

# **Associate Degree in Commerce** **2 Years Program under Semester System after 12 years of** **Education**

Applicable w.e.f Fall 2023  
under HEC New Undergraduate Education Policy 2023



**Malik Firoz Khan Noon Business School**  
**University of Sargodha**

# **Associate Degree in Commerce**

## **2 Years Program under Semester System after 12 years of Education**

### **Designed in the light of**

#### **Vision Statement**

To become leading contributor towards modern business economy in the era of globalization through excellence in academics and research.

#### **Mission Statement**

Grooming future business leaders by employing best of human resources and technology to produce business intellectuals, professionals and entrepreneurs to meet local and global challenges.

**1. Title of the Degree Program:** Associate Degree in Commerce**2. Program Learning Objectives**

Associate Degree in Commerce aims at

- 1) Providing the updated knowledge of contemporary commercial practices and equips students with the understanding to business environment of Pakistan.
- 2) Developing ability to think critically regarding commerce related activities and methods of accessing performance of commerce enterprise.

In general it provides an opportunity to understand the nature of financial innovation going on in our financial sector. This program has been devised keeping in view the current market needs.

**3. Program Structure:**

<b>Duration</b>	Minimum 2 Years (4 Semesters)
<b>Admission Requirement</b>	12 Years of education/Intermediated with at least 45% marks Or have passed Part-I and awaiting Part-II result.
<b>Degree Completion Requirement</b>	67 Credit hours courses

**Final Oral Examination/Viva Voce**

Students fulfilling the requirements mention above shall be eligible for appearing in the final oral examination. Those who will be declared pass in the oral examination will be awarded the degree.

**4. General Education (Gen Ed) Requirements: (Mandatory/Core Courses):**

*The minimum requirement for Gen Ed is 30 credits hours and will be offered in first four semesters only.*

Sr. No.	Semester	Course Code	Course Title	Credit Hours	Prerequisite
1.	2	URCG-5112	Fables, Wisdom and EPICS	2(2-0)	Nil
2.	4	URCG-5114	Basic Science	3(2-1)	Nil
3.	2	URCG-5116	Science of Society-I	2(2-0)	Nil
4.	1	URCG-5118	Functional English	3(3-0)	Nil
5.	3	URCG-5119	Expository Writing	3(3-0)	Nil
6.	2	URCG-5120	Exploring Quantitative Skills	3(3-0)	Nil
7.	3	URCG-5121	Tools for Quantitative Reasoning	3(3-0)	Nil
8.	1	URCG-5105 URCG-5126	Islamic Studies (OR) Religious Education/Ethics	2(2-0)	Nil
9.	3	URCG-5122	Ideology and Constitution of Pakistan	2(2-0)	Nil
10.	1	URCG-5123	Applications of Information and Communication Technologies (ICT)	3(2-1)	Nil
11.	4	URCG-5124	Entrepreneurship	2(2-0)	Nil
12.	4	URCG-5125	Civics and Community Engagement	2(2-0)	Nil
13.	1-8	URCG-5111	Translation of Holy Quran	NC	Nil
14.	2	URCG-5127	Seerat of the Holy Prophet (SAW)	1(1-0)	Nil
<b>General Education Total Credit Hours</b>				31	

**5. Single Major Courses**

Major-1	BUSC-5101	Introduction to Business	3(3-0)	Nil
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Major-2	BUSC-5102	Financial Accounting and Reporting-I	3(3-0)	Nil
Major-3	BUSC-5106	Business Economics	3(3-0)	Nil
Major-4	BUSC-5103	Business Law	3(3-0)	Nil
Major-5	BUSC-5104	Financial Accounting and Reporting-II	3(3-0)	Nil
Major-6	BUSC-5105	Money Banking and Credit	3(3-0)	Nil
Major-7	BUSC-5107	Cost Accounting	3(3-0)	Nil
Major-8	BUSC-5108	Advanced Accounting	3(3-0)	Nil
Major-9	BUSC-5109	Audit and Assurance	3(3-0)	Nil
Major-10	BUSC-5110	Business Tax Practices	3(3-0)	Nil
Major-11	BUSC-5111	Financial and Regulatory Institutions	3(3-0)	Nil
Major-12	BUSC-5112	Company Law	3(3-0)	Nil
<b>Major Total Credit Hours</b>			<b>36</b>	

## Scheme of Studies

### BS Commerce

#### Semester-I

Category	Course Code	Course Title	Credit Hours	Pre-Requisite
GE-1	URCG- 5118	Functional English	3(3-0)	Nil
GE-2	URCG-5105	Islamic Studies OR	2(2-0)	Nil
	URCG-5126	Religious Education/Ethics		
GE-3	URCG-5123	Application of Information & Communication Technologies (ICT)	3(2-1)	Nil
Major-1	BUSC-5101	Introduction to Business	3(3-0)	Nil
Major-2	BUSC-5102	Financial Accounting and Reporting-I	3(3-0)	Nil
Major-3	BUSC-5106	Business Economics	3(3-0)	Nil
<b>Semester Total Credit Hours: 17</b>				

#### Semester-II

Category	Course Code	Course Title	Credit Hours	Pre-Requisite
GE-4	URCG-5111	Translation of The Holy Quran-I	NC	Nil
GE-5	URCG-5112	Fables, Wisdom and Epic.	2(2-0)	Nil
GE-6	URCG-5116	Science of Society-I	2(2-0)	Nil
GE-7	URCG-5120	Exploring Quantitative Skills	3(3-0)	Nil
GE-8	URCG-5127	Seerat of the Holy Prophet (SAW)	1(1-0)	Nil
Major-4	BUSC-5103	Business Law	3(3-0)	Nil
Major-5	BUSC-5104	Financial Accounting and Reporting-II	3(3-0)	Nil
Major-6	BUSC-5105	Money Banking and Credit	3(3-0)	Nil
		Total		17

#### Semester-III

Category	Course Code	Course Title	Credit Hours	Pre-Requisite
GE-9	URCG-5119	Expository Writing	3(3-0)	Nil

GE-10	URCG-5121	Tools for Quantitative Reasoning	3(3-0)	Nil
GE-11	URCI- 5122	Ideology and Constitution of Pakistan	2(2-0)	Nil
Major-7	BUSC-5107	Cost Accounting	3(3-0)	Nil
Major-8	BUSC-5108	Advanced Accounting	3(3-0)	Nil
Major-9	BUSC-5109	Audit and Assurance	3(3-0)	Nil
		Total		17

#### **Semester-IV**

<b>Category</b>	<b>Course Code</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Pre-Requisite</b>
GE-4	URCG-5111	Translation of The Holy Quran-II	NC	Nil
GE-12	URCG-5114	Basic Science	3(3-0)	Nil
GE-13	URCG-5124	Entrepreneurship	2(2-0)	Nil
GE-14	URCC-5125	Civics and Community Engagement	2(2-0)	Nil
Major-10	BUSC-5110	Business Tax Practices	3(3-0)	Nil
Major-11	BUSC-5111	Financial and Regulatory Institutions	3(3-0)	Nil
Major-12	BUSC-5112	Company Law	3(3-0)	Nil
		Total		16

The course aims at providing understanding of a writer's goal of writing (i.e. clear, organized and effective content and to use that understanding and awareness for academic reading and writing. The objectives of the course are to make the students acquire and master the grammatical academic writing skills. The course would enable the students to develop argumentative writing techniques. The students would be able to logically add specific details on the topics such as facts, examples and statistical or numerical values. The course will also provide insight to convey the knowledge and ideas in an objective and persuasive manner. Furthermore, the course will also enhance the students' understanding of ethical considerations in writing academic assignments and topics including citation, plagiarism, formatting and referencing the sources as well as the technical aspects involved in referencing.

### Contents

1. Developing Analytical Skills
2. Transitional devices (word, phrase and expressions)
3. Development of ideas in writing
4. Reading Comprehension
5. Precis Writing
6. Developing argument
7. Sentence structure: Accuracy, variation, appropriateness, and conciseness
8. Appropriate use of active and passive voice
9. Organization and Structure of a Paragraph
10. Organization and structure of Essay
11. Types of Essays

### Recommended Texts

1. Bailey, S. (2011). *Academic writing: A handbook for international students* (3rd ed.). New York: Routledge.
2. Eastwood, J. (2011). *A Basic English grammar*. Oxford: Oxford University Press.
3. Swales, J. M., & Feak, C. B. (2012). *Academic writing for graduate students: Essential tasks and skills* (3<sup>rd</sup> ed.). Ann Arbor: The University of Michigan Press.
4. Swan, M. (2018). *Practical English usage* (8<sup>th</sup> ed.). Oxford: Oxford University Press.

### Suggested Readings

1. Biber, D., Johansson, S., Leech, G., Conrad, S., Finegan, E., & Quirk, R. (1999). *Longman grammar of spoken and written English*. Harlow Essex: MIT Press.
2. Cresswell, G. (2004). *Writing for academic success*. London: SAGE.
3. Johnson-Sheehan, R. (2019). *Writing today*. Don Mills: Pearson.
4. Silvia, P. J. (2019). *How to write a lot: A practical guide to productive academic writing*. Washington: American Psychological Association
5. Thomson, A. J., & Martinet, A. V. (1986). *A Practical English Grammar*. Oxford: Oxford University Press

Islamic Studies engages in the study of Islam as a textual tradition inscribed in the fundamental sources of Islam; Qur'an and Hadith, history and particular cultural contexts. The area seeks to provide an introduction to and a specialization in Islam through a large variety of expressions (literary, poetic, social, and political) and through a variety of methods (literary criticism, hermeneutics, history, sociology, and anthropology). It offers opportunities to get fully introductory foundational bases of Islam in fields that include Qur'anic studies, Hadith and Seerah of Prophet Muhammad (PBUH), Islamic philosophy, and Islamic law, culture and theology through the textual study of Quran and Sunnah.

### Course Learning Objectives

1. To make students understand the relevance and pragmatic significance of Islam in their lives.
2. To make learners comprehend the true spirit of Islam with reference to modern world.
3. To generate a sense of Islamic principles as a code of living.
4. To provide Basic information about Islamic Studies
5. To enhance understanding of the students regarding Islamic Civilization
6. To improve Students skill to perform prayers and other worships
7. To enhance the skill of the students for understanding of issues related to faith and religious life.

### Contents

Introduction to Qur'anic Studies (Basic Concepts of Qur'an, History of Quran & Uloom-ul-Quran)

**مطالعہ قرآن** (تعارف قرآن، منتخب آیات کا ترجمہ و تفسیر: سورۃ البقرہ آیات 1-5، 284-286؛ سورۃ الحجرات آیات 1-18؛ سورۃ الفرقان آیات 63-77؛ سورۃ المؤمنون آیات 1-11؛ سورۃ الاحزاب آیات 6، 21، 32-33، 24، 56-59؛ سورۃ الانعام آیات 151-153؛ سورۃ الصف آیات 1-14؛ الحشر آیات 18-20؛ آل عمران آیات 190-192؛ النحل آیات 12-14؛ لقمن آیت 20؛ حم السجدہ آیت 53)

Introduction to Sunnah

Introduction of Hadith, Legal Status of Hadith, History of the compilation of Hadith & Kinds of Hadith

**متن حدیث:** درج موضوعات پر احادیث کا مطالعہ 1۔ اعمال کا اجر نیت پر منحصر ہے۔ 4۔ بہترین انسان قرآن کا طالب علم اور معلم ہے۔ 6۔ کتب و سنت گمراہی سے بچنے کا ذریعہ ہیں۔ 2۔ ارکان اسلام 5۔ اسلام، ایمان، احسان اور قیامت کی نشانیاں، 2۔ بچوں کی نماز کی تلقین 7۔ دین کا فہم اللہ کی خاص عنایت ہے 8۔ حصول علم، تلاوت قرآن اور عمل کی اہمیت و فضیلت، 5۔ روز محشر کا محاسبہ، 14۔ حقوق اللہ کے ساتھ ساتھ حقوق العباد کا لحاظ 11۔ حسن خلق کی عظمت اور فحش و بد گوئی کی مذمت 14۔ دنیا و آخرت کی بھلائی کی ضامن چار چیزیں، 16۔ ہلاک کر دینے والی سات چیزیں، 12۔ بے عمل مبلغ کا عبرت ناک انجام 15۔ ہر شخص نگران ہے اور ہر شخص مسئول۔

Introduction to Sirah

Sirah of the Prophet, Importance of the Study of Sirah, & Character-building methods of the Prophet

(سیرت النبی ﷺ) مطالعہ سیرت کی ضرورت و اہمیت، تعمیر، سیرت و شخصیت کا نبوی منہاج اور عملی نمونے، اقامت دین کا نبوی طریق کار، اقامت دین بعد خلافت راشدہ، میثاق مدینہ، خطبہ حجۃ الوداع، اخلاقی تعلیمات، تشکیل اجتماعیت اور اسوہ حسنہ، قرآن مجید میں سیرت سرور عالم کا بیان، غزوات نبوی ﷺ کے مقاصد و حکمتیں۔

Introduction to Islamic Culture & Civilization

Basic Concepts of Islamic Culture & Civilization, Historical Development of Islamic Culture & Civilization, Characteristics of Islamic Culture & Civilization & Islamic Culture & Civilization and Contemporary Issues

(اسلامی تہذیب و تمدن) اسلامی تہذیب کا مفہوم، اسلامی کے عوامل و عناصر، اسلامی تہذیب کی خصوصیات، اسلامی تہذیب، علمی، معاشرتی اور سماجی اثرات، تہذیبوں کے تصادم کے نظریے کا تنقیدی جائزہ، تہذیبی تصادم کے اثرات و نتائج، طبعی، حیاتیاتی اور معاشرتی علوم میں مسلمانوں کا کردار، نامور مسلمان سائنسدان

### Recommended Texts

- 1) Hameed ullah Muhammad, —Emergence of Islam, IRI, Islamabad
- 2) Hameed ullah Muhammad, —Muslim Conduct of State
- 3) Hameed ullah Muhammad, —Introduction to Islam
- 4) Ahmad Hasan, —Principles of Islamic Jurisprudence Islamic Research, Institute, IIUI (1993)
- 5) Dr. Muhammad Zia-ul-Haq, —Introduction to Al Sharia Al Islamial AIOU, Islamabad (2001)
- 6) Dr. Muhammad Shahbaz Manj, Teleemat-e- Islam



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

**REFERENCE BOOKS:**

1. William Lille. An Introduction to Ethics., London Methuen & Co. latest edition.
2. Titus, H.H. Ethics for Today. New York: American Book, latest edition.
3. Hill, Thomas. Ethics in Theory and Practice. N.Y. Thomas Y. Crowel, latest edition
4. Ameer Ali, S. The Ethics of Islam. Culcutta: Noor Library Publishers, latest edition
5. Donaldson, D.M. Studies in Muslim Ethics. London: latest edition.
6. Sayeed, S.M.A.(Tr.) Ta'aruf-e-Akhlaqiat. Karachi: BCC&T, Karachi University of

The course introduces students to information and communication technologies and their application in the workplace. Objectives include basic understanding of computer software, hardware, and associated technologies. How computers can be used in the workplace, how communications systems can help boost productivity, and how the Internet technologies can influence the workplace. Students will get basic understanding of computer software, hardware, and associated technologies. They will also learn how computers are used in the workplace, how communications systems can help to boost productivity, and how the Internet technologies can influence the workplace.

**Contents**

1. Introduction, Overview of Information Technology.
2. Hardware: Computer Systems & Components, Storage Devices.
3. Software: Operating Systems, Programming and Application Software.
4. Databases and Information Systems Networks.
5. File Processing Versus Database Management Systems.
6. Data Communication and Networks.
7. Physical Transmission Media & Wireless Transmission Media.
8. Applications of smart phone and usage.
9. The Internet, Browsers and Search Engines.
10. Websites and their types.
11. Email Collaborative Computing and Social Networking.
12. E-Commerce.
13. IT Security and other issues.
14. Cyber Laws and Ethics of using Social media.
15. Use of Microsoft Office tools (Word, Power Point, Excel) or other similar tools depending on the operating system.
16. Other IT tools/software specific to field of study of the students if any.

***Recommended Texts***

1. Discovering Computers 2022: Digital Technology, Data and Devices by Misty E. Vermaat, Susan L. Sebok; 17<sup>th</sup> edition.

***Suggested Readings***

1. Computing Essentials 2021 by Timothy J. O'Leary and Linda I. O'Leary, McGraw Hill Higher Education; 26<sup>th</sup> edition.
2. Computers: Understanding Technology by Fuller, Floyd; Larson, Brian: edition 2018

This is a foundation course which provides basic knowledge about the nature and importance of business, its concepts, functions, principles etcetera. A good understanding of business and its types and nature of operation is fundamentally important to proceed further into his or her business education.

**Course Learning Objectives**

1. To enabling students to know how about the businesses and their structures.
2. To equip students with basic role of business in our society requires exploration into various areas.
3. To prepare students to explore and examine various aspects of business, their interrelation with business system.

**Contents**

1. Nature and Scope of Business
2. Types of Business Ventures
3. Concept, Importance
4. Objectives, Divisions
5. Partnership for of Business
6. Types of Partnership Businesses
7. Reconstitutions of partnership, admission withdraw of partner and minor partner
8. Registration of business, Dissolution of Partnership Business
9. Sole proprietorship vs. partnership
10. Management and Direction of a Company
11. Management, Shareholders, rights, directors, CEO and managing agents
12. Company Meetings: resolutions, legal conditions of various forms of business organizations

***Recommended Text:***

1. Shoukat, A. (2012). *Introduction to Business*. Karachi: Rehber Publisher.

***Suggested Readings:***

1. Rober, C. A. (2013). *Modern Business Administration* (6th ed.). London: Prentice Hall.

It is very important to understand the language of the business. A business graduate must understand the language of the business i.e. accounting. Accounting is the system of recording financial transactions with both numbers and text in the form of financial statements. It provides an essential tool for billing customers, keeping track of assets and liabilities (debts), determining profitability, and tracking the flow of cash.

### **Course Learning Objectives**

1. To provide students with financial information of stakeholders, business owners, lenders, employees, managers, customers and others.
2. To help students in understanding the nature of transactions and their recording cycle for any particular business.
3. To equip students with foundation of building advance level understanding at the latter point of study.

### **Contents**

1. Fundamental concepts in Accounting and Accounting cycle
2. Accounting for Marketable Securities
3. Accounting for Inventories
4. Perpetual and Periodic Inventory systems
5. Cost Flow Assumptions and Comprehensive Problem
6. Plant Assets and Depreciation
7. Plant Asset acquisition, Determination of Cost Price
8. Capital and Revenue Classification
9. Methods of Deprecation, Straight Line, Declining Balance, Unit of out
10. Sum of Year Digit Depreciation Schedule for Straight Line, Declining Balance Method
11. Disposal of Fixed Asset
12. Accounting for Asset trade in Accounting for Natural and Intangible Assets, Liabilities
13. Further Readings on Income and Changes in Retained Earnings Partnership Accounting
14. Admission of a Partner, Dissolution of Partnership when all partners are solvent
15. Statement of Cash Flows Further Readings on Statement of Cash Flows

### *Recommended Text:*

1. Meigs, R. F., Williams, J. R., Haka, S. F., & Bettner, M. S. (2020). *Accounting: the basis for business decisions*. (17<sup>th</sup>ed). New York: McGraw-Hill College.

### *Suggested Readings:*

1. Kermit D. Larson, John J Wild, Barbara C, Kermit L. John W. (2004). *Fundamental Accounting Principles*. (17<sup>th</sup> ed.). Irwin: McGraw-Hill.

Micro Economics examines how economic decisions are made by households and firms, and how they interact to determine the quantities and prices of goods and the allocation of resources under different market structures. It also studies the equilibrium in presence of externalities/public goods and information asymmetry. The course examines microeconomic policy and the role of government in allocating resources. It will develop ability to apply the knowledge acquired to the analysis of specific economic cases, recognizing proper framework of analysis and constructing and analyzing adequate economic model within this framework.

**Course Learning Objectives**

1. To clarify and extend the Microeconomic concepts and to develop analytical skills and solving petty problems.
2. To enabling them to understand the Microeconomic functions.
3. To equip students with advanced theoretical concepts and rigorous analysis with mathematical tools at hand.

**Contents**

1. Scope of Microeconomics and areas of its concern
2. Theory of Consumer Behavior, Cardinal and ordinal approach to indirect utility functions
3. Demand & Elasticity: Derivation of demand functions using indifference curves
4. Production Functions, Different production functions: Cobb Douglas and CES etc
5. Cost of Production, Different types of costs, Cost minimization subject to given output
6. Monopoly and Monopsony, bilateral monopoly, price discrimination
7. Monopolistic Competition and Oligopoly, Pricing of the Factors of Production
8. The introduction of Keynesian revolution and growth of Macroeconomics
9. Oken's Law and unemployment, Price Indices and Inflation
10. Exogenous and Endogenous variables and their functional relationships
11. Introduction to the Classical and Keynesian Schools of Thought
12. Measurement of National Income
13. Injections into and Leakages from the economy: Saving and Investment
14. The closed and open economy models
15. Real and Financial investment, Autonomous and Induced investment
16. Lags in Investment Demand, Volatility of Investment, Equilibrium in the goods market
17. The demand for money, The Quantity Theory of Money, The Liquidity Preference
18. The supply of money: M1, M2, M3 concepts
19. Derivation of LM Curve (graphic)
20. Aggregate supply and the labor market
21. Inflation and Unemployment

**Recommended Texts**

1. Koutsoyiannis, A. (1975). *Modern Microeconomics*. (2<sup>nd</sup>ed.). London: Macmillan.
2. Mankiw, G. N. (2018). *Macroeconomics*. (4th ed.). Worth Publishers.
3. Nicholson, W. (2002). *Microeconomic Theory: Basic Principles and Extensions*. (11<sup>th</sup>ed.). NY: Cengage Learning.
4. Branson, W. H. & Litvack, J. M. (2005). *Macroeconomics: Theory and Policy*, (3rd ed.). NJ: Princeton University.

**Suggested Readings**

1. Silberberg, E. (2000). *The Structure of Economics: A Mathematical Analysis*. (3<sup>rd</sup>ed.). NJ: McGraw Hill.

According to Islamic tradition, the Quran is not simply an inspired scripture. it is a divine book brought down from heaven by the angel Gabriel to the prophet Muhammad, and its message is the key to heaven. join us for an exploration of the scripture that is the word of god to over a billion people. this course will introduce the text and translation of the Quran. students will be able to understand the principles of interpretation of the Quran; efforts of different scholars in this regard will be discussed. introduction of different suras of the Quran and their translations will be studied.

### Course Learning Objectives

2. to familiarize the students to keys and fundamentals of recitation of the holy Quran.
3. to develop the skill of the students of recitation the last revelation.
4. students will learn the basic Arabic grammar in a practical way.
5. to develop an eagerness among the students to explore the last divine book.

### Contents

تیسواں پارہ - ناظرہ مع تجوید  
 بنیادی عربی گرامر  
 اسم اور اس کے متعلقات : اسم فاعل، مفعول، تفضیل، مبالغہ فعل اور اس کی اقسام : ماضی، مضارع، امر، نہی  
 حرف اور اس کی اقسام : حروف علت، حروف جارہ، مشبہ بالفعل  
 تیسویں پارے کی آخری بیس سورتیں (حفظ مع ترجمہ)

### Recommended Texts

1. Al-Azami, Muhammad Mustafa. (2003). The History of the Quranic Text: From Revelation to compilation. London: Islamic Academy.
2. Asad, Allama Muhammad. (1980). The Message of the Quran. Gibraltar: Dar al-Andalus

### Suggested Readings

1. Mawdudi, Abu Al-Ala. (1998). Tafhim al-Quran. Lahore: Idara Tarjuman-ul-Quran.
2. Al-Azhari, Pir Muhammad KaramSha. (1400 AH). Zia-ul-Quran. Lahore: Zia-ul-Quran Publications.
3. Pikhtal, Marmaduke (1953). The Meaning of the Glorious Quran. Signet: Idara Books Ltd.

The course will enable students to explore human experiences, cultivate an appreciation of the past, enrich their capacity to participate in the life of their times, and enable an engagement with other cultures and civilizations, both ancient and modern. But independently of any specific application, the study of these subjects teaches understanding and delight in the highest achievements of humanity. The three components of the course, including fables, wisdom literature and epic, will enable the learners to explore and understand the classic tradition in literature. Development of personal virtue, a deep Sufi ethic and an unwavering concern for the permanent over the fleeting and the ephemeral are some of the key themes explored in the contents that will develop an intimate connection between literature and life.

### Contents

1. Fables
  - The Fables of Bidpai
  - The Lion and the Bull
  - The Ring-dove
  - The Owls and the Crows
2. Selected poem from Bang-i-Dara
3. Gulistan-e- Sa'di
  - Ten hikāyāt from John T. Platts, *The Gulistan*
4. Epic
  - THE SHĀHNĀMA OF FIRDAUSI

### Recommended Texts

1. John T. P. (1876). *The Gulistan; or, Rose Garden of Shaikh Muslihu'd- Dīn Sa'dī of Shīrāz*. London: Wm. II. Allen.
2. Chishti, Y.S. (1991). *Sharaḥ-i bāng-i darā*. Lāhaur: Maktaba-i ta'mīr-i insāniyat

### Suggested Readings

1. Thackston, W. (2000). *A Millennium of Classical Persian Poetry*. Maryland: Ibex Publishers.
2. Wood, R. (2013). *Kalila and Dimna: Fables of Conflict and Intrigue*. United Kingdom: Medina Publishing, Limited.

**Course Description:**

This course will introduce students with the subject matter of social science, its scope, nature and ways of looking at social phenomenon. It will make the participants acquaintance with the foundations of modern society, state, law, knowledge and selfhood. While retaining a focus on Pakistani state and society, students will encounter theoretical concepts and methods from numerous social science disciplines, including sociology, politics, economics anthropology and psychology and make them learn to think theoretically by drawing on examples and case studies from our own social context. Students will be introduced to the works of prominent social theorists from both western and non-western contexts. Instruction will include the use of written texts, audio-visual aids and field visits.

**Learning Outcomes:**

The course has following outcomes:

It will

- Introduce student with the nature of human social behavior and foundations of human group life • Analyze the reciprocal relationship between individuals and society
- Make student aware with the nature of societies existing in modern world
- Make students familiar with the philosophy of knowledge of social sciences
- Introduce students with the works of prominent theories explain human group behavior
- Help students to understand the foundations of society including culture, socialization, politics and economy
- Introduce students with various dimensions of social inequalities with reference to gender, race, ethnicity and religion
- Make them aware about the understanding of various themes pertains to social science in local context
- Help them recognize the difference between objective identification of empirical facts, and subjective formulation of opinionated arguments

**Course Outlines:****1. Introduction to Social Sciences**

- Social world, Human Social behavior, Foundations of society
- Evolution of Social sciences
- Philosophy of Science
- Scope and nature of social sciences
- Modernity and social sciences
- Branches of social science: Sociology, Anthropology, Political Science, Economics

**Society and Community, Historical evolution of Society**

- Types of Societies
- Foraging society, Horticultural society, Pastoralist society
- Agrarian societies, Industrial society, Postindustrial society

**2. Philosophy of Knowledge in social Science and social inquiry • Understanding social phenomenon**

- Alternative ways of knowing • Science as a source to explore social reality • Objectivity, Value-Free research • Positivism vs Interpretivism • Qualitative vs Quantitative

**3. Culture and Society**

- Idea of Culture, Assumptions of Culture
- Types, Components, Civilization and culture
- Individual and culture. Cultural Ethnocentrism, Cultural Relativism
- Outlook of Pakistani culture
- Global Flows of culture, Homogeneity, Heterogeneity

**4. Social Stratification and Social inequality**

- Dimensions of inequality, Social class
- Gender, Race, Religion, Ethnicity, Caste
- Patterns of social stratification in Pakistan



- Class, caste system in agrarian society
- Ascription vs Achievement, Meritocracy
- Global stratification in modern world, Global patterns of inequality

### **5. Personality, Self and Socialization**

- Concept of self, Personality
- Nature vs Nurture, Biological vs Social
- Development of Personality
- Socialization as a process, Agents of socialization
- Socialization and self/group identity

### **6. Gender and Power**

- Understanding Gender
- Social construction of Patriarchy
- Feminism in Historical context, Gender Debates
- Gender and Development
- Gender issues in Pakistani society, Women Participation in politics, economy and education
- Toward a gender sensitive society, Gender mainstreaming

### **Pakistan: State, Society, Economy and Polity • Colonialism, colonial legacy, National identity**

- Transformation in Pakistani society: Traditionalism vs Modernism • Economy, Informality of Economy, Modern economy and Pakistan • Political Economy, Sociology of Economy

### **Recommended Textbooks and Reading Materials:**

1. Giddens, A. (2018). Sociology (11<sup>th</sup> ed.). UK: Polity Press.
2. Henslin, J. M. (2018). Essentials of Sociology: A Down-to-Earth Approach.(18<sup>th</sup> Edition) Pearson Publisher.
3. Macionis, J. J. (2016). Sociology (16<sup>th</sup> ed.). New Jersey: Prentice-Hall.
4. Qadeer, M. (2006) Pakistan - Social and Cultural Transformation in a Muslim Nation.
5. Smelser, N.J. and Swedburg, R., The Handbook of Economic Sociology, Chapter 1 ‘Introducing Economic Sociology’, Princeton University Press, Princeton.
6. Systems of Stratification | Boundless Sociology (no date). Available at: <https://courses.lumenlearning.com/boundless-sociology/chapter/systems-of-stratification/>
7. Jalal, A. (ed.) (1995) ‘The colonial legacy in India and Pakistan’, in Democracy and Authoritarianism in South Asia: A Comparative and Historical Perspective. Cambridge: Cambridge University Press (Contemporary South Asia)
8. Zaidi, S. A. (2015) Issues in Pakistan’s Economy: A Political Economy Perspective. Oxford University Press. Chapter 26
9. Akhtar, A. S. (2017) The Politics of Common Sense: State, Society and Culture in Pakistan. Cambridge: Cambridge University Press.
10. Smelser, N.J. and Swedburg, R., The Handbook of Economic Sociology, Chapter 1 ‘Introducing Economic Sociology’, Princeton University Press, Princeton.

Since ancient times, numbers, quantification, statistics and mathematics has played a central role in scientific and technological development. In the 21st century, Quantitative Reasoning (QR) skills are essential for life as they help to better understand socio-economic, political, health, education, and many other issues, an individual now faces in daily life. The skills acquired by taking this course will help the students to apply QR methods in their daily life and professional activities. This course will also change student's attitude about statistics and mathematics. It will not only polish their QR skills, but also enhance their abilities to apply these skills.

**Contents**

1. Introduction to quantitative reasoning
2. Overview of contributions of Mathematicians and Statisticians especially Muslim scholars.
3. Types of standard numbers
4. Proportions, rates, ratio and percentages
5. Odds and odds ratio
6. Scale of measurements
7. Number sequence and series
8. Unit analysis as a problem-solving tool
9. Data handling (small and large)
10. Data errors, absolute and relative and their applications
11. Descriptive statistics
12. Rules of counting: multiplication rule, factorial, permutation and combination
13. Probability and its application in real life
14. A graphical perspective through Venn Diagram
15. Financial indicator analysis, and money management (profit, loss, simple and compound interest)
16. Practical scenarios involving algebraic expressions: linear and quadratic

**Recommended Texts**

1. Akar, G. K., Zembat, İ. Ö., Arslan, S., & Thompson, P. W. (2023). *Quantitative Reasoning in Mathematics and Science Education*. 1st Ed., Springer, USA.
2. Peck, R., Olsen, C., & Devore, J. L. (2015). *Introduction to statistics and data analysis*. 5th Ed., Brooks Cole, USA.
3. Devlin, K. J. (2012). *Introduction to mathematical thinking*. Palo Alto, CA: Keith Devlin.

**Suggested Readings**

1. Triola, M. F., Goodman, W. M., Law, R., & Labute, G. (2006). *Elementary statistics*. Reading, MA: Pearson/Addison-Wesley.
2. Blitzer, R., & White, J. (2005). *Thinking mathematically*. Pearson Prentice Hall.

## مطالعہ سیرت النبی صلی اللہ علیہ وسلم Seerat of the Holy Prophet

Course Code

URCG-5127

Title	Description
Semester	
Nature of Course	
No. of C.Hrs.	1(1-0)
Total Teaching weeks	18
Objectives of the Course	<p>۱۔ طلبہ کو مطالعہ سیرت طیبہ کی ضرورت و اہمیت سے آگاہ کرنا</p> <p>۲۔ تعمیر شخصیت میں مطالعہ سیرت طیبہ کے کردار کو واضح کرنا</p> <p>۳۔ بشت نبوی کے موقع پر اقوام عالم کی عمومی صورت حال سے آگاہ کرنا</p> <p>۴۔ رسول اکرم صلی اللہ علیہ وسلم کی مکی اور مدنی زندگی کا اس طرح مطالعہ کروانا کہ طلبہ ان واقعات سے نتائج کا استنباط کر سکیں</p> <p>۵۔ طلبہ کو محمد نبوی کی معاشرت، سیاست، معیشت سے آگاہ کرنا</p>

## Course Description

S.No.	Title	Description
1	حضور صلی اللہ علیہ وسلم کے ابتدائی حالات زندگی	<p>۱۔ حضور صلی اللہ علیہ وسلم کا خاندانی حسب و نسب</p> <p>۲۔ پیدائش اور ابتدائی تربیت</p> <p>۳۔ لڑکپن اور جوانی کے حالات زندگی</p>
2	بشت نبوی کے وقت دنیا کے حالات (۱)	<p>۱۔ بشت نبوی کے وقت اہم تہذیبیں</p> <p>۲۔ عرب، مصر، حبشہ، ہندو، یونانی، ساسانی</p>
3	بشت نبوی	۱۔ مکی عہد میں دعوت اسلام
4	بشت نبوی	۱۔ مدنی عہد میں دعوت اسلام
5	مخصائص النبی	آپ کی طور پر پیغمبر امن
6	مخصائص النبی	بشیت استاد و معلم
7	مخصائص النبی	بشیت تاجر
8	مخصائص النبی	بشیت سربراہ ریاست
9	مخصائص النبی	ذاتی محاسن اور عالیہ اثرات

10	مختصر انیس ابائی	ناموس رسالت
11	اسوہ حسنہ اور عصر حاضر	غیر مسلموں سے تعلقات
12	اسوہ حسنہ اور عصر حاضر	اسوہ حسنہ کی روشنی میں گھریلو زندگی
13	اسوہ حسنہ اور عصر حاضر	مستشرقین اور مطالعہ سیرت
15	اسوہ حسنہ اور عصر حاضر	وطن سے محبت اور سیرت
16	اسوہ حسنہ اور عصر حاضر	مستشرقین کے اعتراضات اور ان کے جوابات

#### نصابی کتب

نمبر شمار	نام مؤلف	نام کتاب
1	ابن ہشام	السيرة النبوية
2	مولانا شبلی نعمانی سید سلمان ندوی	سیر قافلہ نبوی صلی اللہ علیہ وسلم
3	قاضی محمد سلیمان سلمان منصور پوری	رحمۃ اللعالمین
4	مولانا سید ابوالحسن علی ندوی	نبی رحمت صلی اللہ علیہ وسلم
5	ڈاکٹر یحییٰ عظیم صدیقی	عہد نبوی کا نظام حکومت
6	ڈاکٹر خالد علوی	انسان کا کل

#### حوالہ جاتی کتب

نمبر شمار	نام مؤلف	نام کتاب
1	سید ابوالاعلیٰ مودودی	سیرت سرور عالم صلی اللہ علیہ وسلم
2	مولانا صفی الرحمن مبارکپوری	الرحیق المختوم
3	پیر محمد کرم شاہ انازہری	ضیاء النبی صلی اللہ علیہ وسلم
4	ڈاکٹر اکرم الضیاء المعری	السيرة النبوية الصحيحة
5	مولانا حمید الرحمن دانا پوری	اصح السیر



This course develops critical thinking skills and focus on teaching the substantive legal basics of law that inform every aspect and stage of industry. The subject commences with an introduction to Pakistan's law and its legal system, including: basic jurisprudential perspectives; - legal system taxonomy, including public and private law, other families of legal systems, including the international legal system and the common law/civil law divide; the historical background and the development of the Pakistan's legal system; the roles of the courts in Pakistan.

### **Course Learning Objectives**

1. To provide students with understanding of important elements and aspects of business and industrial laws.
2. To equip them with necessary skills and aptitude to deal successfully with the complex and challenging situations arising out of legal jargon.
3. To acquaint students with legal system of Pakistan and to familiarize the students with different mercantile laws affecting business environment.

### **Contents**

1. Law of contract: essentials of valid contract, performance of the contract, discharge of contract, the law of sales of goods, rights of unpaid seller against the goods, sale by auction
2. Breach of contract
3. Law governing partnership: types of partnership, essential elements of partnership
4. Registration of partnership firms, partnership becoming illegal, partnership agreement
5. Personal profit earned by partnership, Implied authority of a partnership, Dissolution of partnership, The law of negotiable instruments
6. Payment, discharge from liabilities dishonor of instrument, notice and protesting
7. Acceptance and payment for honor, factories act,
8. Industrial relations ordinances and payment of wages act

### *Recommended Texts:*

1. Saeed, K. A. (2013). *Mercantile and Industrial Law in Pakistan*. (2<sup>nd</sup> ed.). Karachi: Oxford University Press.
2. Adams, A., Caplan, S., & Lockwood, G. (2020). *Law for business students*. London: Pearson Higher Ed.

### *Suggested Readings:*

1. I.R. Hashmi: *Mercantile Law-Relevant Acts and Ordinances* (Latest Edition). Karachi: Oxford University Press.

It is very important to understand the language of the business. A commerce graduate must understand the language of the business i.e. accounting. Accounting is the system of recording financial transactions with both numbers and text in the form of financial statements. It provides an essential tool for billing customers, keeping track of assets and liabilities (debts), determining profitability, and tracking the flow of cash.

### **Course Learning Objectives**

1. To provide students with financial information of stakeholders, business owners, lenders, employees, managers, customers and others.
2. To help students in understanding the nature of transactions and their recording cycle for any particular business.
3. To equip students with foundation of building advance level understanding at the latter point of study.

### **Contents**

1. Fundamental concepts in Accounting and Accounting cycle
2. Accounting for Marketable Securities
3. Accounting for Inventories
4. Perpetual and Periodic Inventory systems
5. Cost Flow Assumptions and Comprehensive Problem
6. Plant Assets and Depreciation
7. Plant Asset acquisition, Determination of Cost Price
8. Capital and Revenue Classification
9. Methods of Deprecation, Straight Line, Declining Balance, Unit of out
10. Sum of Year Digit Depreciation Schedule for Straight Line, Declining Balance Method
11. Disposal of Fixed Asset
12. Accounting for Asset trade in Accounting for Natural and Intangible Assets, Liabilities
13. Further Readings on Income and Changes in Retained Earnings Partnership Accounting
14. Admission of a Partner, Dissolution of Partnership when all partners are solvent
15. Statement of Cash Flows Further Readings on Statement of Cash Flows

### **Recommended Text**

1. Meigs, R. F., Williams, J. R., Haka, S. F., & Bettner, M. S. (2020). *Accounting: the basis for business decisions*. (17<sup>th</sup>ed). New York: Mcgraw-Hill College.

### **Suggested Readings**

1. Kermit D. Larson , John J Wild, Barbara C, Kermit L. John W.(2004). *Fundamental Accounting Principles*. (17<sup>th</sup> ed.). Irwin: McGraw-Hill.

The role of the financial system is to intermediate between lenders and borrowers, providing a menu of saving vehicles with differing risk and return characteristics. Financial intermediaries help the investors find the financing they need, taking into account the returns and risks on the project they wish to undertake. In carrying out their functions, financial intermediaries reduce transaction costs for savers and investors and help reduce problems of asymmetric information that are inherent in the relationships between investors and entrepreneurs.

### **Course Learning Objectives**

1. To provide true understanding of commercial system and reasons behind globalization.
2. To equip students with the sense of globalization and financial structure development.
3. To develop an understanding about historical as well as future perspective of monetary systems and financial markets.

### **Contents**

1. Introduction to Money
2. Bank Accounts, Banker Customer Relationship
3. Credit Creation
4. Bank Advances and Securities, E Banking
5. Letter of Credit
6. Islamic Finance
7. Value of Money
8. Negotiable Instruments
9. Change in Value
10. Measurement of change in value
11. Foreign Exchange
12. Introduction to Money and Capital Market
13. Trade Cycle
14. International Monetary system
15. Islamic Finance

#### *Recommended Text:*

1. Ahmed, R. (2003). *Money Banking and Finance*. Lahore: Khuwaja Publisher

#### *Suggested Reading:*

1. Miranda, G. S. (1994). *Essentials of Money, Credit and Banking*. London: L & G Business House

This course prepares undergraduates to become successful writers and readers of English. The course helps students develop their fundamental language skills with a focus on writing so that they can gain the confidence to communicate in oral and written English outside the classroom. The course is divided into five units and takes a Project-based Learning approach. Unit themes target the development of 21<sup>st</sup> century skills and focus on self-reflection and active community engagement. The course completion will enable the students to develop communication skills as reflective and self-directed learners. They will be able to intellectually engage with different stages of writing process, and develop analytical and problem-solving skills to address various community-specific challenges.

### Contents

1. Self-Reflection
  - Introduction to the basics of the writing process
  - Introduction to the steps of essay writing
  - Prewriting activities: Brainstorming, listing, clustering and freewriting
  - Practicing Outlining of the essay
2. Personalized Learning
  - Learning Process, Learning Styles, Goal Setting and Learning Plan
3. Oral Presentation
  - Structure and Significance, Content Selection and Slide Presentation, Peer Review
4. Critical Reading Skills
  - Introducing Authentic Reading (Dawn and non-specialist academic books/texts)
  - Reading Strategies and Practice: Skimming, scanning, SQW3R, Annotating, Detailed reading and note-taking, Standard Test Practice: TOEFL and IELTS, Model Review Reports and Annotated Bibliographies
5. Community Engagement
  - Student-led brainstorming on local versus global issues, Identifying research problems
  - Drafting research questions, Drafting interview/survey questions for community research (in English or L1)
  - Engaging students in Critical reading, Presenting interview/ survey information, Field work
  - Writing Community Engagement Project
6. Letter to the Editor
  - Types of letters, Format and purpose of letter to the editor, Steps in writing letter-to-editor

### Recommended Texts

1. Bailey, S. (2011). *Academic writing: A handbook for international students* (3rd ed.). New York: Routledge.
2. Swales, J. M., & Feak, C. B. (2012). *Academic writing for graduate students: Essential tasks and skills* (3<sup>rd</sup> ed.). Ann Arbor: The University of Michigan Press.

### Suggested Readings

1. Cresswell, G. (2004). *Writing for academic success*. London: SAGE.
2. Johnson-Sheehan, R. (2019). *Writing today*. Don Mills: Pearson.
3. Silvia, P. J. (2019). *How to write a lot: A practical guide to productive academic writing*. Washington: American Psychological Association.



This course is based on quantitative reasoning 1 course. It will enhance the quantitative reasoning skills learned in quantitative reasoning 1 course. Students will be introduced to more tools necessary for quantitative reasoning skills to live in the fast paced 21st century. Students will be introduced to importance of mathematical skills in different professional settings, social and natural sciences. These quantitative reasoning skills will help students to better participate in national and international issues like political and health issues. This course will prepare the students to apply quantitative reasoning tools more efficiently in their professional and daily life activities. This course will help them to better understand the information in form of numeric, graphs, tables, and functions.

**Contents**

1. Types of data and its graphical representation ( Histogram, Stem and Leaf display, Box Plot, Scatter diagram, Histogram, Bar chart, etc)
2. Solving practical problems using linear and exponential models
3. Population growth models
4. Analytical approach to solve simultaneous equations
5. Inequalities and their application
6. Comparing quantities using analytical tools
7. Logical reasoning and their application in modern age
8. Logical reasoning and decision making
9. Data tendencies via measure of location
10. Variability and Measure of dispersion
11. Measuring relationships via Regression analysis and correlation
12. Statistical inference: sampling techniques, estimation techniques and hypothesis testing for decision and policy making

**Recommended Texts**

1. Akar, G. K., Zembat, İ. Ö., Arslan, S., & Thompson, P. W. (2023). *Quantitative Reasoning in Mathematics and Science Education*. 1st Ed., Springer, USA.
2. Sharma, A. K. (2005). *Text book of elementary statistics*. Discovery Publishing House.
3. Blitzer, R. (2014). *Precalculus*, 5th Ed.. Pearson Education, Limited. New York

**Suggested Readings**

1. Gupta, S. C., & Kapoor, V. K. (2020). *Fundamentals of mathematical statistics*. 12th Ed, Sultan Chand & Sons.
2. Aufmann, R. N., Lockwood, J., Nation, R. D., & Clegg, D. K. (2007). *Mathematical thinking and quantitative reasoning*. Cengage Learning
3. Blitzer, R., & White, J. (2005). *Thinking mathematically*. Pearson Prentice Hall.

This course focuses on ideological background of Pakistan. The course is designed to give a comprehensive insight about the constitutional developments of Pakistan. Starting from the Government of India Act, 1935 till to date, all important events leading to constitutional developments in Pakistan will be the focus of course. Failure of the constitutional machinery and leading constitutional cases on the subject. Moreover, students will study the process of governance, national development, issues arising in the modern age and posing challenges to Pakistan. It will also cover the entire Constitution of Pakistan 1973. However, emphasis would be on the fundamental rights, the nature of federalism under the constitution, distribution of powers, the rights and various remedies, the supremacy of parliament and the independence of judiciary

**Outline:**

- **Ideology of Pakistan**

Ideological rationale with special reference to Sir Syed Ahmed Khan, Allama Muhammad Iqbal and Quaid-e-Azam Muhammad Ali Jinnah.

Two Nation Theory and Factors leading to Muslim separatism.

- **Constitutional Developments**

Salient Feature of the Government of India Act 1935

Salient Feature of Indian Independence Act 1947

Objectives Resolution

Salient Feature of the 1956 Constitution

Developments leading to the abrogation of Constitution of 1956

Salient features of the 1962 Constitution

Causes of failure of the Constitution of 1962

Comparative study of significant features of the Constitution of 1956, 1962 and 1973

- **Fundamental rights; Principles of policy; Federation of Pakistan**

President

Parliament

The Federal Government

- **Provinces**

Governors

Provincial Assemblies

The Provincial Government

- **The Judiciary**

Supreme Court

High Courts

Federal Shariat Courts

Supreme Judicial Council

Administrative Courts and tribunals

- **Islamic Provisions in Constitution**

- **Significant Amendments of Constitution of Pakistan 1973**

**Recommended Books:**

1. Constitutional and Political History of Pakistan by Hamid Khan
2. Mahmood, Shaukat and Shaukat, Nadeem. Constitution of the Islamic Republic of Pakistan, 3rd re edn. Lahore: Legal Research Centre, 1996.
3. Munir, Muhammad. Constitution of the Islamic Republic of Pakistan: Being a Commentary on the Constitution of Pakistan, 1973. Lahore, Law Pub., 1975.
4. Rizvi, Syed Shabbar Raza. Constitutional Law of Pakistan: Text, Case Law and Analytical Commentary. 2nd re edn. Lahore: Vanguard, 2005.
5. The Text of the Constitution of the Islamic Republic of Pakistan, 1973 (as amended).
6. Fundamental Laws of Pakistan by A.K. Brohi

**BUSC-5107****Cost Accounting****3 (3+0)**

This course is designed to discuss the theoretical foundation of cost accounting, the basic issues related to cost measurement in job costing systems and process costing systems and the problems of overhead application rates and how to refine the plant- wide application rates of over- head. The course aims to highlight the basic and advance principles of cost accounting which includes the concepts, terminologies, methods, and how to the use of accounting information for the management decisions. Discussion also covers the role of accountants in decision making; cost behavior; cost planning and control; and costing methods, such as standard costing, budgeting, and inventory valuation. Most important goal of the subject is to equip students with better understanding of the environment in which costing and management accounting information developed & used. However, for the business and commerce students it is necessary to have updated knowledge about cost accounting to manage the business accordingly.

**Course Learning Objectives**

1. To distinguish between cost and managerial accounting.
2. To understand about cost and its cycle.
3. To bridge the gap between industry and academia by taking practical examples related to cost accounting and to solve these problems.

**Contents**

1. Concepts and Scope of Cost Accounting
2. Concept of cost, Cost object, Cost elements, Sources and uses of cost data,
3. Cost accounting v/s financial accounting,
4. Role of cost accounting in a management information system,
5. Uses of cost data. Cost Classification and Flows:
6. Material Costing and Control: Procedure of material procurement, application of IAS-2.
7. Two-bin system, The use of FIFO, LIFO and weighted average for material,
8. Valuation and the pricing for material issue, Stock taking periodic and perpetual inventory,
9. Treatment of differences between physical and book stock, Economic order quantity,
10. Effect of quantity discount on EOQ, Reorder level, safety stock and maximum stock, ABC Control.
11. Labor Costing and Control: Objectives of payroll accounting.
12. Calculations and recording of payroll, payroll taxes and deductions. Direct and indirect labor,
13. Productivity and efficiency, Remuneration methods, Straight piece rate and differential piece rate,
14. Incentive wage plan, Group bonus, Time sheet and job cards, Overtime and idle time;
15. Labor turnover rate.
16. Factory Overhead Costing and Control
17. Types of Costing Systems: Establishment of cost accounting system,
18. Integrated and interlocking cost accounts, Chart of account and coding for costing,
19. Introduction to process costing, Incomplete process and concept of equivalent units,
20. Format of process account and cost of production report, Job order costing, Operation *I* service costing.

**Recommended Texts**

1. Usry, H. H., &Matz, A (1988). *Cost Accounting* (8<sup>th</sup> ed.). Cincinnati: South-Western Publishing Company.

**Suggested Readings**

1. Lucy, T. (2014). *Cost Accounting* (4<sup>th</sup> ed.). London: DP Publications.

Advanced Accounting in the Professional Competence Course concentrates on conceptual understanding of the crucial aspects of accounting and reporting of financial statements. The main objective of the course is to give advance knowledge regarding corporate accounting and auditing procedures. This course presents an in-depth analysis of advanced accounting topics.

### **Course Learning Objectives**

1. To understand business combination of Accounting and Auditing.
2. To apply accounting techniques and procedures to specific circumstances like leases, branches, departmental stores, consignment and joint venture.
3. To understand relationship between auditing and financial statements of joint venture, partnership and branches.

### **Contents**

1. Share issuance and recording, Company Accounting
2. Bonds and debentures. Final Accounts, Consignment and Contract Accounts
3. Hire purchase. Introduction to Auditing: Definition
4. Audit & Accounting Difference, Objects, Errors & Fraud, Advantages of Audit
5. Qualities of an Auditor, Audit Functions
6. Classification of Audit: Statutory Audit, Private Audit, Government Audit, Internal Audit
7. Continuous Audit, Final Audit, Interim Audit, Cost Audit, Management Audit.
8. Audit Standards: Principles, Procedure, Concepts, Techniques, Vouching and Verification Principles
9. Planning the Audit: Pre-requisites of Audit, Audit Program, Audit Note Book
10. Audit Working Papers routine checking, Test checking, Teaming and Leading
11. Internal Control: Definition, Principals, Designing of Internal Control
12. Internal Control over small organization, manufacturing concern
13. Internal Check, Difference between Internal check and Audit
14. Different between internal and external auditor
15. Report on annual accounts. Contents of Audit Report, Liabilities of Company Auditor
16. Criminal Liability, Dual Appointment, Liability of Honorary Auditor, Liability for Libel

### *Recommended Text:*

1. Sohail. A & Muhammad.A. (2020). *Advance Accounting*. Lahore: Azeem Academy.

### *Suggested Readings:*

1. Ghani. S. (2012). *Advanced Accounting*. Lahore: Sulman Publication.

This course is about tackling internal control and auditing issues including the organization, equipment, and applications controls; statistical sampling issues; and audit issues relating to certain operating cycles. The course introduces a conceptual regulatory framework by elucidating key legal, professional and social/ethical concerns and then discusses how pre-audit and planning phases must comply with cautious quality and independence concerns on part of the assurance provider. This pursuit is governed by a set of professional procedures which the course highlights.

### Course Learning Objectives

1. To understand and advise on regulatory, professional and ethical issues relevant to those carrying out assurance engagements.
2. To understand the processes involved in accepting and managing assurance engagements and how quality assurance processes mitigate risks.
3. To plan assurance engagements in accordance with the terms of the engagements and appropriate standards.

### Contents

1. Fundamental of Auditing
2. Preparation of final accounts under Companies Ordinance 1984
3. Fourth Schedule, General, Trading Account, Profit and loss Account
4. Profit and loss appropriation account, Balance Sheet
5. Treatment of certain items in preparing Companies Financial Statements
6. Excise duty and sales tax, long term loans and current maturity & issue of shares
7. Allowances for bad debts
8. Rectification of errors, workers profit participation fund, worker's welfare fund
9. Bank margins and guarantees. Consolidated Financial Statements IAS27
10. Prepare Consolidated Income Statement and Balance Sheet of undertakings
11. Treatment in Consolidated Financial Statements of Minority interest
12. Depreciation & initial direct costs
13. Accounting for Franchises

### Recommended Texts:

1. Gupta, R.L. & Swamy, M. Radha. (2010). *Advanced Accounting*. (10<sup>th</sup> ed.). New Delhi: Sultan Chand & Sons

### Suggested Readings:

1. Barth, M. E., Landsman, W. R., Lang, M., & Williams, C. (2012). Are IFRS-based and US GAAP-based accounting amounts comparable? *Journal of Accounting and Economics*, 54(1), 68-93.

Topic	Details
Objectives	<ul style="list-style-type: none"> <li>Students will come to know about the real nature, significance and relevance of the Islamic beliefs in light of the text of the Holy Quran.</li> <li>Students will seek knowledge of translation and transliteration of the Holy Book Quran.</li> <li>To familiarize the students with the concept of Ibādah (Its significance, scope and relevance) and its types in Islam.</li> <li>Students will learn literal and idiomatic way of translation of the Holy Book.</li> <li>Students will learn about the polytheism and its incompatibility in Islam highlighted by the Holy Quran.</li> <li>To highlight the significance of learning through using all human faculties provided by the almighty Allah and familiarize the students about condemnation of ignorance mentioned in the Quranic text.</li> <li>To develop Awareness among the students about rights and duties of different circles of society in the light of Holy Quran.</li> <li>To introduce the students to Quranic Arabic grammar in practical manner.</li> </ul>
Course Contents:	<p>○ ایمانیات اور عبادات          بلا پر ایمان، فرشتوں پر ایمان، رسولوں پر ایمان، آسمان کی کتابوں پر ایمان          یوم آخرت پر ایمان، نبدی پر ایمان نماز          روزہ، زکوٰۃ، حج، جہاد          ○ معاشرے کے حقوق          • خانہ دان کی نگہبانی          • حق مہر          • رضاعت و حمل          • اوالد کو نسل کرنے کے ممانعت          • شوہر کی نافرمانی          • طالق          • بیوہ کی عدت کے احکام          • نکاح کا پینامہ ہی چا          • عورت کی وراثت (اس کے شوہر کی طرف سے)          • والدین کے حقوق          • بیویوں اور اوالد کے بیچ عداوت          ○ خاندان کے حقوق          • مہمان کی عزت          • اجازت طلب کرنے کے اصول          • مجلس کے آداب          • تعلق اور بھائی چارہ          • گروہ بندی          • محبت          • لوگوں کے درمیان صلح          • غصہ و درگزر، غصہ پر قابو اور مہربانی          • شعوب و قبائل          • لوگوں کے بیچ اخلاقیات          • حمایت و نگہبانی</p>
Grammar:	• قرآنی عربی گرامر کے اصول اور ان کے اطلاقات (من قرآنی پر اطلاق سے)



Life, its characteristics, natural science, biology and its branches; Importance of Flora & Fauna in biodiversity; Importance of Natural Compounds in daily life, medicine and human health; Latest developments in natural sciences (Biotechnology); Ecosystem and its components; Environment and its components; Pollutants and their effect on the environment (Greenhouse effect, global warming, acid rains, water pollution and ozone depletions etc); Introduction to micro-organism and its types (bacteria, fungi, viruses)

**Practical:**

- 1: Field Survey of Flora & Fauna and their identification
- 2: Study of herbarium
- 3: Study of Museum

**Recommended Texts**

1. Keddy, P.A. (2017). *Plant ecology origins, processes, consequences*. Cambridge, University Press.
2. Canadell, J.G., Diaz, S., Heldmaier, G., Jackson, R.B., Levia, D.F., Schulze, E.D. & Sommer, U. (2019). *Ecological studies*. Springer.
3. Bhat, S.V., Nagasampagi, B.A. & Sirakumar, M. (2006). *Chemistry of Natural Products*. Springer Science
4. De, A.K. (2019). *Environmental Chemistry*. New Age International Press

**Suggested Books**

1. Fath, B. (2018). *Encyclopedia of ecology*. Elsevier.
2. Ajith, H. . Urmas. P., Pastur, G. M & Iversion L. R. (2018). *Ecosystem services from forest landscapes: broadscale consideration*. 1<sup>st</sup> Edition. Springer International Publishing AG.
3. Xu, R., Ye, Y. & Zhao, W. (2011). *Introduction to Natural Product Chemistry*. CRC Press
4. Tayler, D.J., Green, N.P.O. & Stout, G.W. (1997). *Biological Science 1&2*. Cambridge University Press
5. Tayler, M.R., Simon, E.J., Dickey, D.J. & Hogan, K.A. (2020). *Campbell Biology: Concepts & Connections* (10<sup>th</sup> Edition). Pearson



This course addresses the unique entrepreneurial experience of conceiving, evaluating, creating, managing, and potentially selling a business idea. The goal is to provide a solid background with practical application of important concepts applicable to the entrepreneurial environment. Entrepreneurial discussions regarding the key business areas of finance, accounting, marketing and management include the creative aspects of entrepreneurship. The course relies on classroom discussion, participation, the creation of a feasibility plan, and building a business plan to develop a comprehensive strategy for launching and managing a new venture.

### Course Learning Objectives

1. Increase the 'entrepreneurial intentions' of the students by improving their willingness for business.
2. To understand the process of entrepreneurship and learn the ways to manage it by working individually in the class and in the form of groups outside the class to conduct field assignments.
3. To educate the students about the practical underpinnings of the entrepreneurship.

### Contents

1. **Background:** What is an Organization, Organizational Resources, Management Functions, Kinds of Managers, Mintzberg's Managerial Roles.
2. **Forms of Business Ownership:** The Sole proprietorship, Partnership, Joint Stock Company
3. **Entrepreneurship:** The World of the Entrepreneur, what is an entrepreneur? The Benefits of Entrepreneurship, The Potential Drawbacks, Behind the Boom: Feeding the Entrepreneurial Fire.
4. **The Challenges of Entrepreneurship:** Diversity in Entrepreneurship, The Power of "Small" Business, Putting Failure into Perspective, The Ten Deadly Mistakes, How to Avoid the Pitfalls, Idea Discussions & Selection of student Projects, Islamic Ethics of Entrepreneurship.
5. **Inside the Entrepreneurial Mind:** From Ideas to Reality: Creativity, Innovation, and Entrepreneurship, Creativity – Essential to Survival, Creative Thinking, Barriers to Creativity, How to Enhance Creativity, The Creative Process, Techniques for Improving the Creative Process, Protecting Your Ideas, Idea Discussions & Selection of student Projects.
6. **Products and technology, identification opportunities**
7. **Designing a Competitive Business Model and Building a Solid Strategic Plan:** Building a strategic plan, Competitive Advantage, The Strategic Management Process, formulate strategic options and select the appropriate strategies, Discussion about execution of Students' Project.
8. **Conducting a Feasibility Analysis and Crafting a Winning Business Plan:** Conducting a Feasibility Analysis, Industry and market feasibility, Porter's five forces model, Financial feasibility analysis. Why Develop a Business Plan, The Elements of a Business Plan, What Lenders and Investors Look for in a Business Plan, Making the Business Plan Presentation.
9. **Building a Powerful Marketing Plan:** Building a Guerrilla Marketing Plan, Pinpointing the Target Market, Determining Customer Needs and Wants. Plotting a Guerrilla Marketing Strategy: Build a Competitive Edge, Feed Back & Suggestions on Student Project, Islamic Ethics.
10. **E-Commerce and the Entrepreneur:** Factors to Consider before Launching into E-Commerce, Ten Myths of E-Commerce, Strategies for E-Success, designing a Killer Web Site, Tracking Web Results, Ensuring Web Privacy and Security, Feed Back & Suggestions on Student Project.
11. **Pricing Strategies:** Three Potent Forces: Image, Competition, and Value, Pricing Strategies and Tactics, Pricing Strategies and Methods for Retailers, The Impact of Credit on Pricing
12. **Attracting Venture Capitalist:** Projected Financial Statements, Basic Financial Statements, Ratio Analysis, Interpreting Ratios, Breakeven Analysis, Feed Back & Suggestions on Project,
13. **Idea Pitching:** Formal presentation, 5-minutes pitch, funding negotiation and launching.

### Recommended Texts

1. Scarborough, N. M. (2011). *Essentials of entrepreneurship and small business management*. Publishing as Prentice Hall, One Lake Street, Upper Saddle River, New Jersey 07458.

### Suggested Readings

Burstiner, I. (1989). *Small business handbook*. Prentice Hall Press.

The Civics and Community Engagement course is designed to provide students with an understanding of the importance of civic participation, culture and cultural diversity, basic foundations of citizenship, group identities and the role of individuals in creating positive change within their communities. The course aims at developing students' knowledge, skills and attitudes necessary for active and responsible citizenship.

**Learning outcomes**

After completing this course, students will be able to

- Understand the concepts of civic engagement, community development, and social responsibility.
- Understand rights and responsibilities of citizenship
- Understand cultural diversity in local and global context
- Analyze the significance of civic participation in promoting social justice, equity, and democracy.
- Examine the historical and contemporary examples of successful civic and community engagement initiatives.
- Identify and assess community needs, assets, and challenges to develop effective strategies for community improvement.
- Explore the ethical implications and dilemmas associated with civic and community engagement.
- Develop practical skills for effective community organizing, advocacy, and leadership.
- Foster intercultural competence and respect for diversity in community engagement efforts.
- Collaborate with community organizations, stakeholders, and fellow students to design and implement community-based projects.
- Reflect on personal growth and learning through self-assessment and critical analysis of community engagement experiences.

**Course Content:****Introduction to Civics & Community Engagement**

- Overview of the course: Civics & Community Engagement
- Definition and importance of civics
- Key concepts in civics: citizenship, democracy, governance, and the rule of law
- Rights and responsibilities of citizens

**Citizenship and Community Engagement**

- Introduction to Active Citizenship: Overview of the Ideas, Concepts, Philosophy and Skills
- Approaches and Methodology for Active Citizenship

**Identity, Culture, and Social Harmony**

- Concept and Development of Identity, Group identities
- Components of Culture, Cultural pluralism, Multiculturalism, Cultural Ethnocentrism, Cultural relativism, Understanding cultural diversity, Globalization and Culture, Social Harmony,
- Religious Diversity (Understanding and affirmation of similarities & differences)
- Understanding Socio-Political Polarization
- Minorities, Social Inclusion, Affirmative actions

**Multi-cultural society and inter-cultural dialogue**

- Inter-cultural dialogue (bridging the differences, promoting harmony)
- Promoting intergroup contact/ Dialogue
- Significance of diversity and its impact
- Importance and domains of Inter-cultural dialogue

**Active Citizen: Locally Active, Globally Connected**

- Importance of active citizenship at national and global level
- Understanding community
- Identification of resources (human, natural and others)
- Utilization of resources for development (community participation)
- Strategic planning, for development (community linkages and mobilization)

**Human rights, constitutionalism and citizens' responsibilities**

- Introduction to Human Rights
- Human rights in constitution of Pakistan
- Public duties and responsibilities
- Constitutionalism and democratic process

### **Social Institutions, Social Groups, Formal Organizations and Bureaucracy**

- Types of Groups, Group identities, Organizations
- Bureaucracy, Weber's model of Bureaucracy
- Role of political parties, interest groups, and non-governmental organizations

### **Civic Engagement Strategies**

- Grassroots organizing and community mobilization
- Advocacy and lobbying for policy change
- Volunteerism and service-learning opportunities

### **Social issues/Problems of Pakistan**

- Overview of major social issues of Pakistani society

### **Social Action Project**

#### **Recommended Books:**

1. Kennedy, J. K., & Brunold, A. (2016). Regional context and Citizenship education in Asia and Europe. New York: Routledge, Falmer.
2. Henslin, James M. (2018). Essentials of Sociology: A Down to Earth Approach (13<sup>th</sup> ed.). New York: Pearson Education
3. Macionis, J. J., & Gerber, M.L. (2020). Sociology. New York: Pearson Education

#### **Reference Books:**

1. Glencoe McGraw-Hill. (n.d.). Civics Today: Citizenship, Economics, and Youth.
2. Magleby, D. B., Light, P. C., & Nemacheck, C. L. (2020). Government by the People (16<sup>th</sup> ed.). Pearson.
3. Sirianni, C., & Friedland, L. (2005). The Civic Renewal Movement: Community-Building and Democracy in the United States. Kettering Foundation Press.
4. Bloemraad, I. (2006). Becoming a Citizen: Incorporating Immigrants and Refugees in the United States and Canada. University of California Press.
5. Kuyek, J. (2007). Community Organizing: Theory and Practice. Fernwood Publishing.
6. DeKieffer, D. E. (2010). The Citizen's Guide to Lobbying Congress. TheCapitol.Net.
7. Rybacki, K. C., & Rybacki, D. J. (2021). Advocacy and Opposition: An Introduction to Argumentation (8<sup>th</sup> ed.). Routledge.
8. Kretzmann, J. P., & McKnight, J. L. (1993). Building Communities from the Inside Out: A Path Towards Finding and Mobilizing a Community's Assets. ACTA Publications.
9. Patterson, T. E. (2005). Engaging the Public: How Government and the Media Can Reinvigorate American Democracy. Oxford University Press.
10. Love, N. S., & Mattern, M. (2005). Doing Democracy: Activist Art and Cultural Politics. SUNY Press.

This course provides an understanding of the tax system, the importance of taxation in business, and the mechanism of business taxation. The course provides an overview of the taxation system. Introduces with the principles of taxation law, examines in detail selected topics in Pakistan's income tax law. Develop skills in recognizing tax issues in factual situations. Enhance ability to solve tax problems through the development of skills in interpreting legislation and cases and in finding the applicable law.

### **Course Learning Objectives**

1. To develop the student's theoretical knowledge about business taxation.
2. To understand the numerical insight about business taxation.
3. To bridge the gap between industry and academia through the practical exposure.

### **Contents**

1. Introduction of taxation system in Pakistan, sources of tax law
2. Definitions in taxation, tax calculation for salary
3. Tax Calculation for business
4. Tax Calculation for property
5. Tax Calculation for other income
6. Tax Calculation for depreciation, set off of losses
7. Carry forward of losses
8. Capital value tax
9. Sales tax
10. Custom and excise duty

### *Recommended Texts:*

1. Mughal, M. M. (2018). *Income Tax Principles & Practice*. (33<sup>rd</sup>ed). London: Bloomsbury Publishing.

### *Suggested Readings*

1. Income Tax, Sales Tax and Custom & Excise Tax Acts. June 2020

This is an introductory course, with the core objective of giving an overview of the financial system globally and as it exists in Pakistan, explaining its function and importance, how it is regulated and its role in the economy. This course covers the policies, laws and regulations which govern the sector as well as the role of the regulator i.e. the State Bank of Pakistan. The course also touches upon the banking practices globally and those specific to the Pakistan.

**Course Learning Objectives**

1. To provide an overview of financial system and its operations
2. To discuss roles and responsibilities of various legal authorities
3. To understand nature and types of banking rules and regulations

**Contents**

1. Overview of the Financial System; Financial system of Pakistan and the role of State Bank of Pakistan (traditional/non-traditional functions).
2. Components of the financial system, Development and growth of financial and capital markets, Present scenario of the financial system.
3. Regulatory authorities governing the financial and capital markets; Structure of the Financial System, Money markets, Introduction and overview of the international money markets, Money markets, Money markets in Pakistan market.
4. Mutual Funds; Definition, Types of mutual funds internationally and locally, Risks involved, Performance evaluation of mutual funds, SECP regulations for mutual funds.
5. Depositories; Role and functions of a depository, Depository participants, issuers and registrars, Central Depository Company of Pakistan.
6. Capital markets; Introduction and overview of the international capital markets,
7. Types of markets, Primary Market, Secondary Market, Market players
8. Securities and Exchange Commission of Pakistan (SECP); Role, SECP Guidelines for Disclosure and Investor Protection, Corporate governance.
9. Financial Instruments; Money Market instruments, Treasury Bills, Certificates of Deposits, Bankers' Acceptances, Eurodollars, Repos and Reverse Repos, Call Money Market.
10. Capital market instruments; Fixed income instruments, Bonds/Sukuk, Municipal Bonds.

**Recommended Text:**

1. Introduction to Financial Systems and Banking Regulations 2011, Institute of Bankers, Pakistan.

**Suggested Readings:**

- Laws Relating to Financial Services, Institute of Bankers, Pakistan.

Practice and Law Banking in Pakistan, Dr. Asrar H. Siddiqi

Business and company law course develops critical thinking skills and focus on teaching the substantive legal basics of law that inform every aspect and stage of industry. The subject commences with an introduction to Pakistan's law and its legal system, including: basic jurisprudential perspectives; - legal system taxonomy, including public and private law, other families of legal systems, including the international legal system and the common law/civil law divide; the historical background and the development of the Pakistan's legal system; the roles of the courts in Pakistan. The course also aims to provide the students with a thorough knowledge of Corporate Laws and Secretarial Practices to enable them to: advise and assist the management for taking an appropriate and prompt decisions, and carry out secretarial work more effectively.

### Course Learning Objectives

4. To provide students with understanding of important elements and aspects of business and industrial laws.
5. To equip them with necessary skills and aptitude to deal successfully with the complex and challenging situations arising out of legal jargon.
6. To acquaint students with legal system of Pakistan and to familiarize the students with different mercantile laws affecting business environment.

### Contents

9. Law of contract: essentials of valid contract, performance of the contract, discharge of contract, the law of sales of goods, rights of unpaid seller against the goods, sale by auction
10. Breach of contract
11. Law governing partnership: types of partnership, essential elements of partnership
12. Registration of partnership firms, partnership becoming illegal, partnership agreement
13. Personal profit earned by partnership, Implied authority of a partnership, Dissolution of partnership, The law of negotiable instruments
14. Payment, discharge from liabilities dishonor of instrument, notice and protesting
15. Acceptance and payment for honor, factories act,
16. Industrial relations ordinances and payment of wages act
17. Introduction to Companies
18. Introduction to Corporate Law
19. Kinds of Companies and Company Courts in Pakistan
20. Securities & Exchange Commission of Pakistan
21. Formation of Company: Registration & Incorporation
22. Formation of Company: II-Company Promoters, III-Pre-Incorporation Contracts
23. IV-Memorandum of Association (MOA)
24. Articles of Association
25. Prospectus of Company – Introduction to public Subscription
26. Shares in Company, Transfer, and Transmission of Shares
27. Share Capital of Company
28. Debentures of Company
29. Company Management (Appointment of Directors, CEO, Chairman, and Secretary)
30. Company Meetings – Kinds of company meetings

31. Voting, Polling, Proxies, and Resolution
32. Company Books of Accounts and Annual Accounts
33. Dividend Declaration
34. Auditors of Company
35. Commencement of Business
36. Winding Up of Company
37. Detailed introduction to Secretarial Practices in Pakistan

*Recommended Texts:*

3. Saeed, K. A. (2013). *Mercantile and Industrial Law in Pakistan*. (2<sup>nd</sup> ed.). Karachi: Oxford University Press.
4. Baig, L. (1990). *Company Law* (3rd ed.). Lahore: Ghazanfar Academy
5. Adams, A., Caplan, S., & Lockwood, G. (2020). *Law for business students*. London: Pearson Higher Ed.

*Suggested Readings:*

2. I.R. Hashmi: *Mercantile Law-Relevant Acts and Ordinances* (Latest Edition). Karachi: Oxford University Press.
3. K. A. Saeed (2018). *Mercantile Law of Pakistan*. Lahore: Accountancy & Taxation Services Institute.

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