B. COM. PART-II

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

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

2. Organizational Plans
3. Opening & Closing
4. Legal Aspects of Business Communication
5. Business Letters
   Formats of Business letters
   Kinds: Inquiry (product, Status, Candidate); Replies to Inquiries; Order letter, Refusal to and cancellation of an order, Claim and Adjustment (Positive and Negative); Job Letter; Sales Letter; Sales Promotion Letter; Credit Application and Collection Letters.
6. Inter-Office Memos
7. Advertisements
   Job advertisement, Sales Discount Advertisement
8. Business Report
   Definition, Classification, functions, importance, preparation steps;
   Preparation of:
   1) Memorandum Report, and (2) Letter Report
9. Market Report
10. Non-Written Communication
   A) Speaking:
      i. Similarities and differences of oral and written communication;
      ii) Steps for oral presentation; and,
      iii) Delivery techniques.
   B) Listening:
      i) Definition, Difference between hearing and listening;
      ii) Reasons for poor listening; and,
      iii) Responsibilities of a good listener.
   C) Leading and Participating:
      i) Definition of Leadership;
      ii) Kinds of Leadership;
      iii) Planning Steps of Problem-solving Conference; and,
      iv) Responsibilities of a leader during Problem solving conference.
   D) Interviewing:
      i) Definition;
      ii) Responsibilities of interviewer and interviewee; and,
      iii) Interview evaluation.

Recommended Books
1. Herta A. Murphy, Herbert W. Hildebrandt, Jene P. Thomas Effective Business Communication, 7th Ed. (Mc-Graw Hill Inc.)
5. W.A.Razzaqui Business Communication Academic Commerce Publications
B. COM. PART- II
PAPER – II: PRINCIPLES OF MANAGEMENT

1. The Emergence of Business and Management Thought:
   Concept of scientific management, Human Relation and Administration, Universal functions of a Manager, qualities of a good manager.

2. Effective Decision Making:

3. The Planning Process:

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

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

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

7. The Questions of Authority. Concept of Authority in Management:
   Sources of Authority, Line, Staff and Functional Authority.

8. Know Thyself (Understanding Human Psychology)
   Basic Motives, Humanistic approach, Self actualizing person, Importance of Self Acceptance and Accurate Self Image.

9. Leadership:
   Manager as a leader. An elementary introduction to leadership theories.

10. Group Dynamics:
    Characteristics of a group, Reasons, Types and control.

11. Communications:
    Factors, Process, Noise, Media’s Philosophies or Theories of communication.

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

Recommended Books

Reference Books:
1. Amin Khalid  New Management, K.B.E Book Bank Karachi,2005
5. Syed Shoukat Ali  New Management, Rehbar Publisher’s Urdu Bazar Karachi.
1. ECONOMIC DEVELOPMENT
   a) Definition of Economic Development
   b) Distinction between Economic Growth and Economic Development.
   c) Characteristics of a Developing Economy
   d) Pre-requisites of Economic Development.

2) RESOURCES OF PAKISTAN AND THEIR ROLE:
   a) Natural Resources
   b) Human Resources
   c) Capital Resources.

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

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

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

6) FOREIGN AID AND ECONOMIC ASSISTANCE:
   Sources, Forms, Cost and benefits of Economic assistance

7) TRANSPORT AND COMMUNICATION:
   Means and their role in the Economic Development of Pakistan.

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

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

10) ECONOMIC PLANNING IN PAKISTAN:
    Objective, forms and instruments of Economic Planning with special reference to current plan in Pakistan.

Recommended Books
1 Khawaja Amjad Saeed, Economy of Pakistan, Institute of Business Management, Lahore
3 S. Akbar Zaidi  Issues in Pakistan’s Economy, Oxford University Press, 2003
Reference Books:
1) M. Saeed Nasir, Economics of Pakistan. Lahore: Imtiaz Syed Kamal Hyder Publisher, 2003
3) Govt. of Pakistan, Pakistan Economic Survey (Latest)
4) M. Aslam Development Planning in Pakistan.
5) Govt. of Pakistan The Five years Plan (Latest)
PART I: ADVANCED ACCOUNTING -60%
1. Accounting for Companies: Issuance of Shares and Bonds, Appropriation of Retained Earnings, Declaration and Payment of Dividends, Financial Statements in accordance with International Accounting Standards.
2. Accounting for Companies: Absorption, Amalgamation and Reconstruction.
3. Fund/Cash Flow and Financial Statement Analysis:
   - Fund Flow Analysis, Cash Flow Statement (Indirect Method)
5. Accounting for Installment sales under Perpetual Systems, Defaults and Repossessions, Recognition of Realized Gross Profit, Reporting of Relevant Accounts on Financial Statement.

Recommended Books

PART II: COST ACCOUNTING - 40%

Recommended Books
5. S. Qavi Ahmed, Cost Accounting, Latest edition, Latest Year
B.COM.PART-II
PAPER-V: BUSINESS AND INDUSTRIAL LAW

BUSINESS LAW- 70 MARKS
I. Law of Contract

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

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

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

V. Securities
A brief Introduction of Mortgages, changes and Hypothecation.

VI. Carriage of Goods.

INDUSTRIAL LAW- 30 MARKS
I. The Factories Act
Definitions, certifying surgeon and inspector, their powers and duties, provisions relating to Health, safety and welfare, hours of work and holidays, special provisions regarding employment of women and children/Adolescent.

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

III. Workmen’s Compensation Act
Meaning of the terms Accident and arising out of and in the course of Disablement, Employer’s liability, when Employer is not liable to pay compensation.

Reference Books:
Khawaja Amjad Saeed, Mercantile Law of Pakistan, Accountancy & Taxation Services Institute, Lahore. (Latest Ed.)
Khalid Mahmud Cheema, Business Law, Syed Mobin Mahmud Co. Lahore, Govt. of Pakistan. Relevant Acts and Ordinances (Latest Ed.)
W.A.Razzaqui  Business and Industrial Law Academic Commerce Publications

Recommended Books
B.COM. PART-II
OPTIONAL (A) PAPER-VI: AUDITING AND INCOME TAX LAW

Section “A”: AUDITING  MARKS 60
I. Origin of auditing definition of auditing, Scope of audit, limitations of audit.
II. Audit and investigation.
III. Qualities of an auditor, objects of an audit.
IV. Types of audit according to organization structure:-
   statutory audit, private audit, Government audit, Internal audit, from practical point of view:-
   Annual or Final audit, Balance sheet audit, Partial audit, Interim audit, Management audit.
V. Audit Program, advantages of audit program.
VI. Audit working papers, purposes of working papers, Characteristics of good working papers,
    Ownership of working papers. VII. Evidence in auditing, Types of evidence, difficulties in the
    collection of audit evidence.
VII. Audit technique, Types of audit technique, Audit techniques and related audit evidence, Audit
    standards and procedures, Commencement of audit, Appointment, rights, duties and liabilities of
    auditor.
VIII. Internal control Features of effective internal control, Auditor’s interest in internal control, Divisible
    profit, Effects of wrong calculation of profit.
IX. Auditor’s report, Clean and Qualified audit report.

SECTION “B”: INCOME TAX LAW  40 MARKS
Introduction, Income Tax authorities, self assessment scheme, income exempt from tax, Computation of total /
    taxable income and tax payable of an individual salaried person income, including rental income from
    property.

Recommended Books SECTION “A”
    Illinois.

Recommended Books SECTION “B”
1. Khwaja Ajmal Saeed, Income Tax Law, with Practical Problems. Accountancy and Taxation Services
    Institute P.O.Box 1164 (Latest – Edition). (latest year)
B. COM. PART - II

Optional (B) PAPER –VI: INTRODUCTION TO COMPUTER APPLICATION IN BUSINESS

1. Introduction to Computer and Data Processing:
   Digital and Analog Computers, Desk top and Lap-top Computers, Number System, ASCII and EDCDIC Codes.

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

3. Computer Software:

4. Introduction to Data Processing:
   Definition, Analog and digital transmission, modes of data transmission, Modulation / Demodulation, Communication channels, Network topologies.

5. Office Automation Applications:
   Word Processing Spread Sheet, E-mail, Voice-mail, FAX, Desk-top publishing internet etc.

6. Computer Based Information Systems:

Recommended Books
1. Robert A. Szymanski, Introduction to Computer & Information System

B. COM. PART – II

Optional (C) PAPER – VI: PRINCIPLES OF MARKETING

2. Environment and Information System: Micro and Macro roles; Responding to the marketing environment. Marketing information system and research process.
10. Services Marketing: Nature and importance of services, marketing strategies for service firms.

Recommended Books
B. COM. PART – II
Optional (D) PAPER – VI: PRINCIPLES OF INSURANCE

1. Risk, its treatment, Fundamentals.
5. Insurance Contract/Policy.
7. Government regulation for insurance industry.

Recommended Books
1. Pakistan Insurance Act 1993 as amended to date.
3. Chartered Insurance Institute London, Elements of Insurance (latest year)

B. COM. PART – II
Optional (E) PAPER – VI: BANKING AND FINANCE

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

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

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

Central Banking:
Nature objects and functions of a central Bank. The constitutions and functions of State Bank of Pakistan as Government Banking Agent and Controller of Credit.

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

Islamic Modes of Financing:

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

Recommended Books
3. Saeed Nasir  Money Banking and Credit, Imtiaz Publishers Lahore. (latest year)
7. Ziauddin Ahmed Money and Banking in Islam, International Centre for Research in Islamic Economics, KingAbdul Aziz University, Jeddah. (latest year)