

Syllabus

for

M. Com.

(I and II)

(2012 and onward)



Government College University

Faisalabad.

www.gcuf.edu.pk

M.COM (PART 1)

Paper 1: Management, Human Resource Management, and Strategic Management

A- MANAGEMENT

Introduction To Managers And Management: What is management and what do managers do?, Defining management, Managerial functions, Management roles, Management skills, History of management.

Organizational Culture And Environment: The manager: Omnipotent or Symbolic?, The organization's culture, The environment, Defining the environment, The specific environment, The general environment, Influence on management practices.

Decision Making: THE ESSENCE OF MANAGERS JOB: The decision making process, the rational decision maker, Decision Making styles, Group decision making.

Planning: The foundation of planning, the definition of planning, Purposes of planning, Types of plans

Contingency factors of planning, Objectives: the foundation for planning, Multiplicity of objectives, Real versus stated objectives, Traditional objective setting, Management by objectives.

Organizational Structure and Design: Defining organization structure and design, Building the vertical dimension of organizations, Building the horizontal dimension of organizations, The contingency approach to organization design, Application of organization design.

Motivation: Motivating employees, What is motivation?, Early theories of motivation contemporary issues in motivation, From theory to practice: suggestions for motivating employees.

Leadership: Managers vs. leaders, Trait theories, Behavioral theories, Contingency theories, Contemporary issues in leadership.

Controlling: Foundation of control, what is control? The importance of control, the control process, Types of control, Qualities of effective control, the dysfunctional side of control.

Communication: Communication and interpersonal skills, Understanding communication, Communication styles of men and women, Feedback skills.

B- MANAGEMENT POLICY

Introduction To Strategic Management: Definition, Characteristics, Strategy and its nature, Strategic management model.

Mission and Objectives: Mission, Definition and nature of mission, Components of mission, Significance of mission, Objectives, How objectives can be established, Types of objectives, Not managing by objectives.

Environmental Analysis: How environment can be analyzed? PEST analysis, Structural analysis of the business, Porter five forces industrial analysis model.

Significance of Mission Statement:

Strategy Options: What is strategy? And it's nature? Center types of strategies, Integration strategies, Diversification of strategies, Defensive strategies, Porter's generic strategies, internal analysis, Resource audit/internal audit, SWOT analysis.

Strategic Analysis And Choice: Process of comprehensive strategies formulation, Framework, Input stage, Matching stage, Space matrix, BCG Matrices.

Strategies Implementation and Evaluation: Factors affecting the S. Implementation process.

C- Human resource management

The Personnel Function: Terminology, Why do personnel work? Staff role of the personnel department, Personnel (Human Resources) functions.

Job Design And Analysis: Job design, Job information and personnel management, Analyzing jobs-obtaining job information, Functional job analysis, Administration of job analysis program.

Human Resource Planning: Reasons for human resource planning, the planning process.

Recruitment and Selection/ Testing and Interview: Labor market consideration, Recruitment and selection policy issues, the employment process, Sources of people, the selection of process.

The Selection Procedure: Testing interview.

Miscellaneous: Union management, Equal employment opportunity, Health and safety

RECOMMENDED BOOKS: (MANAGERIAL POLICY)

1. Exploring corporate strategy by Johnson's and Scholes
2. Competitive strategy by Michael E.Porter
3. Competitive advantage by Michel E.Poter
4. Strategic management by Devid

Paper II: Quantitative Techniques in Business

A- Business Statistics

- 1- **Introduction to Statistics:** Descriptive Statistics and Inferential Statistics. Data Arranging, Using Data Array and the frequency distribution and presentation of data by various means like Histogram, Frequency Polygon, Bar Diagram etc. Measures and uses of Central Tendency, and dispersion: Arithmetic Mean, Weighted Mean, Simple Mean, Geometric Mean, and Median and Mode, Range, Inferential Range, Variance, Standard Deviation, Mean Absolute Deviation, Co-efficient of Variation and Co-efficient of Skewness.
- 2- **Index Number:** Definition, Types of Index Number like Price Index and Quantity Index, Weighted Aggregate Index, Average of Relatives Method, Consumer Price Index Numbers and their application.
- 3- **Simple Regression and Correlation:** Types of relationship, scattered diagram, estimation using the regression line, using the estimation equation for a straight line. The method of least square. The Standard Error of Out male, Correlation analysis, the co-efficient of determination, the co-efficient of correlation.
- 4- **Time Series and Forecasting:** Components of time acrion data, their analysis by traditional method like least square, moving average, measurement of forecasting errors.
- 5- **Introduction to Probability:** Definition and some basic concepts in probability. Probability Rules, probability under conditions of statistical independence and statistical dependence. Bay's theorem. Introduction to probability distribution and simply use of expected value in decision making under uncertainty.
- 6- **Introduction to sampling:** meaning and objective of sampling, methods of sampling (simple random sampling, systematic sampling, cluster sampling), Introduction to sampling distribution, concepts of standard error of sampling from normal population. The central limit theorem.
- 7- **Chi-square:** Introduction to Chi-Square. Chi-Square as a test of independence. Chi-Square Distribution, Chi-square as a test for goodness of fit. Testing the appropriateness of a distribution using Chi-square goodness of fit test.

B- Business Mathematics:

- 1- **Algebra of functions:** Mathematical functions and their graphical representation. Some commonly known functions like linear, quadratic, logarithmic, exponential, hyperbolic and parabolic functions and application of these functions in business.
- 2- **Mathematics of Finance:** Simple and Compound Interest, Annuities, Arithmetic and Geometric progressions, Bank Account Balances, Depreciation Methods, Capital Budgeting and Stock Valuation.

- 3- **Simultaneous Equation:** System of Simultaneous equations and their applications. Solution of simultaneous equations by graphical, elimination and substitution methods.
- 4- **Matrix Algebra:** Introduction and types of matrices, Matrix Operations like addition and multiplication, inverse of a matrix.
- 5- **Differential Calculus:** Measuring Derivatives, development of derivative rules for constant function, power function, quotient function and function of a function. Use of derivative in the determination of the maximum and minimum of a function.

BOOKS RECOMMEND:

- 1) Statistics for management by Richard L. Levin and David D. Ruben, latest edition.
- 2) Mathematics for modern management by Sherman Chorttiner.
- 3) Mathematics for finance by A.H. Mirza.
- 4) Business statistics when and why by Richard Lacava
- 5) Mathematic for Business by Budnick. cial plan

Paper III: Financial Management and Analysis of Financial Statements

A- Goals and functions of Finance.

Operating Environment of a firm. Financial Statements, depreciation and cash flows. Financial planning. Time Value of Money, Risk and Return, Valuation of Securities, Long Term Investment Decision, Capital Budgeting under certainty and uncertainty. Cost of Capital, Leverage and Capital Structure. The management of working capital, cash and marketable securities. Banking, common stock and dividend policy, Preferred stock, leasing, convertibles, warrants and options

B- Analysis of Financial Statements:

Introduction, Balance Sheet, General Principles, Balance Sheet; Current Assets, Non-Current Assets, Liabilities and Owner's Equity, Statement of Income, retained Earnings and Owner's Equity. Comparative Financial Statements, Trend, Percentages and Common Size Statements. Sources and uses of working capital. Statement of changes in Financial conditions. Ratio Analysis – Short-Term and Long-term from different interested parties view point.

BOOKS RECOMMENDED:

1. Financial management-Policy by James, C.Van Horne. Latest Edition
2. Fundamentals of Financial Management by Brigham and Houston
3. Principles of managerial finance by Lawrence J.Gitman

Paper IV: Business Communication

Business English Basics: Following topics will be covered:

Use of Dictionary, Focus on Listening and Speaking Skills, Vocabulary – Building (Greek and Latin roots, Orthography), Writing (Inductive and Deductive Outlining, Description, Classification, Resume, Job Application etc.), reading (Skinning, Scanning, Speed reading, Rendering for the main idea etc.).

Business Communication: Communication foundation, International Business Communication, Using words effectively, using the techniques of style, organizing and dictating message, writing about the routine and pleasant, writing about the unpleasant. Writing to persuade, writing about employment, speeches, oral reports and process and research methods, preparing memorandums, planning and organization formal reports, preparing short reports.

BOOKS RECOMMENDED

1. Betty, R.R Business communication system & application, John Willey.
2. Pdearee, C.G.& Figgins, R. Principles of business communications comprehension approach, Johan Willey.
3. Farman, J. Business Communication and Technical writing. McGraw Hill.
4. Murphy. Effective Business Communication, McGraw Hill.
5. Hcukin, TN. & Olsen LS, Technical writing and professional communication, McGraw Hill.
6. Business English Basics by Ruth Moyer.
7. Principles of Business Communication by Ronald E. Dulak and John S. Fieden

Paper V: Economic Analysis and Managerial Economics

A- **Economic Analysis:** The course is divided into two major areas and the topics in each area are as follows:

Macro Economics: Economics – Definition and basic concepts. Micro vs Macro Economics, Demand and Supply – Basic Definitions. Consumer behavior, Utility and Indifference Curve Approaches. Demand Analysis. Producer Behavior and cost theory. Supply analysis. Market structure and equilibrium under perfect competition, monopolistic competition, monopoly and oligopoly.

Macro Economics: National Income – Meaning and Measurement. Inflation, deflation and stagflation. Devaluation, Balance of Payment and Business Cycle. Money Banking and Rate of interest. Current Economic Issues, Events and Problems.

Managerial Economics: Definition, introduction and scope. Demand concepts for design making, demand estimation and forecasting, basic Pricing Theories, Pricing decision for established and new products, competitive bids. Decision making under risk and uncertainty.

BOOKS RECOMMENDED:

1. Micro economics theory by Ferguson and Gauld.
2. Micro economics by A. Koutsoyiannis.
3. Economics by Samuelson.
4. Economics by Stonier and Hague.
5. Basic economics by Dyal.
6. Economics by Mckenzie
7. Micro economics by Mc Connell and Bruel.
8. Economics “ An introduction to analysis and policy” by G.L Bach.
9. Sue, Managerial economics, McGrew Hill.
10. Darr Managerial economics
11. Keat, R and young, P. Managerial economics, Macmillan, New York.

Paper VI: Accounting for Decision Making

Corporation Accounting:

- 1- **Accounting Cycle**
- 2- **Corporation Contributed Capital:** Formation of Corporation, Characteristics of Capital Stock, Features of Equity Securities, Stock Issuance, Re-Acquisition of Stock, Convertibles and Preferred Stock.
- 3- **Corporation Retained Earnings:** Nature of Dividends, Type of Dividends, Stock Splits, Appropriation of Retained Earnings.
- 4- **Corporation Earning Per Share:** Significance, Calculation of EPS, Capital Structure Effects on Computation of EPS. Computing EPS for a simple and complex capital structure. Securities and Purchase Contract. Basic Effects on EPS. EPS Primary and Diluted, Additional Issues in EPS Computations.
- 5- **Long Term Liabilities:** Nature of Bonds, Bond Prices, Issuing Bond Payable, Adjusting Entries, Effective Interest, Methods of Amortizing Bond Premium and Discounts, Retirement of Bonds Payable, Convertible Bonds, Current Portion of Long Term Liabilities, Mortgage Notes Payable, Advantages of Financing operations with both bonds vs stock off-balance sheet financing.
- 6- **Investment & Accounting for International Operations:** Accounting for Investment, Stocks Prices, Investment in Stocks, Investment in Bonds and Notes.
Accounting for International Operations: Economic Structures and their impact on International Accounting, Accounting for International Transactions. Hedging – A strategy to avoid Foreign Currency Transaction Losses.
- 7- **Accounting for Leases:** Basic Lease Accounting Issues, Accounting for Operating and Capital Leases, Special issues in accounting for capital leases.
- 8- **Financial Reporting and Changing Prices:** Effects of changing prices on historical cost and financial statements.
- 9- **Accounting for Research and Development Activities:** Definition, R & D costs, Accounting Treatment, Amortization of R & D costs, disclosure requirements.
- 10- **Accounting for Income Taxes:** Tax Accounting Methods, Deferral Tax Asset and Liability Method, Timing and Permanent Differences. Disclosure in the financial statements.
- 11- **Accounting for Government Grants & Disclosure of Govt. Assistance:** Definition, Revenue Based Grants, Standard Practice for Grants relating to assets and grants relating to income. Repayments of Grants, Disclosure in Financial Statements.

RECOMMENDED BOOKS.

- Accounting(3rd edition) by Horngen, Harrison and Robinson
- Accounting principles (5th edition) Harrmason, Edwards and Mather.

- International Accounting(Revised Edition) by Thomas r Dyeman, Roland E.Dukes, Charles J.Davis.
- International accounting(7th edition) by Welsch, Newman, and Zlatkovic.
- International accounting standards, issued by international accounting standards committee.

Paper VII: Computer Application in Business and Practical Demonstration

Part A: Computer Application in Business:

- 1- **Computer Concepts:** Introduction to computer, its various hardware components. System software and application software. Introduction of Operating Systems like DOS and Windows 98 and details of Windows 98 like working on Desktop, Windows 98 file system, working with drive, folder and file, copy, moving and deleting files. Backup the data, and formatting of Disks, managing various securities.
- 2- **Word Processing:** MS word 97, creating and saving documents; viewing and Navigating previewing and printing; margin and breaks. Character and fonts, formatting paragraph. Header, footer, page numbers and footnotes, auto formats; Auto Text, Auto Correct and Insert, Finding and Replacing; Multiple columns; creating table of contents and indexes, mail merge and solving real world problems.
- 3- **Spread Sheet:** MS Excel 98: the EXCEL environment, manage workbook, worksheet and windows. Using formula and function, formatting worksheet, using template graphic and charts, working effectively with database, pivotal tables and solving real world problems.
- 4- **Database Management:** MS Access 97: Introduction, creating a database form, scratches, planning and designing your access database, creating table. Using the data sheet view, using the existing table, modifying an existing table, creating queries, using an existing queries, modifying and using the reports. Exchanging data with word, excel and other application. Solution of real life problem like payroll, account payable and receivables and Inventory.

PART-B PRACTICAL DEMONSTRATION

(50)

Students are required to develop system of inventory, cash flows, portfolio selection, balance sheet income statement, accounting ledgers, fixed assets, accounts payable and receivable.

M.COM PART II

PAPER-1: OPERATIONS & PRODUCTION MANAGEMENT

1. Strategic Choices. Operation Management as a competitive weapon, operation strategy, decision making, process management, total quality management, statistical process control, acceptance sampling, ISO 9000.
2. Design Decisions, Work-force management; learning curve, capacity, waiting line model, simulation, facility location, transportation method; facility layout.
3. Operations Decisions, Forecasting, material management; independent demand inventory systems, special inventory models, aggregate planning; linear programming, Material requirement planning, must-in –time systems, short term scheduling, managing complex projects.

RECOMMENDED BOOKS (Latest Editions)

1. Operation Management, strategy and analysis by Lee I Kruejowski and Larry P. Ritzman.
2. Operation Management by Render.
3. Production Management by Chase.
4. Operations & Production Management by Buffa.
5. Operation Management by Fogarty.

PAPER-II: INDUSTRIAL AND MANAGEMENT ACCOUNTING

Management Accounting – A Perspective, Cost terms, concepts and classification. System design- job order costing and process costing. Cost behavior. Analysis and use. Cost Volume, profit relationships Segmental reporting and the contribution approach to costing, profit planning – preparation of various budgets. Control through standard costs. Flexible Budgets and overhead Analysis Control of decentralized operations. Pricing of products and services. Relevant costs and decision-making Service Department cost allocations. Differential costing activity base costing balance score card.

RECOMMENDED BOOKS (Latest Editions)

1. Managerial Accounting by Ray H. Garrison.
2. Cost and Managerial Accounting by Horngreen.
3. Cost Accounting by Matz, A Usry. M.F. _ South Western Publishing Co.
4. Cost Accounting by Blocker & Weltner.

PAPER– III:COMPANY LAW, BUSINESS LAW AND LABOUR LAW

The company Ordinance 1984, Incorporation and Flotation of a company Memorandum of Association, Articles of Association, Prospectus, Capital, Shares, Underwriting and Commissions, formation of Non-Banking Finance Companies, Venture Capital, Credit rating Company, Modarba. Company, Directors, Appointment and Remuneration, Disclosure by Directors, Powers and duties, Removal and Retirement of Director, Secretary's Duties and Responsibilities. Legal Position of the Secretary, Company and Director's Meetings and proceeding Notices, Quorum, Resolutions, Agents and Minutes, Winding up, Compulsory and Voluntary, powers and Duties of a Liquidator, Consequence of Winding up Corporate governance.

RECOMMENDED BOOKS (Latest Editions)

1. The Companies Ordinance 1984.
2. Head, Four set and Wilson, A Manual of Secretarial practice, Macdonald and Evans, London.
3. Saeed K.A. Company Law and practice in Pakistan, Accountancy & Taxation Services Institute, Lahore.
4. Mudarba Ordinance, 1980.
5. Handout given in the class by the class Teacher.

PAPER-IV: INTRODUCTION TO E-COMMERCE

E-COMMERCE

1. Introduction to Electronic Commerce, Definition of E-Commerce, Scope of E-Commerce. Electronic Markets, Electronic Data Interchange, Internet Commerce.
2. Electronic Communication PCs and Networking, Electronic Mail, Internet and Intranet.
3. Internet, The development of the Internet, TCP / IP, Internet component, Uses of the internet.
4. EDI to E-Commerce, Introduction to EDI, EDI. Definition. The benefits of the EDI, EDI Example, EDI technology, EDI Communication.
5. E-Business, Introduction, Internet, Bookshops, Gravely Supplies, software Supplies and Support, Electronic Newspapers, Internet Banking.

INTERNET + WEB PAGE DESIGNING

- 1) Introduction to HTML Hypermedia Vs linear media, definition of HTML markup, basic structure of a web document, head elements.
- 2) Page creation and editing choosing a text editor, creating a basic starting document, setting document properties, previewing your work.
- 3) Headings paragraphs, breads and horizontal rules, using heading elements using paragraphs, the bread element inserting horizontal rules.
- 4) Character Formatting, controlling text color and size, character formatting elements adding special characters controlling alignment.
- 5) Lists Creating an ordered list, creating an unordered list, definition lists, nesting list.
- 6) Images, distinguishing between supported/unsupported graphics formats for the web graphic format selection, adding images to web documents.
- 7) Anchors, URLs and image Maps, types of links inserting links, definition of URL, Types of URLs planning an image Map.
- 8) Tables, deigning tables and sub elements, inserting a table and setting attributes, table headers, table caption, table headers, table caption.
- 9) Frames framest & frame attributes, Frames, sub frames and Names of the frames.
- 10) Style sheets, what are style sheets, kinds of style sheets, implementation of style sheets, order o style sheets.

11) Animation (Text & Graphics) Cool Animation, Gif Animation, Introduction to Flash 5

RECOMMENDED BOOKS (Latest Edition)

1. HTML: The Complete Reference.
2. Internet & World Wide Web by Deitel & Deitel.
3. E-Commence Managerial perspective by Efraim Turban & David King.

PAPER- V: MARKETING MANAGEMENT AND RESEARCH **METHODS IN BUSINESS.**

Marketing Concept, Rule of marketing in Society, Marketing process Buyer behavior, organizing for Marketing Finance Consumer goods and industrial goods, Consumerism, Product, Grading and Packaging Brands and Trade marks, pricing policies, Channels of distribution, Storage and Transportation, Whole setting Marketing, Marketing Mistakes, Marketing Costs Strategies. Marketing planning forecasting audit and SWOT Analysis Market segmentation, targeting & position consumer behavior relationship marketing, marketing mix, distribution channels, logistics & value chain management, Price determination and price strategies, advertising sales promotion, personal selling, developing and implementing a marketing plan. Post modern marketing.

Research and Management, in Business and commerce, Scientific Thinking, The Research process, Research Design classification of designs, research proposal, development of research plan, outline, Measurements, experimentation, Data collection Methods, Primary Data Sources, Use of Secondary Data, Observation, Questionnaire Designing, The Interview, Probability Sampling, the mail questionnaire, scaling techniques, Data Presentation and Analysis, Statistical Analysis by a Statistical Package(SPSS for Windows) and Report Preparation.

Recommended Books:

1. McCarthy and Precht, Basic Marketing
2. Stanton and Walker, Fundamental of Marketing, McCrae Hill Co, New York.
3. Kotler, Marketing Management, Prentice Hall,
4. Kotler, Marketing Management prentice Hall
5. Robin, Marketing Herper &Row .
6. Ghourio and Faisal Marketing
7. Moser & Kalton The Survey Methods in Social Investigations Heinemann London.
8. Martin Research Methods in Business Karachi .
9. Newners &Myers Business Research McGraw Hill Co, New York .
10. Kress Marketing Research prentice Hall .
11. Weisberg &Bowen An introduction to survey research &Data Analysis Freeman, San Francisco USA
12. Ackoff, The Dialectic of Social Research, Univ. Chicago press, Chicago.
13. Hoinville, Jowel & Associates, Survey Research Practice, Heinemann, London.
14. Handout given in the class by the class Teacher.

SPECIALIZATION

Accounting:

- 1) Cost Accounting for selected Industries 100 Marks

The field of Cost Accounting, Nature and Classification of Costs, Accumulation distribution of Costs, Cost Accounting System for Service Enterprises, Installing a system management use of cost data, Differential Costing variable costing gate way to decision-making Gross Profit analysis, cost-volume-profit analysis using cost data in making short-term operation decisions, Long-term investment decision and non-management costs. Absorption V/S variable costing, joint bye products.

RECOMMENDED BOODS (latest Edition)

1. Davidson, S. & Weil, R.L. Hanwork of Cost Accounting, McGraw Hill.
2. Horngren C.T. Cost Accounting Prentice Hall.
3. Horngren, C.T. Cost Accounting, South Western Publishing Company.
4. Matz, Usry, Cost Accounting.
5. Handout given in the class by the class by the Teacher.

II) Governmental Accounting

Single entry and double entry system for cash book, petty-cash book, Register of Advances and monthly accounts, annual income & Expenditure statements, Budgets, Advanced Budgeting preparations, Departmental Budget, Stock and stores accounts, Organizations, procedure and functions of the auditor general of Pakistan, Reporting different funds and their disposal, Controlling Accounts.

Recommended Books

1. Provincial Financial Handbook, Vol I, II, III.
2. Fundamental Rules (Federal).
3. Accounts Code, Vol, I to IV.
4. Treasury Manual (Federal & Provincial).
5. D.D.O. Hand book.
6. Miksell, R.M. Governmental Accounting Richard D. Irwin Inc.
7. Handout given in the class by the class Teacher.

III) Advanced Accounting & Financial Reporting.

The basic structure of accounting. The Accounting & Environment, Accounting Systems and controls, Analysis of cash, net monetary assets and net working capital, Measuring financial position and Income flow. The Accounting Model Theory and practice valuation in Accounting Management Planning and Control. The measurement and control of costs, analysis of financial statements income taxes and business decision, International accounting standards as adopted in Pakistan (Relevant to above topics). Accounting for business combination (consolidation) cost and equity method for profit and loss, Balance sheet and cash flow.

Recommended Books:

1. Johns, Advance Account, McGraw Hill.
2. Hoyle, Advance Account, McGraw Hill.
3. Kerronbrock & Somon, Advance, Accounting Fourth edition south western publishing co.
4. Nisaruddin, Advanced Accounting Lahore.
5. M.A. Ghani, Advanced Accounting.
6. Handout given in the class by the class Teacher.

IV) Advanced Audit Problems.

The Audit environment, Auditing Specific Cycle, and Accounts-Auditing of Revenue Cycle, Buying Cycle, Product Cycle, Inventory Balances. Auditing Theory and practice, International Audit standards-auditing and ethics general technology in Auditing internal control and review techniques-attributive sampling and objective tests of internal Control-Audit of revenue, Inventories, Assets and Liabilities-Audit of payroll and other income and expenditure items-reporting obligations and options-Reports by independent auditors non opinion reports, related problems tangible and intangible assets. Audit Report-Special Reporting situations.

Recommended Books

1. Defleisple, Jaenickeber, etc, Monogamy, Auditing, John Wiley.
2. Khawaja Amjad Saeed, Auditing Accountancy and Taxation services Institute P.O.Box, Lahore.
3. Steller F. Auditing.
4. Woolf, E. Auditing Theory.
5. Handout given in the class by the class Teacher.

II. FINANCE(Specialization)

I) INVESTMENT ANALYSIS AND PORTFOLIO MANAGEMENT.

Investment defined, Types of Investment, Investment Objectives, Investment Process, Investment Instruments, Securities Markets. Primary Market & Secondary Market. Regulatory Authorities. Stock exchange, Securities Exchange Commission of Pakistan & SBP and their Regulations for Investment & Risk Management, CDC and its Operations, securitization, Market Index, Credit Ratings, Mutual Funds, Rules Govern Mutual funds in Pakistan, assists management companies, Analysis and Management of Common Stocks. Stock market Analysis, Industry. Analysis company Analysis and management of Common Stocks. Stock Market Analysis, Industry. Analysis Company Analysis and Management of Debt Instruments. Valuation of Bonds, TFC,s, TB,s etc. Analysis company analysis of finance statements aiding in investment decision making. Introduction to asset pricing models. Capital market theory. The capital asset pricing model. Derivative markets and securities. Forward and future and option contracts, Making of investment portfolio and its Review. Case Studies of Investment.

Recommended Books

1. Jerome B. Cahen, Edward D, Zinbar, Arthur Zeikel, Investment Analysis and portfolio Management.
2. Ramesh K.S. Rao, Fundamental of Financial Management, Maxwell Macmillan.
3. Rays, Douglas A, Investment Analysis and Management.
4. Handout given in the class by the class teacher.

II) SPECIALIZED Financial Institutions.

Financial markets, Services of Institutions. Role of financial institutions in money and capital markets. Financial market structure and functions, specialization by major financial institutions.

Flow of funds through financial markets of Institutions. Financial assets and liabilities, tracing funds from savings to investment, characteristics of Household savers. Supply of funds demand for funds, other supply & demand determinants, efficiency of financial markets. Interest rates, simple interest, compound interest, APR (annual Percentage rate), equal monthly payments, lending instruments, term structure of interest rates/ financial institution, major financial institutions in Pakistan & their appraisal.

1. Commercial Banks(Nationalized, privatized and Private Banks), Saving banks/institution, finance companies, personal finance companies, sole finance companies, leasing companies.
2. Insurance companies, pension funds investment Banking Companies, Security trading, mortgage Banking.
3. Islamic Interest free Banking.
4. Specialized credit Institutions in Pakistan, purpose and functions.
 - a. Micro finance Institutions.
 - b. SMEs financing Institutions.
 - c. Development Finance Institutions.(DFIs)
 - d. Cooperative banks.

Recommended Books:

1. Khawaja Amjad Saeed. Financial Institution in Pakistan, Lahore.
2. S.A. Meenai Money & Banking in Pakistan.
3. Financial Institutions by Robert O administer,
4. Foundation of Financial Markets & Institutions by Febozi Modigliani.
5. Practice Law of Banking in Pakistan by Asrar A Siddiqui.
6. Capital Markets in Pakistan by M.B. Abbasi.
7. Light & White Financial system.
8. Hanout given in the class by the class Teacher.

IV) CORPORATE FINANCE.

1. Introduction to Corporate Finance:

Financial Management and financial managers. Types of business organization financial decision making in corporations, the goal of financial management, financial instruments and markets, valuation models risk and return.

2. Financial Statement and Cash Flows:

The cash flow statement, format of the cash flow statement, preparing a cash flow statement. The income statement and statement of retained earnings the balance sheet, difference between book value and market value.

3. Valuing Debt and Equity:

4. Value debt and preferred stock, Pure discount Instrument, Coupon Bonds, Amortized Instruments, preferred stock, valuing equity, A single-period common stock, A multi period common stock. The constant growth dividend Security analysis, implications for managers.

5. Financing Decisions/Capital Structure Decisions:

Description of financial instruments, private sources of financing, cost of capital. Ventures capitalists, issuing Securities to the public the exchange of financial instruments. The operations of secondary markets, Measures of secondary market performance, financial market efficiency.

6. Dividends Policy/Decisions:

How companies distribute value to the Owners, cash dividends, share repurchases stock dividends and stock splits when dividend policy is irrelevant, the effect of financial market imperfections, the effect of asymmetric information, establishing a dividend payout earnings retention policy. Effect of dividends on stock price.

7. Restructuring:

Restructuring a Company's Assets and Claims, Acquisitions, mergers and motive for mergers and mechanics Divestitures and Buy-outs, form and characteristics, Defensive Techniques, Valuation of Acquisitions, Restructuring in Finance Distress.

Recommended Books

1. Corporate Finance, Brealey
2. Corporate Finance, Principles and Practice by Gary W. Emery.
3. Financial \Management and Policy, 11th Ed. Van Home.
4. Principles of Managerial Finance by Gitman.
5. Handout given in the class by the class Teacher.

V) INTERNATIONAL FINANCE.

Introduction of International finance, Foreign Exchange, Exchange rate determination currency future and options major financial centers, internal investment and markets alternative system of exchange rate, balance of payment accounts, International financial system and institutions IBRD, IMF, IDA, ADB, IDB and IFC, Foreign exchange exposure and risk, hedging/managing risk and exposure, financing international trade, emerging international debt markets, intentional portfolio, diversification. Role of international financial institutions in Pakistan Economy. Major financial centers in (Tokyo, New York, London), Case Studies-countries-International investment & Capital markets, Syndicated Euro loan Market. International lending & country analysis.

Recommended Books

1. Maurice, International Finance.
2. Dow, Johns & Irvin. The Handbook of International Financial Management.
3. Pippenger, Fundamental of International Trade.
4. Handout given in the class by the class Teacher.

VI) ISLAMIC PRINCIPLES OF TRADE & FINANCE

Introduction of Shariah and Fiqha. General principles of religious revenues Zakat on produce of earth (Usher), Khumas Jhanimah, Collection & the discharge of Zakat, Revenues Distribution/Expenditure of Secular and Sadaqah Revenue. Islamic code of ethics for advertising and marketing comparison among Islamic and other economic systems (Capitalism, Socialism, communism. Application of Mudaraba, Murabahah , Mushrarakah and Ijarah in project Financing working Capital Financing, House Financing & Leasing, Options (Khiyar) and its kinds, Islamic code of ethics for traders, Factor of production in Islamic Economy. Theory of price determination in Islamic, Impact of Zakat on consumption saving, investment and economic development.

RECOMMENDED BOOKS (Latest Edition)

1. Aghnides, N.P. Mohommadan Theorics of finance. The Premier Book House, Katchery Road Lahore.
2. Siddiqui Mohammad Nejatullah Banking without interest, London, The Islamic Foundation.
3. Munawar Iqbal A Survey of issues and Programme for Research in Monetary and Fiscal Economics of Islam. Jeddah, International Centre for Research in Islamic Economics.
4. Khurshid Ahmad, Studies in Islamic Economics, Jeddah International Centre for Research in Islamic Economics.
5. Islamic Trade & Finance By Mian Muhammad Akarm.
6. Handout given in the class by the class Teacher.