينفع، و من قلب لا يخشع، و من نفس لا تشبع، و من دعاء لا يسمع (رواه احمد، و ابوداود، و ابن ماجه) مشكوة المصابيح (رواه مسلم و احمد و ابو داود)

(١٠) عن ابن مسعود رضي الله عنه عن النبي صلى الله عليه وسلم لا تزول قدما ابن آدم حتى يسئل عن خمس عن عمرة فيما أفناه و عن شبابه فيما ابلاه و عن ماله من أين اكتسبه و فيما أنفقه و ما ذا عمل فيما علم (جامع ترمذي)

(١١) عن عبد الله قال: قال رسول الله صلى الله عليه وسلم طلب كسب الحلال فريضة بعد الفريضة (بهقي شعب الايمان)

(١٢) عن أبي سعيد رضي الله عنه قال: قال رسول الله صلى الله عليه وسلم التاجر الصدوق الأمين مع البهين و الصدّيقين و الشهداء (جامع الترمذي سنن الدارمي، سنن دار قطني)

Unit-VI

6.1 INTRODUCTION TO ISLAMIC LAW and JURISPRUDENCE

- 6.1.1 Basic Concepts of Islamic Law and Jurisprudence
- 6.1.2 History and Importance of Islamic Law and Jurisprudence
- 6.1.3 Sources of Islamic Law and Jurisprudence
- 6.1.4 Nature of Differences in Islamic Law
- 6.1.5 Islam and Sectarianism

Unit-VII

7.1 ISLAMIC CULTURE and CIVILIZATION

- 7.1.1 Basic Concepts of Islamic Culture and Civilization
- 7.1.2 Historical Development of Islamic Culture and Civilization
- 7.1.3 Characteristics of Islamic Culture and Civilization
- 7.1.4 Islamic Culture and Civilization and Contemporary Issues

Unit-VIII

8.1 ISLAM and SCIENCE

- 8.1.1 Basic Concepts of Islam and Science
- 8.1.2 Contributions of Muslims in the Development of Science
- 8.1.3 Quran and Science

Unit-IX

9.1 ISLAMIC ECONOMIC SYSTEM

- 9.1.1 Basic Concepts of Islamic Economic System
- 9.1.2 Means of Distribution of wealth in Islamic Economics
- 9.1.3 Islamic Concept of Riba
- 9.1.4 Islamic Ways of Trade and Commerce

Unit-X

10.1 POLITICAL SYSTEM OF ISLAM

- 10.1.1 Basic Concepts of Islamic Political System
- 10.1.2 Islamic Concept of Sovereignty
- 10.1.3 Basic Institutions of Govt. in Islam

Unit-XI

11.1 ISLAMIC HISTORY

- 11.1.1 Period of Khlaft-E-Rashida
- 11.1.2 Period of Ummayyads

11.1.3 Period of Abbasids

Unit-XII

12.1 SOCIAL SYSTEM OF ISLAM

12.1.1 Basic Concepts of Social System of Islam

12.1.2 Elements of Family

12.1.3 Ethical Values of Islam

Unit-XIII

13.1 VERSES AND HADITH CONCERNING EXCHANGE, TRADE AND COMMERCE

13.1.1 Islamic Provisions and Mandates about permitted Modes of Trade and Commerce

13.1.2 Selected Verses from the Holy Qur'an about Trade and Commerce

13.1.3 Extracts from Hadith about Trade and Commerce

13.1.4 Real Life Examples from the lives of Prophets and Saints

6.0 Teaching-Learning Strategies

The learning and teaching strategies will be comprised of lectures via multimedia, white/blackboard and online modes, handouts, individual and group assignments, quizzes, reading and writing assignments, and presentations.

7.0 Assignments- Types and Number with calendar

A minimum of one assignment including reading, writing, and presentation assignments, which needs to be submitted before the written assessment for each term.

8.0 Assessment and Examinations: As per University Rules

Mid-Term	Written Paper	35 %
Final Examination	Written Paper	40 %
Sessional	Quizzes and Tests, Assignment and Presentations, Attendance, Class Participations and Discipline etc.	25 %

9.0 Textbooks

12. Akhtar, D. H. M. Islamiyat (Akhtiyari)

13. Islahi, M. S. Islamiyat (lazmi)

10. Suggested Readings

10.1 Books

1. Translations of the Holy Qur'an

2. 'موضح القرآن'، سيد عبد القادر شاه

3. 'فيوض القرآن'، سيد حامد حسن بلگرامي

4. 'جمال القرآن'، سيد محمد كرم شاه الازهرى

5. Translation of the Holy Qur'an by Abdullah Yousuf Ali

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

7. 'الاربعين' للنووى

8. 'سیرت رسول عربی ﷺ'، علامہ نور بخش توکلی
9. 'پیغمبر اعظم و آخر ﷺ'، ڈاکٹر نصیر احمد ناصر
10. 'یورپ پر اسلام کے احسانات'، غلام جیلانی برق
11. 'اسلام اور مغرب'، سید ابو الحسن علی ندوی

12. Muhammd, H.U. "Emergence of Islam" ,IRI, Islamabad
13. Muhammad,H.U. "Muslim Conduct of State"
14. Muhammad,H.U. 'Introduction to Islam
15. Mulana Muhammad Yousaf Islahi,"
16. Hassan, H. H. "An Introduction to the Study of Islamic Law" leaf Publication Islamabad, Pakistan.
17. Hasan, A. (Latest Edition) "Principles of Islamic Jurisprudence" Islamic Research Institute, International Islamic University, Islamabad
18. Waliullah, M. (Latest Edition) "Muslim Jrisprudence and the Quranic Law of Crimes" Islamic Book Service
19. Bhatia, H.S(Latest Edition). "Studies in Islamic Law, Religion and Society" Deep and Deep Publications New Delhi
20. Zia-ul-Haq, M. D. "Introduction to Al Sharia Al Islamia" Allama Iqbal Open University, Islamabad (Latest Edition)

10.2 Journal Articles/ Reports

1.
2.
3.

Course Title: Ethics (for Non-Muslim)

Course Description and Objectives:

This course introduces contemporary and controversial ethical issues being faced by the business community. Upon completion, students should be able to demonstrate an understanding of their moral responsibilities and obligations as members of the workforce and society.

Course Contents:

1. Definition and scope of ethics: relation of ethics to psychology, metaphysics and religion
2. A Brief review of major theories of the moral standard:
 - a) The standard as Law,

- b) The standard as Happiness
 - c) The standard as Perfection
3. Promotion of moral values in society through family and various educational and cultural Institutions; Concept of good and evil: Freedom and responsibility: Various theories of punishment.
 4. Ethical teaching of world religions with special reference to Hinduism, Christianity, Buddhism, Judaism and Islam.
 5. 100 ethical precepts from The Quran and sayings of the Holy Prophet (Peace be upon him)
 6. Islam's attitude towards minorities.

HAILEY COLLEGE OF COMMERCE
UNIVERSITY OF THE PUNJAB, LAHORE

Course Title: **Business Communication**

Proposed Course Code: BSC-111

Credit Hours: 03

Program: BS Commerce

Semester: 2nd

1.0 Course Description

This is a practical course which offers students an opportunity to learn, apply and practice principles of business communication in daily and professional life. The purpose of this course is to improve the speaking and writing skills of the students in relation to Business Communication. All types of letters, inquiries, emails and business dealings are essential components of this course. This course also introduces the students to the market terminology and its practical application. Emphasis will be placed on psychological, social, cultural and linguistic factors which affect both interpersonal and inter-organizational dealings in business and commerce settings.

2.0 Prerequisites

The course requires the basic knowledge of the English language skills especially writing. The students should be able to speak and write down effectively without making grammatical and spelling mistakes.

3.0 The Course carries following objectives:

The course aims to achieve the following objectives:

1. Developing awareness about Business Communication skills, tools and methods
2. Comprehending professional style, content and tone of communication
3. Increasing the students' understanding of communication skills leading to successful behavior in business setups
4. Increasing the students' written communication in a professional context
5. Apprising the students of social and business etiquette and manners

4.0 Course Learning Outcomes

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

1. Discuss process of communication effectively
2. Use Seven Cs of communication effectively
3. Communicate well by dint of fair command on verbal and nonverbal communication styles
4. Plan and relay effective business messages
5. Write appropriate business letters
6. Use electronic communication efficiently for example email and telephoning for business purposes

5.0 Course Contents

Unit-I

1.1 Communication and Its Importance

1.1.1 Objectives of Communication; Importance of Communication; Communication Flow

Unit-II

2.1 Communication Process

2.1.1 Components of Communication

Unit-III

3.1 Barriers to Communication

3.1.1 How to Overcome These Barriers

Unit-IV

4.1 Verbal Communication

Unit-V

5.1 Nonverbal Communication

Unit-VI

6.1 Paraverbal Communication

Unit-VII

7.1 Principles of Effective Communication

7.1.1 Objectives, Seven Cs of Communication, Completeness, Conciseness, Consideration, Correctness, Clarity, Correctness, Courtesy

Unit-VIII

8.1 Effective Business Messages

8.1.1 Planning a Business Message

Unit-IX

9.1 Business Letters

9.1.1 Rules for Letter Writing

9.1.2 Sales Letters, Credit Letters, Inquiries and Replies

9.1.3 Order Letters, and Complaints and Adjustments

9.1.4 Collection or Dunning Letters

Unit-X

10.1 Electronic Communication

10.1.1 Types of Electronic Communication

10.1.2 Email Writing

10.1.3 Videoconferencing

10.1.4 Texting

Unit-XI

11.1 Market Terminology

6.0 Teaching-Learning Strategies

Lectures, discussions, presentations, quizzes and assignments

7.0 Assignments- Types and Number with calendar

8.0 Assessment and Examinations: As per University Rules

- Mid Term Examination: 35%,
- Sessional Marks: 25% (Quizzes and Assignments **with principal emphasis on listening/speaking activities**)
- Final Term Examination: 40%

9.0 Textbook

1. *Business communication* (2019). (3rd ed.) Emile Woolf International. Berkshire: UK.
2. Lesikar, R. V., and Flatley, M. W. (2002). *Basic business communication*. (9th ed.) Boston: McGraw-Hill.
3. Murphy, H. A., Hildebrandt, H. W., and Thomas, J. P. (1997). *Effective business communications*. (7th ed.) London: McGraw-Hill.
4. Daily Business Recorder
5. Economic and Business Review (Daily DAWN)

10. Suggested Readings

10.1 Books

10.2 Journal Articles/ Reports

HAILEY COLLEGE OF COMMERCE
UNIVERSITY OF THE PUNJAB, LAHORE

Course Title: **Business Statistics**

Proposed Course Code: BSC-112

Credit Hours: 03

Program: BS Commerce

Semester: 2nd

4 Introduction of the Course

In the current era of big data, businesses need skills to manage data tactfully. Right business decisions largely depend upon data sets and handling techniques of data in an efficient way. Therefore, application of right statistical technique is critical for the success of a business. Business Statistics course is designed to develop an understanding of basic statistical techniques for the students in business studies. At core, this provides a foundation for understanding quantitative techniques of statistics which are useful in business research and practice. This course includes basic statistics, measures of central tendency, and measures of dispersion, probability distributions, correlation, regression, and forecasting. The emphasis of this course is upon problem solving and computational skills with the use of appropriate statistical tools that can be used to analyze data in a meaningful way. It will enable students to apply key statistical techniques using spread sheet and SPSS for management and analysis of data.

2.0 Pre-Requisites Course (s) or Other Requirements/Skills:

The course requires basic knowledge of mathematics

3.0. The Course carries following objectives:

This course aims to achieve the following objectives:

1. To develop understanding about theoretical statistical principles and their application in business
2. To explain the process of organizing, summarizing, presenting and interpreting data
3. To help readers learn about various measures of central tendency and dispersion
4. To describe regression analysis and its application in various real life situations
5. To elaborate probability and related techniques
6. To explain parametric and non-parametric techniques of data analysis
7. To introduce the concept of confidence interval and their interpretation
8. To facilitate understanding about the use of spread sheet and SPSS for statistical analysis

4.0 Course Learning Outcomes

At the end of the course students will be able to:

1. Apply basic statistical tools on real life data
2. Demonstrate different data sets graphically with the use of appropriate tools
3. Implement various measures of central tendency and dispersion
4. Implement a range of hypothesis tests, and use these to draw conclusions about population parameters from sample data
5. Form confidence intervals for a range of population parameters, and interpret these intervals
6. Conduct tests and interpret the output of statistical software
7. Explain probability theory and apply rules of probability to solve business problems

8. Apply and critically evaluate statistical techniques on different data sets using spreadsheet and SPSS

5.0 Course Contents:

Unit-1:

1.1 Introduction (Scope and Applications of Statistics)

- 1.1.1. Introduction of Statistics (Origin and Definition)
- 1.1.2. Statistics and Data
- 1.1.3. Use of Statistics
- 1.1.4. Statistical Data Vs. Statistical Method
- 1.1.5. Statistical Methods
- 1.1.6. Process of Statistical Investigation
- 1.1.7. Functions and Scope of Statistics

Unit-2:

2.1 Statistical Investigation

- 2.1.1 What is Statistical Investigation?
- 2.1.2. Stages and Purposes of Inquiry
- 2.1.3. Technique of Statistical Data Collection
- 2.1.4. Types of Statistical Units
- 2.1.5. What is Statistical Error and Approximation?

Unit-3:

3.1 Collection of Data

- 3.1.1 Statistical Units
- 3.1.2. Types of Statistical Units
- 3.1.3. Types of Data and Difference Between Primary and Secondary Data
- 3.1.4. Merits and Demerits of Primary and Secondary Data

Unit-4:

4.1 Classification and Tabulation of Data

- 4.1.1. What is Classification?
- 4.1.2. Types and Methods of Classification
- 4.1.3. Class Interval and Statistical Series
- 4.1.4. What is Tabulation?
- 4.1.5. Types and Rules of Tabulation

Unit-5:

5.1 Graphic Representation

- 5.1.1. What is Graph and Diagram?
- 5.1.2. Types of Diagrams (Simple, Multiple, Pie etc.)
- 5.1.3. Graph of Frequency Distribution
- 5.1.4. Arithmetic Mean of a Progression

Unit-6:

6.1 Frequency Distribution

- 6.1.1 Organization of Data via Frequency Distribution
- 6.1.2 Types of Frequency Distribution
- 6.1.3 Discrete and Continuous Series
- 6.1.4 Construction of Frequency Distribution Table and Choice of Class limits
- 6.1.5 Cumulative Frequency distribution

Unit-7:**7.1 Measures of Central Tendency**

- 7.1.1 Measure of Central Tendency/Average
- 7.1.2 Objects of Central Tendency
- 7.1.3 Essentials of a GOOD average
- 7.1.4 Types of Averages (Mean, Median, Mode)
- 7.1.5 Types of Mean
- 7.1.6 Merits and Demerits of Different Types of Averages

Unit-8:**8.1 Measure of Dispersion**

- 8.1.1 Measure of Dispersion
- 8.1.2. Dispersion and Skewness
- 8.1.3. Methods of Measure of Dispersion (Range, Standard Deviation, and Mean Deviation)
- 8.1.4. Measure of Skewness
- 8.1.5. Moment and Kurtosis

Unit-9:**9.1 Correlation and Regression**

- 9.1.1. Correlation and Regression
- 9.1.2. Types of Correlation
- 9.1.3. Co-efficient of correlation
- 9.1.4. Degree and Prosperities of Correlation
- 9.1.5. Regression
- 9.1.6. Regression Line

Unit-10:**10.1 Index Number**

- 10.1.1. Index Number
- 10.1.2. Types of Index Number
- 10.1.3. Use of Index Number
- 10.1.4. How and Why We Construct an Index Number
- 10.1.5. Methods of Index Number

Unit-11:**11.1 Chi-Square and Non-Parametric tests**

- 11.1.1 Cost of Living Index
- 11.1.2. CHI-SQUARE
- 11.1.3. What is attribute?
- 11.1.4. Steps to Apply Test

Unit-12:

12.1 Probability

- 12.1.1. Set Theory and Probability
- 12.1.2. Types of Sets
- 12.1.3. Operation on Sets
- 12.1.4. Algebra of Sets
- 12.1.5. Venn Euler Diagram
- 12.1.6. Introduction of Probability
- 12.1.7. What is Experiment?
- 12.1.8. Sample Space
- 12.1.9. Venn Diagram
- 12.1.10. Events and Types of Events.
- 12.1.11. Laws of Probability

Unit-13:

13.1 Analysis of Variance

- 13.1.1. Analysis of Variance
- 13.1.2. Check on Variance Calculated Values
- 13.1.3. Steps of Variance Test
- 13.1.4. Conclusive Statement

Unit-14:

14.1 Sampling and Sampling Distribution

- 14.1.1. Analysis of Variance
- 14.1.2. Check on Variance Calculated Values
- 14.1.3. Steps of Variance Test
- 14.1.4. Conclusive Statement

Unit-15:

15.1 Sampling Distribution

- 15.1.1. Sampling Distribution
- 15.1.2. Standard Error
- 15.1.3. With Replacement and with Out Replacement

Suggested topics:

Hypothesis Testing

Forecasting and Time series analysis

- Introduction of forecasting
- Types of forecasts
- Forecasting Methods
- Time Series analysis
- Methods of time series analysis

Theory of attributes

- Dichotomous and manifold classification
- Consistency of data
- Independence of attributes

Statistical quality control

- Introduction
- Statistical quality and methods of control

Cost of quality control

Statistical Decision theory

Introduction

Steps in decision theory

Decision making under uncertainty

Big data Analysis and technology

Application of statistical techniques through excel and SPSS

6.0 Teaching-Learning Strategies

- Lectures
- Handouts (hard or soft copies)
- Group Discussions
- Presentations
- Assignments

7.0 Assignments

- Short tests
- Quizzes
- Term Paper
- Research Papers

8.0 Assessment and Examinations: As per University Rules

Mid-Term	Written Paper	35 %
Final Examination	Written Paper	40 %
Sessional	Quizzes and Tests, Assignment and Presentations, Attendance, Class Participations and Discipline etc.	25 %

9.0 Textbooks

- Bowra, Z. A. Business Mathematics and Statistics. Publisher: Azeem Academy Lahore.

10. Suggested Readings

10.2 Books

- Sharma, J. K. (2012). Business statistics. Pearson Education India.
- Holmes, A., Illowsky, B., and Dean, S. (2017). Introductory business statistics. Rice University

10.2 Journal Articles/ Reports/ web sources

- <https://www.calculator.net/statistics-calculator.html>
- <https://www.calculatorsoup.com/calculators/statistics/statistics.php>
- <https://home.ubalt.edu/ntsbarsh/business-stat/StatistialTables.pdf>
- <https://www.statisticshowto.com/tables/>
- <https://www.statisticsolutions.com/academic-research-consulting/dissertation-consulting-services/spss-statistics-help/>

HAILEY COLLEGE OF COMMERCE
UNIVERSITY OF THE PUNJAB, LAHORE

Course Title: **Microeconomics**

Proposed Course Code: BSC-113

Credit Hours: 03

Program: BS Commerce

Semester: 2nd

1.0 Introduction of the Course

2.0 Pre-Requisites Course (s) or Other Requirements/Skills:

3.0 The Course carries following objectives:

1. This course aims at providing insights into and understanding of theories and practices relating to microeconomics. This would be a basic course offered to students who are studying microeconomics for the first time. The background of student audience is based on Intermediate or at least 12 years of education

4.0 Course Learning Outcomes

1. To introduce the concepts of Microeconomics.
2. To introduce the basic theories related to Microeconomics.
3. To provide an opportunity to see how Microeconomics is useful and can be applied.
4. To provide an opportunity to develop skills to understand daily economic life and relate it to Microeconomic theory
5. To prepare the student for higher studies in subjects like Managerial Economics and Econometrics

5.0 Course Contents:

Unit No.-I

- 1.1 Introduction
- 1.1.1 Nature and Scope of Economics
- 1.1.2 Difference in Microeconomics and Macroeconomics

Unit No.-II

- 2.1 Consumer Behavior:
- 2.1.1 Utility-kinds and aspects.
- 2.1.2 Cardinal and ordinal approaches of utility.
- 2.1.3 Laws of diminishing marginal utility
- 2.1.4 Law of Equi-marginal utility.
- 2.1.5 Indifference curve analysis and consumer equilibrium.
- 2.1.6 Price effect, income effect and substitution effect.

Unit No.-III

- 3.1 Demand, Supply and Price Determination

- 3.1.1 Demand- Determinants of demand, law of demand, shifts and shift factors in demand
- 3.1.2 Elasticity of demand, Price, income and cross elasticity, Point and Arc Elasticity
- 3.1.3 Measurement of elasticity of demand: Percentage, Graphic and Total Outlay methods
- 3.1.4 Determinants and importance of elasticity of demand.
- 3.1.5 Stocks and supply. Determinants of supply, law of supply, shifts and shift factors in supply.
- 3.1.6 Elasticity of supply, Measurement and Determinants of elasticity of supply.
- 3.1.7 Market equilibrium-surplus and shortage conditions.
- 3.1.8 Consumer and Producers surplus.

Unit No.-IV

- 4.1 Production and Cost
 - 4.1.1 Production function, Economies of Scale
 - 4.1.2 Laws of Return and Law of Variable proportions
 - 4.1.3 Traditional theory of Costs, Average, Marginal and Total Costs
 - 4.1.4 Long run Average Cost

Unit No.-V

- 5.1 Market Structures
 - 5.1.1 Perfect Competition: Price and output determination in the short and long run
 - 5.1.2 Monopoly: Price and output determination in the short and long run, Price discrimination
 - 5.1.3 Monopolistic Competition: Price and output determination in the short and long run
 - 5.1.4 Introduction to Oligopoly

Unit No.-VI

- 6.1 Factor Pricing
 - 6.1.1 Marginal productivity theory
 - 6.1.2 Ricardian theory of rent

Unit No.-VII

- 7.1 Basics of Mathematical Economics
 - 7.1.1 Derivatives
 - 7.1.2 Application of derivatives to concepts like Marginal Cost, Marginal revenue etc
 - 7.1.3 Basic optimization

6.0 Teaching-Learning Strategies

Lectures, discussions, presentations, quiz and assignments

7.0 Assignments- Types and Number with calendar

8.0 Assessment and Examinations: As per University Rules

Mid-Term	Written Paper	35 %
Final Examination	Written Paper	40 %
Sessional	Quizzes and Tests, Assignment and Presentations, Attendance, Class Participations and Discipline etc.	25 %

9.0 Textbooks

In the detail course outline, one may mention chapters of the textbook with the content topic(s).

1. Paul A, S. et. Al.(2019) Economics, (20th Edition) McGraw-Hill, ISBN-10 : 9389538033, ISBN-13 : 978-9389538038
2. Pindyck, Robert S.; and Daniel L. Rubinfeld. *Microeconomics*. (9th Edition) Prentice Hall, **2017**, ISBN-13: 978-0134184241, ISBN-10: 0134184246
3. Varian, Hal R.(2014) *Intermediate Microeconomics*. (9th Edition) ISBN-13: 978-0393123968, ISBN-10: 9780393123968
4. Mankiw, Gregory N, (January 1, 2017), Principles of Microeconomics, (8th Edition) Cengage Learning ISBN-13: 978-1305971493, ISBN-10: 1305971493
5. Salman, R. S.(2019) “An Introduction to Economics”, Syed Mubeenand Co., Lahore

10. Suggested Readings

10.1 Books

10.2 Journal Articles/ Reports

HAILEY COLLEGE OF COMMERCE

UNIVERSITY OF THE PUNJAB, LAHORE

Course Title: **Financial Accounting II**

Proposed Course Code: BSC-114

Credit Hours: 03

Program: BS Commerce

Semester: 2nd

7.0 Introduction of the Course:

This course introduces the objectives, principles, assumptions, and concepts of financial accounting. This subject covers the basics of financial accounting through the accounting cycle for service and merchandising business. This course will help students learn about the accounting equation, double entry system of accounting, principles of debit and credit, preparation of journal, ledger, trial balance, adjustment and closing entries, accruals, worksheet, and financial statements. This course will also introduce the concepts of capital and revenue in accounting and rectification of errors. This course is designed in a way to serve as a solid foundation for all accounting and finance related courses in the subsequent semesters.

8.0 Pre-Requisites Course (s) or Other Requirements/Skills:

Financial Accounting I

9.0 The Course carries following objectives:

8. To introduce students to cash management, preparing cash receipt and payment journal, and preparation of bank reconciliation statement.
9. Understanding estimation of uncollectible accounts receivable, writing off bad debts, account
10. Preparing bank reconciliation statement and recording credit card sales
11. To understand accounting related to property plant and equipment, depreciation and disposal of assets
12. To comprehend accounting for intangible assets and natural resources and their amortization and depletion
13. Defining liabilities, types of liabilities, distinguishing between short-term and long-term liabilities
14. Accounting for notes payables and recording interest on notes payables.

10.0 Course Learning Outcomes:

After studying this course student should be able to

1. State objectives of cash management, prepare cash receipt and payment journal, and preparation of bank reconciliation statement.
2. Do accounting for estimate of uncollectible accounts receivable, writing off bad debts.
3. Prepare bank reconciliation statement and record credit card sales.
4. Determine cost of property plant and equipment, explain depreciation and its calculation and recording disposal of fixed assets.
5. Record intangible assets and natural resources and their amortization and depletion.
6. Define liabilities, types of liabilities, distinguish between short-term and long-term liabilities.

7. Understand partnership understand, calculate profit and loss of firm, do accounting for amalgamation of firms, admission and retirement of partnership and dissolution of firm.

5.0 Course Contents:

Unit No.-I

1.1 Cash and cash equivalent

- 1.1.1 Defining cash, reporting cash and cash equivalent in balance sheet, management responsibilities regarding cash, special journals related to cash, bank reconciliation statement, credit card sales

Unit No.-II

2.1 Account receivable and notes receivables

- 2.1.1 Uncollectible accounts, allowances for doubtful accounts, writing off bad debts, notes receivables, interest calculations on notes receivables

Unit No.-III

3.1 Property, plant and equipment (PPE), intangibles assets and natural resources, depreciation, amortization and depletion.

- 3.1.1 Property, plant and equipment, major types of PPE, Recognition of property, plant and equipment, depreciation, methods of depreciation calculation, depreciation and federal board of revenue, disposal of property, plant, and equipment, gains and losses on disposal of assets, intangible assets, types and characteristics of intangible assets, natural resources, depreciation, amortization, and depletion.

Unit No.-IV

4.1 Liabilities

- 4.1.1 Current liabilities, notes payables, interest on notes payables, long term debt, current portion of long-term debts, accrued liabilities, unearned revenues

Unit No.-V

5.1 Accounting for Partnership

- 5.1.1 Definition of partnership, features of partnership, accounting for partnership, calculation of profit and loss of partnership, amalgamation of partnership, admission of partner, retirement of partners, dissolution of firm.

6.0 Teaching-Learning Strategies:

Suggested, class discussions and applications of concepts using numerical problems and relevant local and international case studies.

7.0 Assignments:

Students would submit assignments on regular basis throughout semester.

8.0 Assessment and Examinations: As per University Rules

9.0 Textbooks:

1. Meigs and Meigs, *Accounting the basis for business decisions*, McGraw Hill Publishing Company.

10.0 Suggested Readings:

1. Niswonger and Fess, *Accounting Principles*, South Western Publishing Company.
2. Ghani, M. A. *Principles of Accounting*, Pak Imperial Book Depot, Lahore.
3. M. Arif and Sohail Afzal, *Accounting*, Azeem Academy, Lahore.
4. Ch. Muhammad Hanif and Azam Shafiq, *Fundamentals of Accounting*, Kitab Markaz, Faisalabad.

HAILEY COLLEGE OF COMMERCE
UNIVERSITY OF THE PUNJAB, LAHORE

Course Title: Foreign Language (Arabic)

Course Code: BSC-115

Credit Hours: 03

Program: BS Commerce

Semester: 2nd

1.0 Introduction of the Course:

Arabic is one of the oldest languages of the world. The language has a special place in Muslim world. This course provides overview of basics on Arabic Language with a view to teach students about the language.

2.0 Pre-Requisites Course or Other Requirements/Skills:

No pre-requisite is required for the course.

3.0 Course Learning Outcomes:

1. To make the students able to distinguish and pronounce all Arabic sounds, and write accurately from dictation.
2. To enable the students to understand Quran, Hadith and other Arabic-Islamic literature with an ease and comprehend simple written Arabic texts on familiar topics.
3. To facilitate the students to write simple sentences/paragraphs in Arabic.
4. To empower the students to start talking satisfactorily with any native speaker of Arabic

4.0 Course Contents:

یونٹ ۱: عربی زبان کی اہمیت اور آگاہی

یونٹ ۲: عربی الفاظ کی پہچان، اُسماء اشارۃ، کلمات استفہام

یونٹ ۳: عربی تراکیب اور ضمائر کا استعمال

۱.۳ مرکب اضافی کی پہچان اور استعمال

۲.۳ ضمائر منفصلہ کی پہچان اور استعمال

۳.۳ ضما ئر متصلہ کی پہچان اور استعمال

۴.۳ حرف قمریہ و شمسیہ اور جملہ اسمیہ کی پہچان اور استعمال

۵.۳ حرف جارہ کی پہچان اور جملوں میں استعمال

۶.۳ مرکب توصیفی، معرفہ و نکرہ کی پہچان اور جملوں میں استعمال

یونٹ ۳: جملہ فعلیہ

۱.۳ جملہ فعلیہ کی ساخت اور جملوں میں استعمال

۲.۳ فعل ماضی (غائب) کی پہچان اور جملوں میں استعمال

۳.۳ فعل ماضی (حاضر) کی پہچان اور جملوں میں استعمال

۴.۳ فعل ماضی (متکلم) کی پہچان اور جملوں میں استعمال

۵.۳ فعل مضارع بنائے کا طریقہ اور جملوں میں استعمال

۶.۳ فعل امر بنائے کا طریقہ اور جملوں میں استعمال

یونٹ ۴: عربی گنتی اور ہفتے کے دنوں کے نام

یونٹ ۵: منتخب قرآنی آیات کا ترجمہ اور سوالوں کے جواب

یونٹ ۶: منتخب احادیث کا ترجمہ اور سوالوں کے جواب

یونٹ ۷: منتخب عربی اشعار کا ترجمہ اور سوالوں کے جواب

5.0 Teaching-Learning Strategies:

Lectures, discussions, presentations, quiz & assignments

6.0 Assignments

Students would submit assignments on regular basis throughout semester.

7.0 Assessment and Examinations:

Sessional	Mid-Term	Final Examination
25 %	35 %	40 %
Quizzes and Tests, Assignment and Presentations, Attendance, Class Participations and Discipline etc.	Written Paper	Written Paper

8.0 Textbooks

1. Arabic Language and Literature (اللغة العربية وأدبها)

2. إعداد وتقديم: الدكتور مقيت جاويد

9. Suggested Readings

9.1 Books

- عبد الرحيم، ف، (الدكتور)، دروس اللغة العربية لغير الناطقين بها، وزارة التعليم العالي، المملكة العربية
- السعودية، 1418

OR

HAILEY COLLEGE OF COMMERCE
UNIVERSITY OF THE PUNJAB, LAHORE

Course Title: Foreign Language (Persian)

Course Code: BSC – 115

Program: BS Commerce

Credit Hours: 03

Semester: 2nd

Course Description/تعارف

فارسی ایک اہم مشرقی زبان ہے۔ یہ تہذیبی اور ادبی زبان عالم اسلام کی دوسری بڑی زبان رہی اور تقریباً ایک ہزار سال تک جنوبی ایشیا کی علمی، ادبی، ثقافتی اور سرکاری زبان بھی رہی۔ پاکستان کی قومی زبان اردو پر سب سے زیادہ اور گہرے اثرات فارسی ہی کے ہیں۔ ہمارے قومی شاعر علامہ محمد اقبال کا زیادہ کلام بھی فارسی میں ہے۔ دنیا کی بہترین اخلاقی اور روحانی شاعری فارسی ہی میں ہے جس کے تراجم کئی عالمی زبانوں میں ملتے ہیں۔

آج کے دور میں فارسی کی عالمی اہمیت اور بھی بڑھ گئی ہے۔ یہ زبان فارسی بولنے والے ممالک کے علاوہ ان تمام ملکوں کے لیے بہت اہم ہے، جہاں فارسی بولنے والے ممالک کے افراد آباد ہیں۔ یہی وجہ ہے کہ دنیا بھر کی اکثر بڑی مشرقی و مغربی یونیورسٹیوں میں فارسی کی تدریس و تحقیق ہوتی ہے۔

Course Objectives/مقاصد اور اہداف

- فارسی سے آشنائی -
- فارسی ذخیرہ الفاظ -
- فارسی اور اردو کے روابط -
- فارسی قواعد -
- آسان فارسی متن کی تفہیم -
- فارسی سے اردو انگریزی اور اردو انگریزی سے فارسی ترجمہ -
- ابتدائی فارسی بول چال -

Course Contents/نصاب کی تفصیل

ابتدائی فارسی قواعد: اسم، فعل، ضمیر، مرکب اضافی، مرکب توصیفی۔ -

مصدر اور مضارع۔ -

فارسی افعال: فعلِ ماضی اور اس کی قسمیں، فعلِ حال، فعلِ مستقبل، فعلِ امر، فعلِ نہی۔ -

آسان اور مختصر فارسی نثر پارے، آسان اور مختصر فارسی شاعری۔ -

جدید فارسی کے مفید مکالمے۔ -

Reference Books/ مجوزہ کتابیں

رازی، فیروز الدین، خود آموز فارسی، دو جلدیں، ایم آر برادرز، لاہور، ۱۹۹۰ء

سلیم مظہر، ڈاکٹر، نجم الرشید، ڈاکٹر، محمد صابر، ڈاکٹر، فارسی گفتاری، اورینٹل پبلی کیشنز، لاہور، ۲۰۰۷ء

سلیم مظہر، ڈاکٹر، نجم الرشید، ڈاکٹر، محمد صابر، ڈاکٹر، مصدر نامہ و لغت نامہ فارسی، اورینٹل پبلی کیشنز، لاہور، ۲۰۰۶ء

کاظمی، فلیحہ زہرا، جدید کلیدِ مصادر، اورینٹل پبلی کیشنز، لاہور، ۲۰۰۹ء

محمد شاہ کھگہ، ڈاکٹر (مترجم)، دستور پنج استاد، اظہار سنز، لاہور، ۲۰۲۰ء

OR

HAILEY COLLEGE OF COMMERCE
UNIVERSITY OF THE PUNJAB, LAHORE

Course Title: **Foreign Language (Elementary French)**

Course Code: BSC – 115

Credit Hours: 03

Program: BS Commerce

Semester: 2nd

Introduction of the Course	<p>The course of Grammar A1 for French as a Minor subject addresses the standard French language level equivalent to DELF-A1*.</p> <p>This course is for ultimate beginners and will give the students the basic knowledge they need to speak and express themselves.</p>	
Course Objectives	<p>This course has for its main objective, the introduction of French grammar to students without any prior knowledge about French language.</p> <p>This course will cover present, near future and perfect tense and will cover a wide range of regular and irregular verbs.</p> <p>On successful completion of this course students will be able to:</p> <ol style="list-style-type: none"> 1. Form affirmative, negative, and interrogative sentences 2. Use and comprehend present, near future, and perfect tense. 3. Correctly use subject, object, and disjunctive pronouns 	
Course Contents	Week1	<p>Introduction to course</p> <p>Alphabets</p> <p>Basic sounds and nasal sounds</p> <p>Definite articles</p> <p>Indefinite Articles</p>
	Week2	<p>Subject pronouns</p> <p>Present tense of ÊTRE</p> <p>Use of QUI</p> <p>Present Tense of AVOIR</p> <p>Possession expressed by DE</p>
	Week3	<p>Numbers 0-10</p> <p>Interrogation: direct AND est-ce que</p> <p>Use of Qui est-ce qui</p> <p>Contracted articles (du, de la, de l', des)</p>
	Week4	<p>Numbers 11-20</p> <p>Conjugation of -ER verbs</p> <p>Contracted articles (au, a la, a l', aux)</p>
	Week5	<p>Interrogation form of –ER verbs</p> <p>Possessive adjectives</p> <p>D'un/ a un</p> <p>Numbers 21-50</p>
	Week6	<p>Negation</p> <p>Verbs conjugated like OUVRIR</p> <p>Months</p> <p>Date</p>

	Conjugation of verbs FAIRE, DIRE Qu'est-ce que
Week7	Il y a Conjugation of verb Aller Near Future Adjectives
Week8	Days of the week Imperative Imperative negative Peculiarities of certain-ER verbs Demonstrative adjectives Numbers 51-100
Mid-term Examination	
Week9	Conjugation of -IR verbs Partitive article Present Tense of LIRE, ÉCRIRE Interrogative adjectives Weather and seasons
Week10	-RE verbs 12 and 24 hour time Expressions of quantity
Week11	Present Tense of VOULOIR, POUVOIR, DEVOIR Interrogative pronouns Direct object pronouns
Week12	Present Tense of VOIR CROIRE, BOIRE Adjective TOUT Indirect object pronouns Comparison and superlative of adjectives
Week13	Present Tense of VENIR, TENIR Use of CHEZ Present Tense of PRENDRE, METTRE Use of relative pronouns Reflexive verbs
Week14	Use of SI Some negative forms Order of pronouns when two occur together Perfect tense with AVOIR Pronoun Y
Week15	Agreement of the past participle Pronoun EN Position of object pronouns in Perfect tense Perfect tense with ÊTRE
Week16	Position of pronoun objects with imperative Perfect tense of reflexive verbs Disjunctive pronouns Recapitulation of Perfect Tense
End-Term Examination	

HAILEY COLLEGE OF COMMERCE
UNIVERSITY OF THE PUNJAB, LAHORE

Course Title: **Foreign Language (Chinese)**

Course Code: BSC – 115

Credit Hours: 03

Program: BS Commerce

Semester: 2nd

Introduction:

Since the first steps that Pakistan and China took towards each other in the 1950s, the bilateral relationship between our two countries has transformed into a deep bond based on shared values and interests, and is now a fully grown partnership for peace, progress and prosperity in the 21st Century. However, while the official state-to-state relations are solid and strong, there has been a missing dimension, namely, in the area of people-to-people contact and communication. China has transformed from an isolated, under-developed country to the world's second fastest growing economy and a world power that today ranks as the major competitor of the advanced, industrialized west. It is now imperative that we look at things within a broader strategic level, in the context of where we are located, with a peacefully rising China at the helm of an Asian century in which the balance of economic and political power is shifting from the West to the East.

Considering these facts, it is now evident that knowing each other's language and culture has become an integral part of the process. Many institutes and renowned universities of Pakistan are already working to promote Chinese language and culture by collaborating with Chinese authorities. Karachi University, University of Agriculture Faisalabad, University of the Punjab, Government College University Lahore and many others have separate departments or settings to create more opportunities for university students. With the progress of CPEC, it has become important to equip our students with such skills to fulfill the demand of the market where many Chinese are seeking new business opportunities. In Punjab University, many departments have included Chinese Language as an optional subject in the curriculum. But the need is still there to provide more opportunities to students of the University.

PROGRAM OBJECTIVES

China currently boasts the fastest growing economy in the world and is widely regarded as the potentially biggest global market in the twenty-first century. Chinese language is one of the widest spoken languages bearing very important role in culture, education, industry, information technology, business & international relations. Learning Chinese language is an additional tool and a gateway to international opportunities in a vast variety of fields in demands. Possessing Chinese language skill is a key to the doors of success. This Elementary/Functional Chinese language course is targeted at undergraduate and higher learner levels. The objectives are to let the learners make use of conversational and written Chinese language in everyday interactive situations and social contexts that the users may need.

CURRICULUM SALIENT

Duration of course	01 Semester
Credit Hours	3 Credit Hours (4 Weeks per month /3 Hours per Week)
Training Methodology	Practical 40% Theory 60%
Medium of instruction	Chinese/ Urdu/ English
Examination Body	Institute , Hanban China

SKILL COMPETENCY DETAILS

On successful completion of this course, the trainee should be able:-

1. To use language to express his idea and emotions.
2. To speak in the kind of environment of language used in everyday conversations and situations.
3. To read and write basic Chinese characters.
4. To develop competence in the spoken and written Chinese.
5. To construct complete and meaningful sentences.
6. To comprehend the receptive as well as productive skill of the Chinese conversation effectively.
7. To use language as an effective tool of communication.
8. To develop Chinese Listening Skills.
9. To use language in a context as natural as possible.

KNOWLEDGE PROFICIENCY DETAILS

On successful completion of this course, the trainee should be able: -

1. To know about elementary level vocabulary.
2. To understand everyday conversations and language expressions.
3. To comprehend the colloquial expressions for social interactions.
4. To Knowledge
5. To understand the reactions and routine life conversation.
6. To understand the real language that is most closely restricted by structural control.
7. To recognize the everyday vocabulary.
8. To know the receptive as well as productive skill of language.
9. To understand the Chinese Listening comprehension.

PROPOSED MINIMUM QUALIFICATION OF INSTRUCTOR

1. Graduation + 2 Year Diploma of Advanced Chinese Language from China
2. Strong command over language is a pre-requisite.
3. Have an exposure of least 1-year of teaching Conversational Chinese in any language institute.

EMPLOYABILITY OF PASS OUTS

The pass-outs of this course can find job/employment opportunities in the following areas/sectors:

1. Any Public or Private sector.
2. CPEC
3. Telecom sector.
4. Front desk worker in any customer service provider.
5. Salesman in any marketing company.
6. Public Relation Representative in any NGO or social service organization.
7. Technical coordinator.
8. Student co-coordinator or counselor in any education center.
9. Any office where Chinese language interpretation translation is needed.

Sr. No.	Name of Tools & Equipment	Quantity
1.	Class room equipped with chairs, desks and headphones	40
2.	Cassettes	1 set
3.	A White board for demonstration	1
4.	Flip Chart Stand	1
5.	Multi Media Data Projector with screen	1
6.	USB pen drive (512 MB Kingston) for the trainee	1
7.	Flip Chart	1 set
8.	Internet Facility	1
9.	USB (32 GB)	1
10.	Dictionary	1
11.	CDs of Chinese Movies, Tablo, Drama, Songs, Presentation	1 set

SCHEME OF STUDIES

Chinese Language (Semester Course)

Sr. No.	Main Topics	Theory Hours	Practical Hours	Total Hours
1.	Introduction and Identification	6	5	11
2.	Phonetic Alphabets	5	4	09
3.	Counting & Numbering	4	2	06
4.	Time and Positions	5	3	08
5.	Daily Necessities	4	2	06
6.	Verbal Structures	5	3	08
Total		29	19	48

DETAIL OF COURSE CONTENTS

(4– Months Course)

Sr. No	Detail of Topics	Theory Hours	Practical Hours
1.	<p>Introduction and Identification</p> <p>To Identify, to introduce 确认介绍 My name is David 我叫David</p> <p><u>Phonetics</u></p> <p>Initials and Finals Tones (Neutral + Change in tones)</p> <p><u>Grammar</u></p> <p>The 是 Sentence Interrogative Sentence with 吗 The adverb 也</p> <p>This is Anny's map 这 是安妮的地图</p> <p><u>Phonetics</u></p> <p>Phonetic Alphabets The Tone Sandhi</p> <p><u>Grammar</u></p> <p>The Structural Particle 的 The 有 Sentence How many people are in your family 你家 有几口人</p> <p>The Interrogative Sentence with Interrogative Pronouns Personal Pronouns as Attributives</p>	6	5
2.	<p>Phonetic Alphabets</p> <p>Phonetic Tables Initial & final Introduction of tones</p>	5	4

3.	Counting & Numbering How many people are in your family 你家有几口人 Counting Numbers 0-100 <u>Grammar</u> Interrogative Sentences of 几 Interrogative Sentences of 多少	4	2
4.	Time and Positions 时间方位 My birthday is on 9 th , May 我的生日是五月九号 Ways of Expressing Date <u>Grammar</u> Sentences with Adjective Predicates We begin class at 08:30 AM 我们上午八点半上课 Ways of Expressing Time <u>Grammar</u> Time words as Adverbial Where is the bank 银行在哪儿 Ways of Expressing Position <u>Grammar</u> Nouns of Locality There is a map of China on the wall 墙上有一张中国地图 The 有 sentences <u>Grammar</u> Nouns of Locality	5	3

5.	Daily Necessities Would you like to have rice or dumplings 你吃米饭还是饺子 Ways of using 还是 The Alternative question with 还是 <u>Grammar</u> The Affirmative-Negative Question How much does half a kilo of apples cost 苹果多少钱一斤 Ways of Reading money <u>Grammar</u> Elliptical Question with 呢	4	2
6.	Verbal Structures I'll go to the bank to change some money 我去银行换钱 The Sentence with Verbal Structure inseries Counting numbers above 100 We'll go to the garden by bike 我们骑自行车去公园 Sentences with Verbal Structure inSeries	5	3

REFERENCE BOOKS

1. Road to Success by Qiu Jun, Zhang Hui , Peng Zhi Ping, Beijing Language and Culture University
2. Conversational by Kang Yu Hua, Lai Siping, Beijing Language and Culture University
3. Chinese 301 Zhu Wenjun

Course Designed By:

Farooq Azam (Senior Lecturer TEVTA)

Graduated From Beijing Language & Culture University Beijing, China
Advanced Chinese Language Diploma

HSK-06, HSK-05 & HSKK Certified Master
of Commerce (HCC,PU)

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HAILEY COLLEGE OF COMMERCE
UNIVERSITY OF THE PUNJAB, LAHORE

Course Title: **Pakistan Studies**

Proposed Course Code: BSC-116

Credit Hours: 02

Program: BS Commerce

Semester: 2nd

1.0 Introduction of the Course

To enable students a responsible Pakistani, good Muslim and make others also good

2.0 Pre-Requisites Course (s) or Other Requirements/Skills:

3.0 The Course carries following objectives:

To enable students a responsible Pakistani, good Muslim and make others also good

4.0 Course Learning Outcomes

1. Provide the basic information of Pakistan creation
2. Know the history of Pakistan
3. Understand the problems

5.0 Course Contents:

Unit-I

1.1 Pakistan Movement: Historical and Ideological Perspective

1.1.1 Muslim Revivalist Movements in India

1.1.2 The Two Nation Theory: From Sir Syed Ahmed Khan to Allama Iqbal

Unit No.-II

2.1 Quaid-e-Azam Muhammad Ali Jinnah and the Struggle for Pakistan.

2.1.1 Creation of Pakistan: Early Challenges

Unit No.-III

3.1 Land and People of Pakistan

Physical features and Geo-Strategic Location of Pakistan

Culture and Traditions: Regional Dimensions

Unit No.-IV

4.1 History and Politics in Pakistan (1947-2020)

4.1.1 Early Parliamentary Phase

4.1.2 Ayub and Yahya's Era

Unit No.-V

5.1 Democratic Era (1971-1977)

5.1.1 Zia Era (1977-88) Political Era (1988-99) Musharaf Era(1988-2008) Democratic Restoration (2008-2020)

Unit No.-VI

6.1 Contemporary Pakistan

6.1.1 The Constitution of 1973: Salient Features and current scenario.

Unit No.-VII

7.1 Foreign Policy and Relations with Neighboring Countries

Unit No.-VIII

8.1 Salient Features of Economy, Agriculture and Industry, National Resources

6.0 Teaching-Learning Strategies

Lectures, discussions, quiz and assignment

7.0 Assignments- Types and Number with calendar

8.0 Assessment and Examinations: As per University Rules

Mid-Term	Written Paper	35 %
Final Examination	Written Paper	40 %
Sessional	Quizzes and Tests, Assignment and Presentations, Attendance, Class Participations and Discipline etc.	25 %

9.0 Textbooks

In the detail course outline, one may mention chapters of the textbook with the content topic(s).

10. Suggested Readings

10.1 Books

Akram Sajid, A. M. Pakistan Studies.

10.2 Journal Articles/ Reports

Additional Resources, Newspapers, Internet

HAILEY COLLEGE OF COMMERCE
UNIVERSITY OF THE PUNJAB, LAHORE

Course Title: **Macroeconomics**

Proposed Course Code: **BSC-201**

Credit Hours: 03

Program: **BS Commerce**

Semester: 3rd

1.0 Introduction of the Course

This course aims at providing insights into and understanding of theories and practices relating to macroeconomics. This would be a basic course offered to students who have already studied Microeconomics. The background of student audience is based on Intermediate or at least 12 years of education with basic knowledge of Microeconomic theory

2.0 Pre-Requisites Course (s) or Other Requirements/Skills:

3.0 The Course carries following objectives:

4.0 Course Learning Outcomes

1. To introduce the concepts of Macroeconomics.
2. To provide an opportunity to develop skills to understand daily economic life and relate it to Macroeconomic theory
3. To make students understand the working of the policy initiatives in the market economy
4. To enable students understand the aggregate concepts of national Income, Inflation etc.
5. To develop economic thinking among students
6. To prepare the student for higher studies in subjects like Managerial Economics and Econometrics, Taxation, Fiscal Policy etc.

5.0 Course Contents:

Unit-I

1.1 National Income:

- 1.1.1 Concepts of National Income-GNP, NNP, GDP, GNI at factor cost, PI, Personal disposable income, transfer payments, Circular flow of national Income. Measurement of National Income: National Income at market price, at factor Cost; Measurement of national Product in current price and in constant prices.

Unit-II

2.1 Keynesian Macroeconomics:

- 2.1.1 Keynesian Psychological law of Consumption, Consumption function, saving function, MPC,
2.1.2 APC, MPS and APS
2.1.3 Derivation and use of investment multiplier
2.1.4 Investment and MEC

2.1.5 Inflationary and deflationary gaps under Keynesian theory.

Unit-III

3.1 Public Finance:

3.1.1 Meaning, Difference between Private and Public Finance, revenue and Expenditure of Public Bodies, Kinds of Taxes and Cannons of Taxes fiscal policy.

3.1.2 Tools of Fiscal and Monetary Policy.

3.1.3 Inflation: Kinds, causes and remedies

Unit-IV

4.1 Trade

4.1.1 Trade Theories: Theory of comparative advantages, Modern theory of trade, Trade Cycles

Unit-V

5.1 International Institutions

5.1.1 IMF and World Bank Group

6.0 Teaching-Learning Strategies

Lectures, discussions, presentations, quiz and assignments

7.0 Assignments- Types and Number with calendar

8.0 Assessment and Examinations: As per University Rules

Mid-Term	Written Paper	35 %
Final Examination	Written Paper	40 %
Sessional	Quizzes and Tests, Assignment and Presentations, Attendance, Class Participations and Discipline etc.	25 %

9.0 Textbooks

In the detail course outline, one may mention chapters of the textbook with the content topic(s).

10. Suggested Readings

10.1 Books

4. Samuelson, Paul A, et al.(2019) Economics, McGraw-Hill, 20th Edition, ISBN-10 : 9389538033, ISBN-13 : 978-9389538038
5. Nordous. D. William and Samuelson Paul. A, (January 1, 2011) Macroeconomics, 19th Edition MC GRAW HILL INDIA; ISBN-10 : 9780071333368, ISBN-13 : 978-0071333368

6. Rudiger Dornbusch ,et al. (September 7, 2017), Macroeconomics, 13th Edition McGraw-Hill Education; ISBN-10 : 1259290638, ISBN-13 : 978-1259290633
7. David Romer, Advanced(February 19, 2018), Macroeconomics, 5th Edition McGraw-Hill Education; ISBN-10 : 1260185214, ISBN-13 : 978-1260185218
8. Salman, R. S.(2019) “An Introduction to Economics”, Syed Mubeen and Co., Lahore,

10.2 Journal Articles/ Reports

9. <http://www.basiceconomics.info/>
10. <http://www.imf.org>
11. <http://www.worldbank.org>
12. <http://www.sbp.gov.pk>
13. <http://www.finance.gov.pk>

HAILEY COLLEGE OF COMMERCE
UNIVERSITY OF THE PUNJAB, LAHORE

Course Title: **Cost Accounting**

Proposed Course Code: BSC-202

Credit Hours: 03

Program: BS Commerce

Semester: 3rd

2.0 Prerequisites:

The students are taking this course for the first time. However they may somehow comfortable if they know the basics of Financial Accounting.

3.0 The Course carries following objectives:

1. This course is designed to enable the students to learn the basics of the Cost Accounting at first stage and then they will learn the costing techniques for external and internal reporting, costing methods for the analysis of the cost, application of Cost Accounting in the manufacturing concerns of various nature. The students will also learn how Cost Accounting is different from Financial Accounting and what is the flow of information for a good cost accounting system. After taking this course, the students will be in a very good position to understand and apply Cost Accounting in various types of organizations.

4.0 Learning Outcomes

1. Basic concepts
2. Learning the various types of cost
3. Treatment of various elements of cost in the financial statements.
4. Treatment of various elements of cost in the financial statements.
5. Treatment of various elements of cost in the financial statements.
6. Learning about Costing Methods to be used in various types of Manufacturing Concerns.
7. Learning about Costing Methods to be used in various types of Manufacturing Concerns.
8. Learning about Costing Methods to be used in various types of Manufacturing Concerns.
9. Learning the calculations of under or over applied FOH and knowing the reasons behind this under or over applied FOH
10. Learning the calculations of under or over applied FOH and knowing the reasons behind this under or over applied FOH
11. Learning the calculations of under or over applied FOH and knowing the reasons behind this under or over applied FOH
12. Learning the flow of cost in a manufacturing concern.
13. Learning the flow of cost in a manufacturing concern where separate books are maintained by the factory and head office.
14. Learning about the Economic Order Quantity and various Stock Levels
15. Application of various stock valuation methods i.e. first in first out, last in first out etc.

16. Preparation for the examination

5.0 Course Contents:

Unit-I

1.1 Basic concepts of Cost Accounting, Difference between Financial Accounting and Cost Accounting, Elements of cost

Unit-II

2.1 Classification of cost, Behavior of cost.

Unit-III

3.1 Financial Accounting Statements (Cost of Goods Manufactured and Sold Statement, Income Statement and Balance Sheet)

Unit-IV

4.1 Process Costing

Unit-V

5.1 Factory Overheads Variance Analysis

Unit-VI

6.1 Journal Entries

Unit-VII

7.1 Factory Books and Head Office Books

Unit-VIII

8.1 Costing for Materials

Unit-IX

9.1 Stock Valuation Methods

Unit-X

10.1 Revision and Discussion

6.0 Teaching Methods: Lectures, discussions, presentations, quiz and assignments

8.0 Assessment:

Mid-Term	Written Paper	35 %
Final Examination	Written Paper	40 %
Sessional	Quizzes and Tests, Assignment and Presentations, Attendance, Class Participations and Discipline etc.	25 %

9.0 Text Books

1. Zafar and Sohail, Cost Accounting
2. Nisar-ud-Din, Cost Accounting ,T Lucy, Costing, Hemkep, Cost Accounting
3. Plomani and Fabbozi, Cost Accounting

HAILEY COLLEGE OF COMMERCE
UNIVERSITY OF THE PUNJAB, LAHORE

Course Title: **Advanced Financial Accounting-I**

Proposed Course Code: BSC-203

Credit Hours: 03

Program: BS Commerce

Semester: 3rd

1.0 Introduction of the Course:

This course introduces students to Advanced Financial Accounting that encompasses accounts related to joint stock companies and specialized accounts. As name signifies it takes students to the advanced level of financial accounting. This course will help students learn accounting pertinent to company's share capital, bonds and debentures and company's financial statements. course will also introduce to introductory level accounting concepts related to consolidation of joint stock companies. This will also help comprehend departmental accounts as specialized accounts. This course is designed in a way to serve as a solid foundation for financial reporting and audit and assurance related courses.

2.0 Pre-Requisites Course (s) or Other Requirements/Skills:

Financial Accounting I and II, Business Organizations

3.0 The Course carries following objectives:

1. Defining company, legal documents of joint stock company, accounting for share capital, right and bonus shares.
2. Recording transactions related to bonds and debentures, interest calculations, investment in own debentures and redemption of bonds/debentures
3. Preparing financial statements of joint stock companies
4. Comprehending and doing basic level of accounting related to consolidation of joint stock companies
5. Preparation of departmental accounts

4.0 Course Learning Outcomes:

After studying this course student should be able to

1. Understand share and share capital, types of shares and share capital, do accounting related to issuance of shares, right and bonus shares.
2. Be able to do accounting related to bonds and debentures of joint stock companies
3. Prepare and analyze three major financial statements of joint stock companies
4. Prepare departmental accounts as part of specialized accounts.

5.0 Course Contents:

Unit No.-I

1.1 Introduction to Corporate Accounts and Share Capital

- 1.1.1** Companies, definition, features, types and legal documents of companies, Definition of share capital, Capital clause of Memorandum of Association, Types of share capital, Types of shares, accounting related to issuance of share capital, bonus shares, calculation of quantum of bonus, issuance of right shares, Presentation of share capital in balance sheet

Unit No.-II

2.1 Bonds and Debentures

- 2.1.1** Introduction of bonds and debentures, need and objectives of bond issuance, advantages and disadvantages of bond issue, interest calculations of bonds, taxation and interest expense, accruals related to bond interest, investment in own bonds, redemption of bonds

Unit No.-III

3.1 Company Final Accounts

- 3.1.1** Preparation of company final accounts, income statement, balance sheet, statement of changes in owner's equity, adjusting entries related to final accounts.

Unit No.-IV

- a. Consolidation of Companies
- i.** Holding company, definition, Consolidation definition, advantages and disadvantages of consolidation, procedure of consolidation, Rules for preparing consolidated balance sheet, Amalgamation of companies, Liquidation of companies

Unit No.-V

5.1 Departmental Accounts

- 5.1.1** Definition, advantages of departmental accounting, Methods of departmental accounts, Allocation of departmental expenses, Inter-departmental transfer, cost-based transfer price, market-based transfer price

6.0 Teaching-Learning Strategies:

Suggested, class discussions and applications of concepts using numerical problems and relevant local and international case studies.

7.0 Assignments:

Students would submit assignments on regular basis throughout semester.

8.0 Assessment and Examinations:

As per University Rules

Mid-Term	Written Paper	35 %
Final Examination	Written Paper	40 %
Sessional	Quizzes and Tests, Assignment and Presentations, Attendance, Class Participations and Discipline etc.	25 %

9.0 Textbooks:

1. Meigs and Meigs, *Accounting the basis for business decisions*, McGraw Hill Publishing Company.

10.0 Suggested Readings:

1. Hanif and Mukharjee, *Modern Accountancy*, McGraw Hill Publishing Company, India
2. Afzal and Arif, *Advanced Accounting*, Azeem Academy, Lahore, Pakistan
3. Ghani, *Advanced Accounting*, West Pak Publishing Company, Lahore, Pakistan

Additional Readings:

1. International Financial Report Standards

HAILEY COLLEGE OF COMMERCE
UNIVERSITY OF THE PUNJAB, LAHORE

Course Title: **Taxation Management-I**

Proposed Course Code: BSC-204

Credit Hours: 03

Program: BS Commerce

Semester: 3rd

1.0 Introduction of the Course

This course provides basic overview of the taxation system of the Pakistan and its fundamentals concepts. After studying this course, the students would be able to understand taxation system of Pakistan, income tax concepts/terms/definitions, Tax authorities and its hierarchy. To know about rules and regulations regarding taxable income from various heads of income and calculation of taxable liability is an important task of this course. Similarly, this course may help the students who want to become tax practitioners as their professional career. This course would also help the students to know about the assessment procedure of taxable income and income tax liability for salaried individuals.

2.0 Pre-Requisites Course (s) or Other Requirements/Skills:

Basic knowledge of accounting and business

3.0 The Course carries following objectives:

1. To understand taxation system of Pakistan.
2. To understand rules and regulations regarding taxable income.
3. To know about exemptions of income earned by a person
4. To provide calculations regarding taxable income and taxable liability of salaried individuals.

4.0 Course Learning Outcomes

1. After studying this course, the students would be able to understand fundamentals concepts/definitions, tax exemptions and tax rules.
2. This course would also help the students to know about the calculation procedure of taxable income and income tax liability for salaried individuals.
3. This course may help the students who want to become tax practitioners as their professional career.

5.0 Course Contents:

Unit-I

1.1 Income Tax Laws in Pakistan

- 1.1.1 History of Income Tax Law, Income Tax Ordinance, 1979, Income Tax Ordinance, 2001, Scope of Income Tax Laws, Extent of Income Tax Ordinance, 2001.
- 1.1.2 Components of Income Tax Law, Income Tax Ordinance, 2001, Income Tax Rules, Notifications, Circulars and Orders, Income Tax Case Law, Finance Act or Ordinance.

Unit-II

2.1 Definitions of Terms (Section2)

- 2.1.1 Importance and understanding of Income Tax terms/concepts/definitions.
- 2.1.2 All the definitions given under section 2 of Income Tax Ordinance 2001(updated) (2nd Schedule)

Unit-III

3.1 Income Exempt from Tax (section 41 to 51)

- 3.1.1 Importance of understanding of Income Exempt from Tax.
- 3.1.2 Income Tax Exemptions given under section 41 to 51 of Income Tax Ordinance 2001(updated).

Unit-IV

4.1 Heads of Income- Income from Salary

- 4.1.1 Overview of all the heads of income with examples. Understanding, features and scope of salary Income. Minimum of Time Scale of Basic Salary, Basic Salary and Salary concepts, Valuation of perquisites, allowances and benefits provided by an Employer such as Accommodation, Conveyance, Medical Charges, Hospital Charges or Medical Allowance, Loan to Employees, Special Allowance, Provident Fund etc.
- 4.1.2 Computation of Salary Income, Deductions from total Income, Calculation of Gross Tax, Block of Income under FTR, Block of Income under separate block, Tax Credits.
- 4.1.3 Average Relief, Other Related Income and Numerical Demonstration of salaried individuals.

Unit-V

5.1 Computation of Income from Property

- 5.1.1 Understanding the concept of Income from Property, Concept and Calculation of Rent Chargeable to Tax (RCT), Admissible Deductions and Numerical Demonstration.

Unit-VI

6.1 Computation of Income from Business

- 6.1.1 Understanding the concept of income from business, Taxability of business income, Income from business exempt from tax, income from speculation business, admissible and inadmissible deductions.

Unit-VII

7.1 Computation of Income from Capital Gain

- 7.1.1 Capital and revenue items, Concept of income from capital gains, Computation of capital gains, Deductions of capital losses, Capital gains on disposal of securities, Exempt capital gain and numerical demonstration.

Unit-VIII

8.1 Computation of Income from Other Sources

- 8.1.1 Understanding the concept of Income from other sources, Examples of Income from other Sources, Examples of Income, Profits and Gains not taxable under the particular Heads Rather Treated as income from Other Sources, Admissible Deductions.

Unit-IX

9.1 Income Tax Allied Topics

- 9.1.1 Income tax Authorities, Assessment Procedure, Set Off and Carry Forward of losses, Appeals etc.

6.0 Teaching-Learning Strategies

- Lectures
- Handouts

- Group Discussions
- Classroom Presentations
- Projects and Term Paper
- Quizzes
- Case Study, Reading Assignment

7.0 Assignments

7.1.1 Assignment regarding applicability of income tax rules/return will be given after midterm examination.

7.1.2 Two quizzes will be taken from midterm course contents and 2 quizzes will be taken from final term course contents.

8.0 Assessment and Examinations: As per University Rules

Mid-Term	Written Paper	35 %
Final Examination	Written Paper	40 %
Sessional	Quizzes and Tests, Assignment and Presentations, Attendance, Class Participations and Discipline etc.	25 %

9.0 Textbooks (Latest Editions)

1. Muhammad Muazzam Mughal, Income Tax: Principles and Practice, Syed Mobin Mahmud and Co, Lahore.
2. CAF-06 Principles of Taxation by ICAP
3. Mirza Munawar Hussain, Synopsis of Taxes in Pakistan, IBP Publications

10. Suggested Readings

10.1 Books

1. Govt. of Pakistan, Income Tax Ordinance 2001 and relevant laws.
2. R.I. Naqvi, Income Tax Law. Taxation House, Lahore.
3. Khawaja Amjad Saeed, Income Tax Law with Practical Problems, Accountancy and Taxation Services Institute, Lahore.
4. Luqman Baig, Income Tax Law, Ghazanfar Academy, Karachi.

10.2 Journal Articles/ Reports

www.fbr.gov.pk

HAILEY COLLEGE OF COMMERCE
UNIVERSITY OF THE PUNJAB, LAHORE

Course Title: **Business Law**

Proposed Course Code: BSC-205

Credit Hours: 03

Program: BS Commerce

Semester: 3rd

1.0 Introduction of the Course

This course is designed to focus on the important topics of Business laws, governing the operational aspects of business. A thorough study of this course will develop students' knowledge about the legal system, contract, partnership, sales and procurement laws applicable in Pakistan.

This course discusses the fundamental concepts, principles, and rules of law that apply to business transactions. It includes the function and operation of the courts, business crimes, torts, contract law, intellectual property, the application of commercial laws to business activities and recent developments in business law, such as cyber law and electronic commerce.

Business Law is designed to expose the student to the Pakistani Legal System and its effect on business activities. Other topics include: legal procedure, tort law, intellectual law, business crimes, contract law, and sales of goods. This course is applicable as compulsory credit toward an Associate degree.

2.0 Pre-Requisites Course (s) or Other Requirements/Skills:

3.0 The Course carries following objectives:

This course is intended to:

1. Acquaint students with Legal System of Pakistan
2. Familiarize the students with knowledge of Mercantile Laws affecting the business and economic environment in Pakistan
3. Elucidate the important elements, aspects and implementation of commercial laws in industry
4. Enable the students to assess the nature and impact of certain types of rules and regulations by analyzing the cases referred to in the recommended books/sources
5. Equip the students with the necessary skills and aptitude to deal tactfully with the legal situations arising out of business routine matters
6. Advise the management on the financial and non-financial implications of business laws for the effective operations of the business

4.0 Course Learning Outcomes

Upon successful completion of Business Law, the student will be able to:

1. Demonstrate an understanding of the Legal Environment of Businesses in Pakistan.
2. Apply basic legal knowledge to business transactions.
3. Communicate effectively using standard business and legal terminology.

5.0 Course Contents:

Unit-I

1.1 LEGAL SYSTEM OF PAKISTAN

- 1.1.1 Need of study of law
- 1.1.2 Sources of law
- 1.1.3 Legislative Structure and Procedure
- 1.1.4 System of Court
- 1.1.5 Doctrine of Precedent
- 1.1.6 Pakistan's Law Making Authority

Unit-II

2.1 BUSINESS LAW

- 2.1.1 Nature of Business Law
- 2.1.2 Major Sources of Business Law
- 2.1.3 Application/Use of Business Law

Unit-III

3.1 CONTRACT ACT, 1872

- 3.1.1 Contract and its Kinds
- 3.1.2 Offer and Acceptance
- 3.1.3. Consideration and Object
- 3.1.4 Capacity of Parties
- 3.1.5. Free Consent
- 3.1.6 Void and Discharge of Contract
- 3.1.7. Performance of contract
- 3.1.8. Discharge of Contract
- 3.1.9. Remedies for Breach of Contract
- 3.1.10. Indemnity and Guarantee
- 3.1.11. Bailment and Pledge
- 3.1.12. Contract of Agency

Unit-IV

4.1 PARTNERHIP ACT, 1932

- 4.1.1 Definition and Essential Features
- 4.1.2 Merits, Demerits and Kinds of Partners
- 4.1.3 Formation and Types of Partnership
- 4.1.4 Registration of Firms and Effect of Non-Registration
- 4.1.5 Rights and Duties of Partners
- 4.1.6 Modes of Dissolution of Firm

Unit-V

5.1 SALE OF GOODS ACT, 1930

- 5.1.1 Contract of Sales
- 5.1.2 Conditions and Warranties
- 5.1.3 Transfer of Property
- 5.1.4 Performance of contract of sale
- 5.1.5 Rights of Un-Paid Seller

Unit-VI

6.1 NEGOTIABLE INSTRUMENTS ACT, 1881

- 6.1.1 Negotiable Instruments
- 6.1.2 Parties and Presentment of Negotiable Instruments
- 6.1.3 Negotiation of Negotiable Instruments
- 6.1.4 Dishonoring of Negotiable Instruments
- 6.1.5 Banker and Customer

Unit- VII

7.1 COMPETITON ACT, 2010

- 7.1.1 Introduction
- 7.1.2 Aims and Objectives of Competition Commission
- 7.1.3 Concept and Provisions

Unit-VIII

8.1 INTELLECTUAL PROPERTY RIGHTS

- 8.1.1 Meaning
- 8.1.2 Definition and Kinds of Patents
- 8.1.3 Transfer of Patent Rights
- 8.1.4 Rights of the Patentee
- 8.1.5 Definition and Terms of Copy Rights
- 8.1.6 Essential Conditions for Copy Rights to be protected
- 8.1.7 Rights of Copy Right Owner
- 8.1.8 Copy Rights Infringement
- 8.1.9 Trademark: Definition
- 8.1.10 Procedure for Registration of Trademark

Unit-IX

9.1 CONSUMER PROTECTION LAW

- 9.1.1 Introduction
- 9.1.2 Consumer Councils
- 9.1.3 Redressal Machinery
- 9.1.4 Rights of Consumer
- 9.1.5 Consumer Awareness
- 9.1.6 Pollution Control Law
- 9.1.6 Air, Water and Environment Pollution Control

Unit-X

10.1 PPRA ORDINANCE, 2002 (PUBLIC PROCUREMENT REGULATORY AUTHORITY)

10.1.1 Preliminary and Establishment of authority

10.1.2 Management and Administration of the Authority

Unit-XI

11.1 PPRA RULES, 2004

11.1.1 Short title and commencement

11.1.2 General Provisions

11.1.3 Procurement Planning

11.1.4 Qualification and Disqualification of Suppliers and Contractors

11.1.5 Methods of Procurement

11.1.6 8.6 Opening, Evaluation and Rejection of Bids

11.1.7 Acceptance of Bids and Award of Procurement Contracts

11.1.8 Redressal of Grievances and Settlement of Disputes

Unit-XII

Law of Labor

12.1.1 Industrial Relations

112.1.2 Labor in Factories

12.1.3 Industrial and Commercial Employment

12.1.4 Payment of Wages

12.1.5 Workmen's Compensation

12.1.6 Social Security

6.0 Teaching-Learning Strategies

Presentations, Group/ Individual Projects, Case Studies

7.0 Assignments- Types and Number with calendar

8.0 Assessment and Examinations: As per University Rules

Mid-Term	Written Paper	35 %
Final Examination	Written Paper	40 %
Sessional	Quizzes and Tests, Assignment and Presentations, Attendance, Class Participations and Discipline etc.	25 %

9.0 Textbooks

In the detail course outline, one may mention chapters of the textbook with the content topic(s).

14. Pakistan, G. (Bare Acts)

15. Cheema, K. M. (Business Law)

10. Suggested Readings

10.1 Books

14. Shukla, M. C. (Mercantile Law) Latest Edition

15. Baig, L. Mercantile Law (Latest Ed)

16. Internet Source: www.Paksearch.com

10.2 Journal Articles/ Reports

HAILEY COLLEGE OF COMMERCE
UNIVERSITY OF THE PUNJAB, LAHORE

Course Title: **Money, Banking and Finance**

Proposed Course Code: BSC-206

Credit Hours: 03

Program: BS Commerce

Semester: 3rd

1.0 Introduction of the Course

For commerce students at beginning level, Money and banking is essentially the study of nature of money, its role and functions of money in the economy and of financial markets (such as money, foreign exchange, bond, and stock markets) and their interrelationships. This requires studying the financial institutions (such as commercial banks, DFIs, etc) and other government and regulatory institutions (central banks), which play an important role our macro economy.

2.0 Pre-Requisites Course (s) or Other Requirements/Skills:

It is prerequisite for the participants of this course to have understanding of business and economic studies.

3.0 The Course carries following objectives:

1. To Explain the financial system and its components,
2. To describe the meaning of money, its evolution, its importance, illustrate the quantity theory of money.
3. Discuss meanings of bank, types of banks and their functions.
4. Describe the types of financial markets and their roles
5. Explain the concept of finance its types
6. Explicate the various modes of Islamic financing and difference between Islamic vs Conventional banking and finance

4.0 Course Learning Outcomes

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

1. The concept of money, money demand and money supply
2. The financial system: how it operates and why it plays a central role in the economy.
3. How commercial banks and financial markets serves trade and commerce.
4. The credit creation process and its limitations.
5. To analyze the aims, conduct, influence and limitations of monetary policy. Keeping in view the recent developments in monetary economics, this course focuses less on the theory of money and banking and more on the implications of monetary policy and financial structure for the functioning of the economy.
6. Islamic perspective on money and banking

5.0 Course Contents:

Unit-I

1.1 Introduction of Financial System and Money

- 1.1.1. Financial system and its components
- 1.1.2. Meaning of Money its evolution
- 1.1.3. Functions money and qualities of good money

- 1.1.4. Paper money, advantages and disadvantages of paper money, Principles and method of Note Issue, of money, the quantity theory of money. Factors determining the quantity of money, Fisher Equation
- 1.1.5. Changes in the value of money

Unit-II

2.1 Introduction of Banking system and the roles of commercial banks

- 2.1.1 Banks, origin of bank (brief introduction), Need for banks, kinds of banks
- 2.1.2 Commercial Banks:
- 2.1.3 Commercial banks and its functions, Importance of commercial and Role of commercial banks in developing country (hand-out)
- 2.1.4 Meaning of credit creation, basis of credit creation, and process of credit creation,,

Unit-III

3.1 Credit Instruments

- 3.1.1 Negotiable instruments, non-negotiable instruments, utility and functions of credit limitations of credit.
- 3.1.2. Duties and rights of the banker, duties and rights of the customers, relationship between banker and customer, Refusal of payments on cheque
- 3.1.3. Various types of bank accounts
- 3.1.4. Central bank and its functions

Unit-IV

1. 4.1 Islamic perspective of money and banking

- 4.1.1 Concept of Islamic financing
- 4.1.2 Various modes of Islamic financing
- 4.1.3 Difference between Islamic and Conventional Banking

Unit-V

5.1 Financial Markets and their Function

- 5.1.1 Financial market and its various types
- 5.1.2 Functions of money market, Participants and instruments of money market with special reference to Pakistan
- 5.1.3 characteristics of a capital market, instruments of capital market in Pakistan

Unit-VI

6.1 Foreign Exchange

- 6.1.1 Types of foreign exchange rates, importance of rate of exchange,
- 6.1.2 Need for foreign exchange in the economic life of a country, stability in foreign exchange rate and its objective, fluctuations in foreign exchange rate and its causes,
- 6.1.3 Determination of foreign exchange rate (demand and supply approach),
- 6.1.4 Pakistan Exchange Rate Policy Financial market and its various types

Unit-VII

7.1 Letters of Credit

7.1.1 Letter of credit,

7.1.2 Parties of letter of credit, types of letters of credit,

7.1.3 Opening a letter of credit,

7.1.4 Importance of letter of credit

6.0 Teaching-Learning Strategies

- Lectures.
- Handouts (attach hard or soft copies).

7.0 Assignments- Types and Number with calendar

Group assignment will be given to students for studying, analyzing and evaluating the following insurance related issues.

- E-money and technological, legal and security issues
- Islamic financing and challenges.
- Role of financial intermediaries and central bank in the performance and stability financial system
- LC and its role in international trade
- Foreign exchange and its impact on performance of economy and foreign debt. Marine insurance
- Financial crises and their critical review.
- Explain the monetary policy of SBP and state its objective
- What are the instrument of monetary policy? Explain in detail.
- What are negotiable instruments explaining its types briefly
- What is letter of credit explain its types
- What is procedure of opening of letter of credit
- What is green banking and explain its advantages and disadvantages. Make critical review of privatization and nationalization of banks in Pakistan.
- Explain the role of SBP in economic development
- Explain the role of commercial bank in economic development
- Explain history of Islamic banking and function of an Islamic bank
- Explain interest free system give examples of interest free business
- Despite Pakistan is an Islamic country, growth of Islamic banking is very slow in it, explain the challenges to its growth?
- What types of services Islamic bank provides to public?
- What is the procedure of opening a bank account in a bank?
- What are IFIS and their roles in Pakistan economy
- Define money market explain its instrument
- Define capital market explain its instrument
- Define international payment and methods of international payment

- Explain different types of customer of commercial bank and what kind of relationship exist between banker and customer
- Explain fiscal policy in detail
- Define Credit and explain what credit instruments are used by bank
- How a bank can be established, state the requirements of forming a bank

8.0 Assessment and Examinations: As per University Rules

Mid-Term	Written Paper	35 %
Final Examination	Written Paper	40 %
Sessional	Quizzes and Tests, Assignment and Presentations, Attendance, Class Participations and Discipline etc.	25 %

9.0 Textbooks

In the detail course outline, one may mention chapters of the textbook with the content topic(s).

1. Frederic, M. S. The Economics of Money and Banking and Financial Markets, 8th edition, Pearson Education
2. Meenai, S. A. Money and Banking in Pakistan, Karachi, Oxford University Press.
3. Luckett, D. G., Money and Banking, McGraw Hill.

10. Suggested Readings

10.1 Books

17. M.N Mishra and S.B Mishra Insurance principles of practices

10.2 Journal Articles/ Reports

- Mc Connell and Brue, Economic 15th Edition., McGraw Hill, INC
- Rose, Peter S., Commercial Bank Management, McGraw Hill.
- Zamir Iqbal and Abbas Mirakhos, An introduction to Islamic finance
- Economic Surveys, Ministry of Finance www.finance.org.pk
- State Bank of Pakistan www.sbp.org.pk
- Karachi stock exchange www.kse.com/pkNote
- National Bank Ebullition
- State Bank Performance report
- 9) World Economic Forum Report

HAILEY COLLEGE OF COMMERCE
UNIVERSITY OF THE PUNJAB, LAHORE

Course Title: **Audit and Assurance**

Proposed Course Code: BSC-211

Credit Hours: 03

Program: BS Commerce

Semester: 4th

1.0 Introduction of the Course:

This course is designed to provide an introduction to auditing. The objectives include principles and practices used by public accountants and external auditors in examining financial statements and supporting data. This course is a study of techniques available for gathering, summarizing, analyzing, and interpreting the data presented in financial statements and procedures used in verifying the fairness of the information. This course also emphasizes ethical and legal aspects and consideration related to audit profession.

6.0 Pre-Requisites Course (s) or Other Requirements/Skills:

Financial Accounting I and II, Business Organization, Advanced Financial Accounting

7.0 The Course carries following objectives:

1. To acquire the necessary skills in general audit principles and procedures focusing on audit of financial statements.
2. To develop an understanding of planning and applying nature, timing, and extent of audit procedures.
3. To understand how the findings are communicated, including communication to those charged with governance.
4. To understand the difference between the external audit engagement and other assurance engagements

4.0 The Course carries following objectives:

1. Reading History, Mission and vision of IFA
2. Understanding objectives and functions of IAASB
3. Understanding objectives of audit; accountability, stewardship, agency, independence, fair presentation
4. Understanding overall objectives of an independent auditor
5. Understanding assurance and its levels: absolute, reasonable, and limited assurance including elements of an assurance engagement, assurances provided by audit and review engagement.
6. Explaining requirements of an external audit, eligibility, and ineligibility of auditor
7. Explaining rights and duties of auditors, nature and scope of an audit designed to enable the independent auditor to meet those objectives.
8. Outlining requirements establishing general responsibilities of an independent auditor applicable in all audits including consideration of inherent limitations of an audit
9. Discussing concepts like professional skepticism, interim and final audit,
10. Listing audit procedures that can be performed by the external auditor at the interim and final stage of an audit.

11. Understanding audit of not-for-profit organizations
12. Understanding responsibility of management and those charged with governance for financial reporting and related internal control on financial reporting.
13. Understanding difference between error, fraud, and misstatement, and responsibilities of management and auditors for fraud
14. Describing matters to be considered and procedures to be carried out to assist the auditors in identifying, assigning, and detecting the risk of material misstatement due to fraud.
15. Identifying the fraud risk factors in simple scenario as given in appendix 1 of ISA 240.
16. Identifying circumstances that indicate the possibility of fraud in the simple scenario as given in the appendix 3 of ISA 240
17. Explaining procedure of appointment and removal of first and subsequent auditor
18. Understanding qualification and disqualification of an auditor
19. Describing powers and duties of an auditor
20. Describing concept of audit of cost accounts
21. Discussing additional matters to be included in auditor's report.
22. Understanding precondition for an audit and upon which it is necessary for the auditor and the entity's management to agree.
23. Responding if preconditions are not present or limit is imposed on scope of audit in well explained simple situations.
24. Stating content of an audit engagement letter
25. Understanding requirement of issuance of engagement letter and factors that necessitate the issuance of engagement letter in case of recurring audit.
26. Discussing circumstances of acceptances of changes in terms of engagement by the auditor
27. Understanding need for planning an audit including contents of an audit plan and its relationship with risk assessment
28. Understanding contents of overall audit strategy and audit plan
29. Stating who should be involved in planning and preliminary engagement activities necessary to conduct audit.
30. Outlining additional considerations, while planning initial audit
31. Discussing risk-based approach to auditing including audit risk model
32. Identify inherent risk, control risk, and detection risk in simple scenario.
33. Explaining relationship between audit risk, and its components i.e. inherent risk, control risk, and detection risk
34. Discussing identification and assessment of the risk of material misstatement at both the financial statement level and assertion level, including understanding of entity, its environment, accounting, and internal control systems
35. Explaining elements of internal control, evaluation of controls, control environment and communication of deficiencies to management
36. Explaining categories of control activities (internal controls) by using simple examples including Application and General IT Controls
37. Explaining control weaknesses in a given scenario and suggesting removing these
38. Understanding limitations of internal control system
39. Discussing risks associated with specialized IT systems.
40. Explaining different methods of recording internal control systems
41. Understanding concept of materiality and performance materiality using simple examples
42. Explaining materiality level or levels for classes of transactions, account balances, or disclosures

43. Explaining relationship between audit risk and level of materiality
44. Explaining sufficient audit evidence and general principles assisting auditor in assessing the relevance and reliability of audit evidence
45. Discussing audit procedures to obtain audit evidence including types of audit procedures
46. Discussing course of action available to auditor in case sufficient appropriate audit evidence is not obtained.
47. Explaining financial statement assertions including assertions about class of transactions, account balances, or disclosures
48. Explaining audit work related to inventory
49. Explaining audit sampling, statistical sampling, and sampling and non-sampling risks, relationship between sampling and audit risk model
50. Explaining matters to consider for sampling design, size, and selection of items for testing using simple examples including sample selection method
51. Discussing concept of mistreatment and rate of deviation including expected and tolerated
52. Stating audit procedures to be performed on selected sample.
53. Discussing concept of projecting mistreatment and evaluating results of audit sampling
54. Understanding financial statement assertions
55. Describing advantages and disadvantages of both test data and audit software
56. - Learning to use computer software in substantive testing, auditing around the computer and directional testing
57. - Discussing methods of obtaining audit evidence for substantive testing
58. - Explaining nature, extent, and timing of substantive procedures for different items of financial statements
59. Exemplifying nature, timing, and extent of test of controls
60. Explaining concept of Computer Assisted Audit Techniques
61. Exemplifying how auditors evaluate the operating effectiveness of controls.
62. Explaining controls over major transaction cycles including related risks, weaknesses control objectives, and designing appropriate tests of controls
63. Exemplifying nature and purpose of substantive analytical procedure
64. Stating purpose of analytical procedures performed near end of audit.
65. Using analytical procedures through calculation of different ratios for different items of financial statements
66. Understanding factors to be considered when using analytical procedures as substantive procedures.
67. Explaining course of actions when results of analytical procedures identify fluctuations and inconsistencies
68. Understanding modified and unmodified audit opinion, qualified opinion, disclaimer of the opinion, and adverse opinion
69. Explaining emphasis of matter and other matter in auditor's report
70. Listing circumstances under which an external auditor uses an emphasis of matter and other matter paragraph in auditor's report.
71. Discuss modification of audit opinion, and audit report in different situations including when entity is not a going concern and related concepts.
72. Learning to draft opinion paragraph.
73. Understanding key audit matters and other related concepts as per ISA 701.
74. Stating contents of auditor's report under ISA and under Companies Act 2017 and discussing their differences.

75. Stating penalty for noncompliance with provisions related to audit report.

5.0 Course Contents:

Unit No.-I

- 1.1 Introduction: International Federation of Accountants (IFA) and International Auditing and Assurance Standard Setting Body (IAASB)
- 1.2 Objectives and general principles governing an audit (ISA 200)

Unit No.-II

- 2.1 Responsibility for the financial statements
- 2.2 Auditor's responsibility to consider fraud (ISA 240)

Unit No.-III

- 7.1 Legal considerations relating to appointment and removal of auditors (Section 246 to 253 of Companies Act 2017)
- 7.2 Terms of Audit engagements (ISA 210)

Unit No.-IV

- 4.1 Planning an audit (ISA 300)
- 4.2 Assessment of audit risks (ISA 315 and 330)

Unit No.-V

- 5.1 Audit Materiality (ISA 320)
- 5.2 Audit evidence (ISA 500)

Unit No.-VI

- 6.1 Audit sampling (ISA 530)
- 6.2 Substantive procedures (ISA 330)

Unit No.-VII

- 7.1 Tests of controls (ISA 330)
- 7.2 Analytical procedure (ISA 520)

Unit No.-VIII

- 8.1 Audit opinion and form of audit report under International Standards on Auditing and under the Companies Act 2017 and Going Concern (ISA-570 Revised)

6.0 Teaching-Learning Strategies:

Suggested, class discussions and applications of concepts using numerical problems and relevant local and international case studies.

7.0 Assignments:

Students would submit assignments on regular basis throughout semester.

8.0 Assessment and Examinations:

As per University Rules

9.0 Textbooks:

1. ICAP CAF – 09 Audit and Assurance – Study Text

10.0 Suggested Readings:

- ACCA – *F8 Audit and Assurance (International)*, Kaplan Publishing, UK
- Basu, S. K., *Auditing (Principles and Techniques)*, Pearson Publishing, India
- Gomez, C., *Auditing and Assurance, Theory and Practice*, PHI Learning, New Delhi, India
- Leung, P., et al. *Audit and Assurance*, John Wiley and Sons, Australia

HAILEY COLLEGE OF COMMERCE
UNIVERSITY OF THE PUNJAB, LAHORE

Course Title: **Entrepreneurship**

Proposed Course Code: BSC-212

Credit Hours: 03

Program: BS Commerce

Semester: 4th

1.0 Introduction of the Course

This course highlights the nature and importance of entrepreneurship for business development and execution. It helps learners to develop viable business ideas and plans and helps to turn these plans into viable business ventures. It also enables the students to refine their business strategies, raise financial resources, and successfully operate their businesses.

2.0 Pre-Requisites Course (s) or Other Requirements/Skills:

- Management
- Marketing
- Human Resource Management
- Financial Management

3.0 The Course carries following objectives:

1. Provide complete and relevant knowledge about entrepreneurship and its importance for person, society and economy.
2. Enable students to understand the prospects to become self-employed and to be able to generate employment.
3. Prepare students to analyze business environment and risks and embark on opportunities.
4. Ability to develop effective business plans and be able to execute such plans.
5. Develop entrepreneurial personality and zeal among students.

4.0 Course Learning Outcomes

1. Students will be able to think entrepreneurially.
2. Students will be able to analyze business environment and risks associated with business endeavors.
3. This course will develop entrepreneurial skills among students like opportunities assessment, resilience, risk taking, resource allocation, innovation and creativity.
4. It will enable students to prepare and execute business plans.

5.0 Course Contents:

Unit-I

- 1.1 Foundations of entrepreneurship; Entrepreneurial traits; Entrepreneurial profile; Advantages and disadvantages of entrepreneurship.

Unit-II

- 2.1 Corporate entrepreneurs; Entrepreneurs vs. intrapreneurs, Cultural diversity of entrepreneurship, Successful and unsuccessful entrepreneurs, Entrepreneurial mistakes and failure, Myths about entrepreneurship.

Unit-III

- 3.1 Ideas to Reality - Concepts related to creativity; Innovation and Entrepreneurship; The creative process and ways to enhance creativity.

Unit-IV

- 4.1 Stress and its causes. How to deal with the dark side of entrepreneurship, Models of entrepreneurial motivation.

Unit-V

- 5.1 Building a powerful Entrepreneurial plan; Importance of crafting a Winning Business Plan; Pitfalls to avoid in planning; Important elements of an entrepreneurial plan.

Unit-VI

- 6.1 Marketing and Feasibility plan outline. Marketing plan; Integrated marketing communications and pricing strategies.

Unit-VII

- 7.1 Financial considerations and search for an entrepreneurial capital; Sources of financing. Equity and debt considerations

Unit-VIII

- 8.1 Business Location; Importance of suitable location; Choosing the right location and layout for entrepreneurial businesses.

Unit-IX

- 9.1 Forms of business ownership; Buying an existing business; Franchising and entrepreneurship.

Unit-X

- 10.1 E-Commerce and entrepreneur; Selling on web and through mobile technologies; Myths of e-commerce.

Unit-XI

- 11.1 Global aspects of entrepreneurship; Conversion from local to international organizations; Strategies for going global; International trade agreements.

Unit-XII

- 12.1 Strategic perspectives of entrepreneurship; Leading the enterprise; Building competitive entrepreneurial teams.

Unit-XIII

- 13.1 Leadership styles and change-management; Psychological capital and entrepreneurship.

6.0 Teaching-Learning Strategies

- I. Lectures
- II. Discussions
- III. Case studies
- IV. Projects and Term Papers
- V. Reading Assignments
- VI. Classroom Presentations.

7.0 Assignments- Types and Number with calendar

- I. Analysis of business environment of Pakistan (after unit II)
- II. Innovative and creative business idea development (after unit III)
- III. Development of business plan (after unit VIII)

.0 Assessment and Examinations: As per University Rules

9.0 Textbooks

- 1. Zimmerer, T. and Scarborough, N. M.. *Essentials of entrepreneurship and small business management*. PHI Learning.
- 2. Kuratko, D. F. and Rao T.V. *Entrepreneurship: A South Asian Perspective*. CENGAGE Learning.

10. Suggested Readings

10.1 Books

- Baron, R. A.. *Essentials of entrepreneurship: evidence and practice*. Edward Elgar Publishing.

10.2 Journal Articles/ Reports

- Latest research papers on entrepreneurship and small businesses

- Latest reports of chambers of commerce and industries of Pakistan

HAILEY COLLEGE OF COMMERCE
UNIVERSITY OF THE PUNJAB, LAHORE

Course Title: **Advanced Financial Accounting–II**

Proposed Course Code: BSC-213

Credit Hours: 03

Program: BS Commerce

Semester: 4th

1.0 Introduction of the Course:

This course is continuation of financial accounting I and II studied in first and second semesters and advanced financial accounting I studied in 3rd semester. As name signifies it takes students to the advanced level of financial accounting. This course introduces students to the specialized accounts. This course will help students learn about the consignment accounts, joint venture accounts, branch accounts, contract and hire purchase accounts.

2.0 Pre-Requisites Course (s) or Other Requirements/Skills:

Financial Accounting I and II, Advanced Financial Accounting I, Business Organizations

3.0 The Course carries following objectives:

15. Defining consignment accounts, accounting for consignment using both cost and market-based transactions.
16. Recording transactions related to joint venture.
17. Explaining the contract accounts, preparation of accounts of complete and incomplete contracts
18. Comprehend accounting system related to branch accounting, dependent and independent branches.
19. Understanding accounting pertinent to Hire Purchase.

4.0 Course Learning Outcomes:

After studying this course student should be able to

6. Define consignment accounting and prepare consignment accounts in the books of both consignor and consignee.
7. To prepare joint venture accounts and contract accounts in accordance with the practices prescribed by accounting standards and regulatory authorities.
8. To record transaction related to hire purchase in books of hire vendor and hire purchaser, make installment amortization schedule, do accounting related to partial and complete repossession of assets by hire vendor
9. Rectify the errors in recording accounting transactions and understand the concept of capital and revenue.

5.0 Course Contents:

Unit No.-I

1.1 Consignment Accounts

- 1.1.1** Introduction of consignment, Process of consignment transactions, Entries in the books of consignor, Incomplete consignment and valuation of closing stock, Entries in the books of consignee, const price method, invoice price method

Unit No.-II

2.1 Joint Venture Accounts

- 2.1.1** Introduction of Joint Venture, Characteristics, Methods of Keeping Accounts (Separate books is kept, no separate books are kept), normal and abnormal losses, Valuation of Closing (unsold) stock, Entries in the books of venturers.

Unit No.-III

3.1 Contract Accounts

- 3.1.1** Introduction, nature of contract business, Contract Accounts, Accounting for contracts completed in same accounting period, accounting for incomplete contracts, normal and abnormal losses

Unit No.-IV

4.1 Branch Accounts

- 4.1.1** Introduction, Need, types and features of branch accounting, Accounting for dependent branches, Accounting for independent branches

Unit No.-V

5.1 Hire Purchase Accounts

- 5.1.1** Introduction, Accounting treatment of hire purchase transaction, Books of Hire Purchaser, Books of Hire Vendor, Complete and partial repossession, ascertainment of fair value of assets, interest, and installments

6.0 Teaching-Learning Strategies:

Suggested, class discussions and applications of concepts using numerical problems and relevant local and international case studies.

7.0 Assignments:

Students would submit assignments on regular basis throughout semester.

8.0 Assessment and Examinations:

As per University Rules

9.0 Textbooks:

2. Meigs and Meigs, *Accounting the basis for business decisions*, McGraw Hill Publishing Company.

10.0 Suggested Readings:

4. Hanif and Mukharjee, *Modern Accountancy*, McGraw Hill Publishing Company, India
5. Afzal and Arif, *Advanced Accounting*, Azeem Academy, Lahore, Pakistan
6. Ghani, *Advanced Accounting*, West Pak Publishing Company, Lahore, Pakistan

Additional Readings:

2. International Financial Report Standards

HAILEY COLLEGE OF COMMERCE
UNIVERSITY OF THE PUNJAB, LAHORE

Course Title: **Taxation Management-II**

Proposed Course Code: BSC-214

Credit Hours: 03

Program: BS Commerce

Semester: 4th

1.0 Introduction of the Course

This is the second course after being the discussion of taxation management-I in semester-III. First part is designed to know about rules and regulations regarding taxable income and calculation of taxable liability of non-salaried persons, association of persons and companies. Second part is about the concepts/terms/definitions of Sales Tax Act 1990. Rules regarding Sales Tax registration, Sales tax returns, output tax and input tax adjustments and practical demonstrations regarding calculation of sales tax liability are also the strengths of this course. This course may help the students who want to become tax practitioners as their professional career.

2.0 Pre-Requisites Course (s) or Other Requirements/Skills:

Taxation management-I

3.0 The Course carries following objectives:

5. To understand the income tax rules and to provide calculations regarding taxable income and income taxable liability of non-salaried persons, association of persons (AOP) and companies.
6. To understand Sales Tax Laws in Pakistan
7. To understand rules and regulations regarding sales tax liability.

4.0 Course Learning Outcomes

4. This course would help the students to know about the calculation procedure of taxable income and income tax liability for non-salaried persons, association of persons and companies.
5. The students would be able to understand the sales tax registration, sales tax returns and practical demonstration of sales tax calculations.
6. This course may help the students who want to become tax practitioners as their professional career.

5.0 Course Contents:

Unit-I

1.1.1 Computation of Income from Business -Assessment of Non-Salaried Individuals, Association of Persons (AOP) and Company

- 1.1.1 Assessment of Non-Salaried Individuals, AOP and Company based on different heads of income under Income Tax Ordinance 2001. Practical Problems of the above-mentioned persons.

Unit-II

2.1.1 Sales Tax Act 1990

- 2.1.1 History of Sales Tax Act, Scope of Sales Tax Laws, Components of Sales Tax Laws.

Unit-III

3.1 Definitions of Terms (Section2)

- 3.1.1 Importance of understanding definitions of Sales Tax Laws.
3.1.2 All the definitions given under section 2 of sales Tax Act 1990 (updated).

Unit-IV

4.1 Registration

- 4.1.1 Understanding the term registration under the Sales Tax Act 1990, Requirement of Registration, Applicability of Rules, Application for Registration, Attachments to the Application.
4.1.2 Types of Registrations, Temporary Registration, Compulsory Registration, Change in the Particulars of Registration, Transfer of Registration, De Registration, Black Listing and Suspension of Registration

Unit-V

5.1 Furnishing of Sales Tax Returns

- 5.1.1 Understanding, Features types and Scope of Sales Tax Returns under Sales tax Act 1990.

Unit-VI

6.1 Offences and Penalties

- 6.1.1 Offences, penalties, fines and allied matters, appointment of Special Judges for Trial of Offences, Trial of Offences by Special Judge, Appeal against the Order of Special Judge, Power to Arrest and Prosecute, Powers to Summon Persons to Give Evidence and Produce Documents in inquiries, Officers Required to Assist Officers of Inland Revenue

Unit-VII

7.1 Appeals

- 7.1.1 Powers of the Board, Commissioner to Call for Records, Appeals to Commissioner, Appeals to Appellate Tribunal, Features of Appeal to the Appellate Tribunal, References to High Court, Alternative Dispute Resolution

Unit-VIII

8.1 Illustrations and Practical Problems and Sales Tax Returns

- 8.1.1 Illustrations, Practical Problems and Practical Filing of Returns

6.0 Teaching-Learning Strategies

1. Lectures
2. Handouts
3. Group Discussions
4. Classroom Presentations
5. Projects and Term Paper
6. Quizzes
7. Case Study, Reading Assignment

7.0 Assignments

- 7.1.1 Assignment regarding applicability of sales tax rules/return will be given after midterm examination.
- 7.1.2 Two quizzes will be taken from midterm course contents and 2 quizzes will be taken from final term course contents.

8.0 Assessment and Examinations: As per University Rules

Mid-Term	Written Paper	35 %
Final Examination	Written Paper	40 %
Sessional	Quizzes and Tests, Assignment and Presentations, Attendance, Class Participations and Discipline etc.	25 %

10.0 Textbooks (Latest Editions)

4. Mughal, M. M. Income Tax: Principles and Practice, Syed Mobin Mahmud and Co, Lahore.
5. Mughal, M. M. Sales Tax, Syed Mobin Mahmud and Co. Lahore.
6. ICAP. CAF-06 Principles of Taxation
7. Hussain, M. M. Synopsis of Taxes in Pakistan, IBP Publications.

10. Suggested Readings

10.2 Books

1. Govt. of Pakistan, Income Tax Ordinance 2001, Sales Tax Act 1990 and relevant laws.
2. Naqvi, R. I. Income Tax Law. Taxation House, Lahore.
3. Saeed, K. A. Income Tax Law with Practical Problems, Accountancy and Taxation Services Institute, Lahore.
4. Baig, L. Income Tax Law, Ghazanfar Academy, Karachi.

10.2 Journal Articles/ Reports

www.fbr.gov.pk

HAILEY COLLEGE OF COMMERCE
UNIVERSITY OF THE PUNJAB, LAHORE

Course Title: **ERP in Business and Commerce**

Proposed Course Code: BSC-214

Credit Hours: 03

Program: BS Commerce

Semester: 4th

1.0 Introduction of the Course

The basic objective of this course is to familiarize student with ERP like computerized accounting, financial software's, its functions, operations and reporting. This course enables a student to understand accounting functioning in a modern world through ERP. This course also builds foundations for management reporting with new technologies as per market requirement for finance professionals.

2.0 Pre-Requisites Course (s) or Other Requirements/Skills:

Computer Applications in Business

Financial Accounting

System Requirements

SAP Server with Installation, and proper lab with specific requirement of computers with local area networking (LAN) and Wide Area networking (WAN)

System specification for SAP users will discuss separately with System Engineers or Lab In charge

3.0 The Course carries following objectives:

4.0 Course Learning Outcomes

5.0 Course Contents:

- 1.1 Overview of Different ERP's
- 1.2 SAP ERP Implementation Methodologies
- 1.3 Advantages of SAP business One
- 1.4 Administration Control
- 1.5 Administration Control – Data Export
- 1.6 Administration Control – Data Utilities
- 1.7 Financials- Master Setup
- 1.8 Financials- Assets Master Data
- 1.9 Financials – Supplier
- 1.10 Financials – Customer
- 1.11 Financials- Journal
- 1.12 Financials- Journal Setup and Transaction
- 1.13 Financials- Budget Setup
- 1.14 Sales /AR Module – Sales Order Generation
- 1.15 Sales /AR Module – AR Receipt generation and Payment Process

6.0 Teaching-Learning Strategies

Lectures, Handouts, Group discussions, Classroom presentations, Projects and term paper, Quizzes. Case study, reading assignment

7.0 Assignments- Types and Number with calendar

8.0 Assessment and Examinations: As per University Rules

Mid-Term	Written Paper	35 %
Final Examination	Written Paper	40 %
Sessional	Quizzes and Tests, Assignment and Presentations, Attendance, Class Participations and Discipline etc.	25 %

9.0 Textbooks

10. Suggested Readings

10.1 Books

18. SAP Business One-FICO