

NOTIFICATION

A meeting of the Board of Studies of Commerce regarding the reduction of Syllabi of degree classes on 4-3-2021 as per directives of the competent authority on special request to the concerned college Professors / Teachers.

All members of the Board of Studies agreed to reduce / omit the selected chapters / topics for upcoming B.Com Annual Examinations-2020 in view of limited number of classes owing to the closer of colleges during COVID-19 pandemic.

The concerned Chairperson, Head Examiners and Controller of Examinations mutually agreed upon the enclosed syllabi that will be included for the up-coming B.Com. (Part-I and Part-II) Annual Examinations-2020 which are likely to begin in March, 2021

All Principals, Head Examiners, Co-Examiners are requested to sure not to include the suggested omission from the subjects / topics in their question papers.

Chairperson, Department of Commerce
Head of the Board of Studies

Syllabi for upcoming B.Com. Annual Examinations-2020

B.COM. PART-I

PAPER: **ISLAMIC STUDIES**

- 1. The Holy Quran**
The revelation of Ayat or the Verses.

- 3. Surah Furqan**
Introduction and text of the Holy Quran

- 4. Hadith and Sunnah of the Holy Prophet (PBUH)**
Meaning and definition.

- 6 Text of Hadith.**
Second Ten Hadith from Text Book

- 7. Monotheism**
 - 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. Jihad — with knowledge, sword, wealth and with selves.**

- 13. Study of the pure life of the Holy Prophet Madani life.**

Syllabi for upcoming B.Com. Annual Examinations-2020

B.COM. PART-I

PAPER: **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.
7. Economic Progress of Pakistan from the 1970s, to date.

Syllabi for upcoming B.Com. Annual Examinations-2020

B.COM. PART-I

PAPER: FUNCTIONAL 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.

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
- IV. Voice (Active & Passive)
- V. Direct to Indirect/Reported Speech
- VII. Conditionals

Syllabi for upcoming B.Com. Annual Examinations-2020

B.COM. PART-I

PAPER: INTRODUCTION TO BUSINESS

BUSINESS:

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

FORMS OF BUSINESS ORGANIZATIONS:

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

JOINT STOCK COMPANY:

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

COMBINATION:

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

MARKETING:

Basic concepts, importance, product life cycle. Channels of distribution for consumer and industrial Good sales promotion and advertising, Ware housing, Wholesaling and Retailing. Middlemen-Role and classification.

CAPITAL MARKET:

Financing by leasing.

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.

INTERNATIONAL BUSINESS:

Types of Tariffs. Concept of Balance of Trade and Balance of Payment. Nature, objectives and role of Multinational companies in developing countries.

Syllabi for upcoming B.Com. Annual Examinations-2020

B.COM. PART-I

Paper: PRINCIPLES OF ACCOUNTING

3. Period End Adjustment: Accruals, Pre-Payments, Unearned Depreciation, Uncollectible, Inventory, Closing Process, and Reversing Entries.
4. Preparation of Worksheet, Income Statement and Balance Sheet.
5. Cash Control:- Bank Reconciliation Statement and Voucher System.
6. Accounting for Accounts Receivable: Income Statement and Balance Sheet Approach, Analysis and Aging of Accounts Receivable, Allowance Method for Making Provisions, Write Off and Recovery of Accounts Receivable, Advance from Customers.
7. Inventory Valuation:- Periodic System and Perpetual System: Methods FIFO, LIFO, Average Methods, Gross profit and Retail Price.
8. Depreciation — Methods Straight Line, Units of Output, Working Hours, Sum of the Years Digits and Fixed Percentage on Declining Balance, Addition, Revision of Life, Disposal and Exchange
9. Partnership Accounting, Admission, Retirement / Death

Syllabi for upcoming B.Com. Annual Examinations-2020

B.COM. PART-I

Paper: **BUSINESS MATHEMATICS AND STATISTICS**

SECTION - A

1. COORDINATE GEOMETRY

Distance between two points, slope of a straight line, Equations of straight line.

3. MATRICES AND DETERMINANTS.

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

SECTION: B

ELEMENTARY STATISTICS

1. INTRODUCTION

Frequency distribution, cumulative and relative frequencies.

2. MEASURES OF CENTRAL TENDENCY

A.M., Median, Mode

3. MEASURES OF DISPERSION

Range, Mean deviation from mean, standard deviation variance.

4. REGRESSIONS AND CORRELATION

Linear regression models (two variables) / estimation and forecasting. Co-efficient of correlation and its properties..

5. INDEX NUMBER

Special type of index numbers (Laspeyre, Passche, Fisher and Marshall Edgeworth).

SECTION: C

PROBABILITY & STATISTICAL INFERENCE

1. COUNTING TECHNIQUES

Permutation and combination.

2. PROBABILITY

Introduction of probability, Sample Space, Events. Equally likely, Mutually Exclusive, Independent events and their probability.

3. PROBABILITY DISTRIBUTIONS

Random variable, Binomial

4. SAMPLING

Concept of finite and infinite population. Sampling distribution of mean numerical proof of $E(\bar{x}) = \mu$

5. STATISTICAL INFERENCE

Interval estimation of mean large and small samples. Null and Alternate Hypothesis. Test concerning mean for large and small samples (z and t tests).

Syllabi for upcoming B.Com. Annual Examinations-2020

B.COM. PART-I

Paper: ECONOMIC ANALYSIS AND POLICY

Section – A (Micro Economics)

1. Introduction:

Micro and Macro Approach to Economic Analysis

2. Consumer Behaviour

- 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

- c) Laws of Returns and Returns to Scale.
- d) Production function – ISO – quant and Iso – Cost Curves.
- e) Least of factor combination

4. Market

Definition and brief classification

5. Firms; Cost and Revenue analysis

6. Price and Output Determination of a firm and industry under:

- a) Perfect Competition
- b) Monopoly
- d) Monopolistic Competition

Section – B (Macro Economics)

1. National income

- a) Definition, concept and its significance
- b) Methods of Computing national Income
- c) Determinants of National Income
 - (i) Consumption and consumption functions, its determinants
 - (ii) Saving, propensity to save and factors determining saving.
 - (iii) Investment – meaning, kinds and its determinants – MEC and rate of interest.

2. Determination of Income & Employment

- c) Determination of Equilibrium level of National Income
- f) Multiplier Doctrine, Acceleration Principle and Interaction of Multiplier and Acceleration

4. Monetary Policy and Fiscal Policy

Section – C (Economics Systems)

- a) Definition
- b) Central problems of an Economy
- c) Different Economics Systems – Capitalism, Socialism mixed Economy and Islamic Economics System – their merits and de-merits and Criticism.
- d) Comparative Study of Different Economic System