UNIVERSITY OF KARACHI

REVISED SYLLABI 2006

BACHELOR OF COMMERCE
(B.COM. DEGREE)

FIRST STEP IN YOUR BUSINESS CAREER

Published by
Registrar
University of Karachi
Students enrolled in 2005 shall be examined according to revised syllabus.
IMPORTANT NOTES

i) B.Com. (Two years degree course) will consist of Part-I and Part-II

ii) Part-I will have Six papers of 100 Marks each.

iii) Part-II will have Six papers (including one optional) of 100 Marks each.

iv) The compulsory subject of Islamic Studies and Pakistan studies shall be of 100 Marks with the following distributions.

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

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

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

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

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

<table>
<thead>
<tr>
<th>Scheme of Studies:</th>
<th>Marks</th>
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<tbody>
<tr>
<td>1. Paper I Islamic Studies/Ethics and Pakistan Studies</td>
<td>100</td>
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<td>2. Paper II Functional English (Compulsory)</td>
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<td>3. Paper III Introduction to Business</td>
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<td>4. Paper IV Principles of Accounting</td>
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<td>5. Paper V Business Mathematics and Statistics</td>
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<td>6. Paper VI Economic Analysis and Policy</td>
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<td>e) Banking and Finance</td>
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B. COM. PART-I

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

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

Books Recommended:

1. Abdul Qayyum Natiq

2. Abdul Qayyum Natiq

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

4. Prof. Mufti Munib Ur Rahman
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.**

2. Titus, H.H.  **Ethics for Today.**

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.**

6. Sayeed, S.M.A.(Tr.)  **Ta’aruf-e-Akhlaqiat.**
Karachi: BCC&T, Karachi University of Karachi
B. COM. PART-I

PAPER-I(Section B): PAKISTAN STUDIES

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

BOOKS RECOMMENDED:

1. I.H.Qureshi  
   **Short History of Pakistan.**
   Vol. IV, University of Karachi.

2. J.Hussain,
   **History of the People of Pakistan.**
   Oxford University Press. (Latest Edition)

3. Govt. of Pakistan
   **Economic Survey of Pakistan.**
   (Annual)

4. S.Akbar Zaidi
   **Issues in Pakistan’s Economy**

5. Gul Shahzad  
   **Pakistan studies,** Qamar Kitab
   Sarwar  
B.COM. PART-I

PAPER – II: FUNCTIONAL COMPULSORY ENGLISH

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

Specific Objectives:
A. Listening/Speaking Skills
To develop the ability to:
a. Comprehend spoken English inside and outside the classroom.
b. Express ideas/opinions on topics related to student’s lives and experiences.

B. Reading (Comprehension) Skills
To enable the students to read a text:
a. To identify main idea/topic sentences.
b. To find specific information
c. To distinguish between relevant and irrelevant information
d. Prediction
e. Recognizing and interpreting cohesive devices.(link words)
f. Recognizing and interpreting the tone and attitude of the author.
g. Interpreting charts and diagrams.
h. Recognizing and interpreting the rhetorical organization of a text.
i. Distinguishing between facts and opinions.

C. **Vocabulary Building skills**
   a. To guess the meaning of unfamiliar words through:
      I. Context clues
      II. Prefixes and suffixes
      III. Idioms and phrasal verbs
      IV. Logical connectors
   b. To develop the ability to use a dictionary to:
      I. Find out meaning of different words.
      II. Check spellings
      III. Check/find pronunciation of unfamiliar words.

D. **Writing Skills**
   To be able to write:
   a. Formal and informal letters
   b. Job applications and curriculum vitae
   c. Summaries
   d. Paragraphs and Essays
   e. Punctuation

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

**Reading Text**
Grammar and Composition
BUSINESS:


FORMS OF BUSINESS ORGANIZATIONS:

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

JOINT STOCK COMPANY:

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

COMBINATION:

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

MARKETING:


CAPITAL MARKET:

**MAKING GOODS AND SERVICES AVAILABLE:**

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

**INSURANCE AND BUSINESS RISKS:**

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

**PERSONNEL MANAGEMENT:**

An introduction to Human Resources Management – Importance and Application.

**INTERNATIONAL BUSINESS:**


**RECOMMENDED BOOK:**


**REFERENCE BOOKS:**


5. Nisar-Ud-Din, Business Organization, National Publisher, Karachi 2003

B.COM. PART-I

PAPER-IV: PRINCIPLES OF ACCOUNTING

1. Field of Accounting, Accounting Terminology, Principles and Concepts, Introduction to Accounting Standards, Accounting Equation (Balance Sheet Equation).


5. Cash Control:- Bank Reconciliation Statement and Voucher System.


7. Inventory Valuation:- Periodic System and Perpetual System: Methods FIFO, LIFO, Average Methods, Gross profit and Retail Price.


**REFERENCE BOOKS:**

B.COM. PART-I

PAPER-V: BUSINESS MATHEMATICS AND STATISTICS

INSTRUCTION: PAPER Consists of THREE Sections
Attempt TWO questions from SECTION A from THREE questions.
Attempt TWO questions from SECTION B from THREE questions.
Attempt TWO questions from SECTION C from FOUR questions.

SECTION: A

BUSINESS MATHEMATICS  

(20 MARKS)

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

2. CALCULUS

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

SECTION: B

ELEMENTARY STATISTICS  

(40 MARKS)

1. INTRODUCTION
Definition, scope limitation of statistics. Collection of primary and secondary data. Presentation of Data; Frequency distribution,
cumulative and relative frequencies Simple and composite diagrams, Pie diagram, Frequency Polygon, frequency curves. Histogram and ogive.

2. MEASURES OF CENTRAL TENDENCY
All the measures of central tendency and their properties including quartiles, deciles and percentiles, Graphical Determination median and quartiles.

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

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

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

SECTION: C
PROBABILITY & STATISTICAL INFERENCE (40 MARKS)

1. COUNTING TECHNIQUES
Fundamental Principle. Permutation and combination.

2. PROBABILITY
Introduction, set theory, sample space, events. Equally likely, mutually exclusive, exhaustive, independent and dependent events. Addition and Multiplication laws of probability, conditional/ probability, Mathematical expectation (only concept of mean).
3. PROBABILITY DISTRIBUTIONS
Random variable, Binomial, Poisson, Hyper Geometric and Normal distributions.

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

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

BOOKS RECOMMENDED
i) Mr. Hamid A. Hakim  
Business Mathematics: 5th Edition  

ii) Mr. S. Khurshid Alam  
Business Mathematics, 8th Edition  

iii) Mr. Frank S. Budnick  

iv) Mr. Hamid A. Hakim  
Introductory Statistics for Economics and Management: 5th Edition  

v) Mr. Shahid Jamal  
vi) Mr. S. Khurshid Alam
Karachi:

Statistics Concept and Methods.

vii) Mr. Ronald E. Walpole
(Latest Edition).

Introduction to Statistics, 2nd Ed.
1. INTRODUCTION

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

2. CONSUMER’S BEHAVIOUR ANALYSIS

a) Demand, function and functional equations of Demand.

b) Elasticity of Demand, Significance, Methods of Measurement and its kinds.

c) Consumer’s Equilibrium – Cardinal and Ordinal approaches.

3. THEORY OF PRODUCTION

a) Factors of Production and their relative importance.

b) Firm and Industry.

c) Laws of Returns and Returns to Scale.


e) Least cost factor combination.

f) Production possibility curve.

4. MARKET

a) Definition and brief classification.

5. FIRM’S COST AND REVENUE ANALYSIS

6. PRICE AND OUTPUT DETERMINATION OF A FIRM AND INDUSTRY UNDER:
a) Perfect competition.
b) Monopoly.
c) Oligopoly.
d) Monopolistic competition.

MACRO ECONOMICS (PART B) (40 MARKS)

1. NATIONAL INCOME

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

d) Cross-Section analysis and time series analysis of consumption.

2. DETERMINATION OF INCOME & EMPLOYMENT

b. Kinds of un-employment.
c. Determination of Equilibrium level of National Income.
e. Inflationary and Deflationary gap.

3. TRADE CYCLES

4. MONETARY POLICY AND FISCAL POLICY
ECONOMIC SYSTEMS (PART C)  (20 MARKS)

a. Definition.
b. Central Problems of an Economy

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

BOOKS RECOMMENDED


4. J.K. Eastham An Introduction to Economic Analysis, English University Press Ltd. (latest year)


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B.COM. PART-II

PAPER – I: BUSINESS COMMUNICATION

1. COMMUNICATION

2. ORGANIZATIONAL PLANS

3. OPENING AND CLOSING

4. LEGAL ASPECTS OF BUSINESS COMMUNICATION

5. BUSINESS LETTERS

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

6. INTER-OFFICE MEMOS

7. ADVERTISEMENTS
Job advertisement, Sales Discount Advertisement

8. BUSINESS REPORT

Definition, Classification, functions, importance, preparation steps;
Preparation of:
1) Memorandum Report, and (2) Letter Report

9. MARKET REPORT

10. NON-WRITTEN COMMUNICATION

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

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


D) Interviewing: i) Definition, ii) Responsibilities of interviewer and interviewee, 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
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 Labour, Delegation of Authority, Centralized Vs Decentralized, Organization structure, Span of Control.

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

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

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

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

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

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

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

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

RECOMMENDED BOOKS:


REFERENCE BOOKS:

1. Amin Khalid  
   New Management, K.B.E  
   Book Bank  Karachi, 2005

2. Dapt, Richad L.  
   Management, 4th Ed.  Fort Worth, The Dryden.

3. Peter Druckerr F.  
   An Introduction View of Management  
   Hamper’s College Press  New York, .

4. Khursheed H. Siddiqui  
   Introduction to New Management, 2nd Edition  

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:**

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

**RECOMMENDED BOOKS**

1) Khawaja Amjad *ECONOMY OF PAKISTAN*
Saeed Institute of Business Management, Lahore

2) Waqar Ahmed & Rashid Amjad

THE MANAGEMENT OF PAKISTAN ECONOMY
Oxford University Press, 1947-82.

3) S. Akbar Zaidi

ISSUES IN PAKISTAN'S ECONOMY, Oxford University Press, year 2003

REFERENCE BOOKS:

1) M. Saeed Nasir, ECONOMICS OF PAKISTAN, Lahore: Imtiaz Syed Kamal Hyder Publisher, year 2003

2) Abdul Haleem Khawaja


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.


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:


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 labour courts, strike and lockout.

III. **WORKMEN’S COMPENSATION ACT**

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

**REFERENCE BOOKS:**


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


RECOMMENDED BOOKS:


Section A  AUDITING  MARKS 60

I. Origin of auditing definition of auditing, Scope of audit, limitations of audit.

II. Audit and investigation.

III. Qualities of an auditor, objects of an audit.

IV. Types of audit according to organization structure:- statutory audit, private audit, Government audit, Internal audit, from practical point of view:- Annual or Final audit, Balance sheet audit, Partial audit, Interim audit, Management audit.

V. Audit Program, advantages of audit program.

VI. Audit working papers, purposes of working papers, Characteristics of good working papers, Ownership of working papers.

VII. Evidence in auditing, Types of evidence, difficulties in the collection of audit evidence.

VIII. Audit technique, Types of audit technique, Audit techniques and related audit evidence, Audit standards and procedures, Commencement of audit, Appointment, rights, duties and liabilities of auditor.

IX. Internal control Features of effective internal control, Auditor’s interest in internal control, Divisible profit, Effects of wrong calculation of profit.
X. Auditor’s report, Clean and Qualified audit report.

SECTION “B”
INCOME TAX LAW 40 MARKS

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

RECOMMENDED BOOKS SECTION “A”


RECOMMENDED BOOKS SECTION “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. COMPUTER BASED INFORMATION
SYSTEMS; MIS, Accounting Information System, Decision Support System (DSS), Export System (ES).

BOOKS RECOMMENDED:

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


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.


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


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

**RECOMMENDED BOOK:**

1. Stanton, William J and Walker Brach  
**Fundamentals of Marketing**,  

**REFERENCE BOOKS:**

1. Kotler, Philip & Amstrong,  
**Principles of Marketing** 6th Ed.  

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

3. Etze, Walker, Staton,  
**Marketing**, 6th edition New York, McGraw Hill, USA,  
(latest year)
PAPER – VI: PRINCIPLES OF INSURANCE

2. Risk, its treatment, Fundamentals.


6. Insurance Contract/Policy.

7. Conditions Warranties.

8. 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 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:

1. Israr H. Siddiqi  

2. Samuelson P.A.  

3. Saeed Nasir  
   Money Banking and Credit, Imtiaz Publishers Lahore. (latest year)

4. Shahid Siddiqui  

5. Khurshid H. Siddiqi,  

6. Roger LeRoy Miller  
   Modern Money and Banking 3rd Ed. (Relevant Part) Mc David D. Vanhoose Graw Hill.1985

7. Ziauddin Ahmed  
   Money and Banking in Islam, International Centre for Research in Islamic Economics, King