

COURSE BOOKLET – Fall'23-Spring'24

BS ACCOUNTING & FINANCE



DEPARTMENT OF ACCOUNTING & FINANCE
NATIONAL UNIVERSITY OF MODERN LANGUAGES (NUML)

Vision Statement

Impart professional education through academic, practical, and research excellence

Mission Statement

To impact the society by imparting professional, practical and research-oriented knowledge and skills aligned with emerging business trends.

Program Objectives - BSAF

The BSAF program aims to enable students to:

BAFPO1. Understand the key concepts of accounting and finance through finance theories and accounting practices.

BAFPO2. Develop the analytical and critical skills to evaluate and solve business problems.

BAFPO3. Plan, construct and design the decision making aspects encountered locally as well as globally.

BAFPO4. Appraise measure and interpret the accounting inferential information and foster interpersonal skills and teamwork attributes

BAFPO5. Apply the ethical traits inculcated to become socially responsible accounting and finance professionals.

Program Learning Outcomes - BSAF

Upon completion of the BSAF program, the graduates will be able to:

BAFPLO1. Reflect and discuss competency in defining and stating the key concepts by participating, rewriting and browsing accounting cases.

BAFPLO2. Transform and modify from rote learning to constructive usage of financial application and knowledge.

BAFPLO3. Discover the inferential demonstration of the commerce and accounting concepts in the real world.

BAFPLO4. Belief in teamwork to make robust decisions of the challenging finance issues related to the businesses worldwide through effective communication.

BAFPLO5. Employ in lifelong learning and serve the community as ethical and responsible professionals.

General Teaching Methodology

Lectures, workshops, discussions, and presentations are planned as class activities. All students are advised to participate in said activities, failing which students will suffer in respect of learning and grades. Consistent with the course objectives, lectures will address learning objectives associated with weekly topics (as outlined in the weekly schedule), including basic principles and working examples. While lectures will closely parallel material contained in assigned readings, they are not substitutes. In particular, the lectures will clarify, expand and where necessary, update the material contained in assigned readings.

Attendance Policy

75% attendance in a course is mandatory to become eligible to appear in the final examination, failing which, the student will be awarded 'F' grade in the course. 'F' grade will be treated as a normal 'F' grade earned by a student by failing in a course and it will carry all penalties associated with it.

Plagiarism Policy- Masters and Bachelors Programs

- a) All theses and Final Seminar papers are to be run through Turnitin by QEC. The focal person of each department/campus will work as a liaison between students and QEC.
- b) A student has to submit a hard copy and soft copy to the Focal Person, to be passed on to QEC.

- c) There is a provision of only Two ATTEMPTS (First Submission + Revision Attempt) for achieving below 19% of similarity index. Failing to do so will result in the case being forwarded to BASR.
- d) All course assignments, project reports, term papers, etc. should be run through Turnitin by relevant Instructors ONLY. There is a provision of only TWO ATTEMPTS (First Submission + One Attempt) for bringing the work within limit of below 19% of similarity index. Failing to do so will result in Minor, Moderate or Major Penalty) The Turnitin Originality reports of all course assignments, project reports, term papers, etc. should be appended with the result/evaluation submitted to Department/Examination section. Results of students will be withheld whose Turnitin Originality reports are not attached with the course assessment sheet/award list.

Penalties for Student

The penalties for plagiarism cases will be applicable after a student/researcher has availed NUML's prescribed number of attempts, for improving his/her work. The penalties for such cases fall into the following three categories.

Minor Penalties (applicable to all course assignments, project reports, term papers, etc.) A minor penalty will be applied if a student's work is found to be copied (up to 50%), even after he/she has availed the TWO ATTEMPTS for improving it. This will result in an award of Zero Marks in the work (course assignments, project reports, term papers, etc.). The course instructor has to inform HoD/Dean and Examination Branch (in writing) about such cases, with evidences appended. The instructor must make a red entry in award list and counsel the student as well.

Moderate Penalties (applicable to all works other than Thesis) 6 A moderate penalty will be applied if a student's work is found to be copied (more than 50%), even after he/she has availed the TWO ATTEMPTS (First Submission + One Attempt) for improving it. This presupposes that the student

would have received a minor penalty, of an award of zero marks, already. Moreover, a warning letter will be issued to the student, with a copy sent to parents/guardian.

Major Penalty (applicable to Thesis at all levels) A major penalty is for plagiarism cases, concerning Thesis at all levels. This penalty is applicable when a student/researcher has availed Two ATTEMPTS (First Submission + one Attempts) for improving his/her work and failed to do so, according to HEC's prescribed standards. This entails the case to be put forward to Plagiarism Standing Committee (PSC) for further disciplinary action. *Note: No other penalty will be applicable in Plagiarism cases, except the ones mentioned above.

**Note Plagiarism guidelines as per NUML policy.*

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Semester – I

| CODE | Course | CREDITS |
|-----------------|---------------------------------|----------------|
| CAMT-101 | Business Mathematics | 3 |
| CAHU-101 | Functional English | 3 |
| CAAC-121 | Principles of Accounting | 3 |
| CAIT-121 | Introduction to IT | 3 |
| CAEC-121 | Microeconomics | 3 |
| CAMG-121 | Principles of Management | 3 |

Course Title: Business Mathematics

Course Code: AFMT-101

Credit Hours: 3 - 0

Course Instructor: Syed Ali Azfer

Mode of Contact:

You can contact your course instructor in the following ways:

Email: saazfer@numl.edu.pk

Meeting: By appointment via e-mail

PREREQUISITES: As a mathematics course, you must have an understanding of basic arithmetic and algebra skills.

Textbook: Business Mathematics by Frank.S.Budnick 4th Edition.

Reference Material: Business Mathematics by Gary Clendenen and Stanley A. Salman 13th edition

Course Description: This course is designed to serve as a fundamental course for mathematics needed for business students and solving application based problems. This course applies students' interpretation of basic mathematical concepts to common business usage covering such topics as linear equation, system of linear equations, different functions, financial mathematics, time value money, matrices, derivatives, and optimization. The majority of class time will be spent in lecture discussing the various ways to solve real time problems and their application.

Course Objectives: The course objectives are

- i. To understand the concept of linear equation and its application, how to determine the linear equation by using different realistic situation/conditions, impact of variables by using slope intercept form of equation.

- ii. To understand the System of Linear Equation by having different scenario/conditions and find out the combination/solution set.
- iii. To use different methodologies which is more appropriate to find out the solution set by using system of linear equation.
- iv. Understanding the mathematical functions, principles and techniques that are useful in business management.
- v. To develop analytical skills so to analyze break even condition by using graphical representation.
- vi. Understanding the concepts of matrices and its applications.
- vii. Understanding the concepts of simple interest, compound interest, annuities, discounted cash flows and its business applications
- viii. Derivatives and its role in business and economic approach

Course Learning Outcomes: Upon completion of this course, students will be able to:

- i. How to formulate and solve linear equation and find out the relationship among the variable by using slope.
- ii. System of linear equation by using scenario/application based problems and applying different methodologies which is deemed appropriate
- iii. Mathematical Function, and types of functions
- iv. How to analyse break even condition by using graphical representation
- v. Compute simple interest, compound interest, annuities and their present/future value
- vi. Perform Cost benefit analysis by using capital budgeting technique (NPV)
- vii. Solve Matrices and its application based questions.
- viii. Derivatives & its business applications

ASSESSMENT INSTRUMENT WITH WEIGHTS:

| SNR | ITEMS | MARKS |
|-----|-------------------------------|-------|
| 1 | Mid Term Exam | 30 |
| 2 | End Term Exam | 50 |
| 3 | Internal Evaluation Breakdown | |
| | Quiz(s) | |

| | | | |
|--|----------------------------|----|-----|
| | Assignments(s) | | |
| | Class Participation | | |
| | Présentations | | |
| | Case Discussion | | |
| | Lab Work/Practical Project | | |
| | Any Other | | |
| | Total | 20 | 20 |
| | GRAND TOTAL | | 100 |

COURSE CONTENTS:

| Lecture | Scheduled Topic | Learning Activity | Assessment Activity | PLO ¹ | CLO | Thinking Level |
|-----------|--|-------------------|---------------------|------------------|-------|----------------|
| 01 | Course Overview, Basic algebraic manipulations. Addition, subtractions, multiplication and addition algebraic terms, polynomials? | Lecture | | PLO 1 | CLO 1 | Knowledge |
| 02 | Basic Concepts of Equation, Linear equations containing 1 or more independent variables. Operation on Linear Equations. Numerical Problems and Business relating applications. (Chapter 2) | Lecture | | PLO 1 | CLO 1 | Knowledge |

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|-----------|---|---------|------------------------|-------|-------|---------------|
| 03 | Slopes and its interpretation, y-intercept and its interpretations. X-intercept and its interpretation. Graphical presentation of linear equations.(Chapter | Lecture | | PLO 1 | CLO 1 | Comprehension |
| 04 | Slopes and its interpretation, y-intercept and its interpretations. X-intercept and its interpretation. Graphical presentation of linear equations. (Chapte | Lecture | | PLO 1 | CLO 1 | Comprehension |
| 05 | Formation of linear equations using point slope form, Slope-Intercept form and two points form. Interpretation of slope, x-intercept and y-intercept. (Chapter 2) | Lecture | | PLO 1 | CLO 1 | Comprehension |
| 06 | Formation of linear equations using point slope for Slope-Intercept form and two points form. Interpre of slope, x-intercept and y-intercept. (Chapter 2) | Lecture | Assignment 1 Quiz 1 | PLO 1 | CLO 1 | Comprehension |
| 07 | System of Linear equation equations & their applications in business & economics, equations with two unknown and its methods, their solutions & applications. (Chapter 3) | Lecture | | PLO 1 | CLO 2 | Comprehension |
| 08 | System of Linear equation equations & their applications in business & economics, equations with two unknown and its methods, their solutions & applications. (Chapter 3) | Lecture | | PLO 1 | CLO 2 | Comprehension |
| 09 | System of Linear equation equations & their applications in business & economics, equations with two unknown and its methods, their solutions & applications. (Chapter 3) | Lecture | | PLO 1 | CLO 2 | Comprehension |
| 10 | System of Linear equation equations & their applications in business & economics, equations | Lecture | | PLO 1 | CLO 2 | Comprehension |

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|-----------|---|---------|------------------------|-------|------------------------|
| | with two unknown and its methods, their solutions & applications. (Chapter 3) | | | | |
| 11 | Linear Function, Revenue, Cost, Profit & its applications in Business problems. (Chapter 5) | Lecture | | PLO 1 | CLO 3 Comprehension |
| 12 | Linear Function, Revenue, Cost, Profit & its applications in Business problems. (Chapter 5) | Lecture | Assignment 2 Quiz 2 | PLO 1 | CLO 3 Comprehension |
| 13 | Introduction to Break-Even Analysis, Concept of Break Even analysis, Business related Problems. (Chapter 5) | Lecture | | PLO 5 | CLO 4 Analysis |
| 14 | Introduction to Break-Even Analysis, Concept of Break Even analysis, Business related Problems. (Chapter 5) | Lecture | | PLO 5 | CLO 4 Analysis |
| 15 | Interests. Simple interests & applications. Simple discounts. Compound interests & applications. Cor discounts. (Chapter 8) | Lecture | | PLO 1 | CLO 5 Knowledge |
| 16 | Interests. Simple interests & applications. Simple discounts. Compound interests & applications. Cor discounts (Chapter 8) | Lecture | | PLO 2 | CLO 5 Knowledge |
| 17 | Annuities and its future value. Calculation of interest: annually, semiannually, quarterly and monthly. (Chapter 8) | Lecture | | PLO 1 | CLO 5 Comprehension |
| 18 | Annuities and its future value. Calculation of interest: annually, semiannually, quarterly and monthly. (Chapter 8) | Lecture | | PLO 1 | CLO 5 Comprehension |
| 19 | Discounted Cash inflows, Net Present values. | Lecture | | PLO 4 | CLO Application |

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|-----------|--|---------|--------------|-------|----------|---------------|
| | (Chapter 8) | | | | 6 | |
| 20 | Discounted Cash inflows, Net Present values. (Chapter 8) | Lecture | Quiz 3 | PLO 4 | CLO 6 | Application |
| 21 | Matrix algebra, Operations on matrices. Inverse of a (2×2) & (3×3) matrix. (Chapter 9) | Lecture | | PLO 1 | CLO 7 | Knowledge |
| 22 | Matrix algebra. Cramer's Rule for (2×2) & (3×3) matrix. (Chapter 9) | Lecture | | PLO 1 | CLO 7 | Knowledge |
| 23 | Derivatives & its basic rules. (Chapter 15) | Lecture | Assignment 3 | PLO 1 | CLO 8 | Knowledge |
| 24 | Derivatives & its basic rules. (Chapter 15) | Lecture | | PLO 1 | CLO 8 | Knowledge |
| 25 | Derivatives & its basic rules. (Chapter 15) | Lecture | | PLO 1 | CLO 8 | Knowledge |
| 26 | Applications of Maxima & Minima with graphical display in business problems. (Chapter 16) | Lecture | | PLO 1 | CLO 8 | Comprehension |
| 27 | Applications of Maxima & Minima with graphical display in business problems. (Chapter 16) | Lecture | | PLO 1 | CLO 8 | Comprehension |
| 28 | Applications of Maxima & Minima with graphical display in business problems. (Chapter 16) | Lecture | | PLO 1 | CLO 8 | Comprehension |

Course Title: Introduction to Information Technology

Course Code: AFIT-121

Credit Hours: 3+0

Course Instructor:

Mode of Contact:

You can contact your course instructor in the following ways:

Email: abc@numl.edu.pk

Meeting: By appointment via e-mail

PREREQUISITES: none

Textbook:

'Using Information Technology 11th Edition by Brian K. Williams and Stacey Sawyer'

Reference Material:

World Wide Web

"Computer Fundamentals" by P.K. Sinha

The instructor may provide additional cases, handouts, self-assessment quizzes and exercises, as considered necessary.

COURSE DESCRIPTION / OBJECTIVES:

This course is designed to introduce the basic concepts and working of today's Internet and its impact on individuals, society and organizations. The topics covered in this course include wired and wireless networks, software and hardware components, database fundamentals, desktop and web applications, human computer interactions and some economic and legal issues related to modern age of computers.

Course Learning Outcomes: After successful completion of this course, students will be able to:

- *Explain information technology and understand its role in the modern age society.*
- *Identify the many uses for a computer.*
- *Identify the communication networks.*
- *Identify operating systems for workstations and servers.*
- *Describe the purpose and functions of communication hardware.*
- *Analyze information gathered online to solve a problem.*
- *Understand the basic concepts of MS Office tools.*

ASSESSMENT INSTRUMENT WITH WEIGHTS:

| SNR | ITEMS | MARKS |
|-----|-------------------------------|------------|
| 1 | Mid Term Exam | 30 |
| 2 | End Term Exam | 50 |
| 3 | Internal Evaluation Breakdown | |
| | Quiz(s) | 5 |
| | Assignments(s) | 5 |
| | Class Participation | |
| | Présentations | 5 |
| | Case Discussion | |
| | Lab Work/ Practical Project | 5 |
| | Any Other | |
| | Total | 20 |
| | GRAND TOTAL | 100 |

COURSE CONTENTS:

| Lecture | Scheduled Topic | Learning Activity | Assessment Activity | PLO | CLO | Thinking Level |
|----------------|---|--------------------------|----------------------------|------------|------------|-----------------------|
| 01 | <u>Introductions to Computer Basics and IT</u> | Lecture | | PLO 2 | CLO 1 | Knowledge |
| 02 | Information Technology Basics and Importance | Lecture | | PLO 2 | CLO 1 | Knowledge |
| 03 | Internet and the World Wide Web | Lecture | | PLO 3 | CLO 2 | Knowledge |
| 04 | Physical Connections Wired Vs Wireless | Lecture | | PLO 3 | CLO 3 | Comprehension |
| 05 | Data Transmission Speeds and Satellite Wireless Communication | Lecture | Assignment 1 Quiz 1 | PLO 3 | CLO 5 | Comprehension |
| 06 | TCP/IP Model and Internet Service Providers | Lecture | | PLO 2 | CLO 5 | Comprehension |
| 07 | Systems Software (Operating Systems) | Lecture | Assignment 2 | PLO 2 | CLO 4 | Comprehension |
| 08 | Services of an Operating System | Lecture | | PLO 2 | CLO 4 | Knowledge |
| 09 | Applications Software (Utility Programs) | Lecture | | PLO 2 | CLO 2 | Comprehension |
| 10 | Various Ways to Obtain a Software | Lecture | | PLO 2 | CLO 2 | Comprehension |
| 11 | Hardware the CPU and Storage | Lecture | | PLO 2 | CLO | Comprehension |

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|-----------|--|---------------------|--------------|-------|-------|---------------|
| | | | | | 5 | |
| 13 | Hardware the Input and Output | Lecture | | PLO 2 | CLO 5 | Comprehension |
| 14 | Introduction to Microsoft Office Suite (Word, Excel, PowerPoint) | Lecture / Practical | | PLO 2 | CLO 7 | Knowledge |
| 15 | MS Excel Practical | Lecture / Practical | Quiz 2 | PLO 2 | CLO 7 | Application |
| 16 | MS PowerPoint Practical | Lecture / Practical | Project | PLO 2 | CLO 7 | Application |
| 17 | Analog Vs Digital Signals, Modems | Lecture | | PLO 2 | CLO 5 | Comprehension |
| 18 | Network and its Types, Benefits of a Network | Lecture | | PLO 8 | CLO 3 | Comprehension |
| 19 | Network Structures and Components of a Network | Lecture | | PLO 8 | CLO 3 | Knowledge |
| 20 | Network Linking Devices and Network Topologies | Lecture | | PLO 8 | CLO 3 | Knowledge |
| 21 | Introduction to Databases and its Storage Hierarchy | Lecture | | PLO 2 | CLO 2 | Comprehension |
| 22 | Database Management Systems and its Benefits | Lecture | Assignment 3 | PLO 2 | CLO 6 | Evaluation |
| 23 | Components of DBMS and Database Models | Lecture | | PLO 2 | CLO 6 | Analysis |
| 24 | Data Mining and Artificial Intelligence | Lecture | | PLO 2 | CLO 6 | Creation |

| | | | | | | |
|-----------|--|------------|--------------|-------|----------|---------------|
| 25 | Manipulating Digital Data (Audio, Video, Text, Graphics) | Lecture | | PLO 2 | CLO 6 | Creation |
| 26 | Threats to Computers and Communication Systems | Lecture | | PLO 8 | CLO 3 | Comprehension |
| 27 | Safeguarding Computers and Communication Systems, Quality of life issues | Discussion | Presentation | PLO 8 | CLO 3 | Comprehension |
| 28 | Systems Development (Six Phases of System Analysis and Design) | Lecture | | PLO 2 | CLO 6 | Analysis |

Course Title: Principles of Accounting

Course Code: AFAC-121

Credit Hours: 3+0

Course Instructor: Muhammad Irfan Khadim

Mode of Contact"

You can contact your course instructor in the following ways:

Email: ikhadim@numl.edu.pk

Meeting: By appointment via e-mail

PREREQUISITES: None

Textbook: "FINANCIAL & MANAGERIAL ACCOUNTING (The Basis for Business Decisions' - 15th edition (Chapter 1_5)

Authors: Robert F. Meigs Walter B Meigs Jan R. Williams Susan F. Haka Mark S. Bettner Joseph V. Carcello

Reference Material: Fundamentals of Accounting by Libby & Libby (8th Edition)

Course Description: Fundamentals of Accounting is a course that covers the fundamentals of accounting with the newcomer in mind. Accounting is more than just memorizing terms and procedures. This course assumes students have no prior knowledge about accounting or finance, and delivers lessons and examples to build accounting skills. Specifically, this class addresses accounting terminology, revenue, expenses, net income, the accounting equation, debits, credits, and balancing the accounting formula, the accounting structure, the accounting cycle, journals, ledgers, the trial balance and more. It also guides students to learn how to read financial statements properly, and how to grab meaningful information from the balance sheet, income statements and cash flow statements.

Course Objectives:

The objective of this course is as under:

1. To provide an introductory knowledge of accounting to first-Semester students.
2. While a general overview of accounting principles relating to the preparation of financial and managerial reports will be presented, the primary focus is to illuminate how accounting information is utilized by a variety of stakeholders in planning, controlling and investing decisions.
3. After completing this course, students will have a solid understanding of accounting in today's world.
4. They will understand how and why financial transactions are documented, they will know what cash flow is and how to improve it, and they will know what profit is, how it's interpreted and what influences its growth

Course Learning Outcomes: Upon completion of this course, students will be able to:

1. Identify why accounting is a necessary skill.
2. Summarize the history of accounting.
3. Identify and describe assets, liabilities and owners' equity.
4. Recognize and compare the major financial reports.
5. Describe and create a company's Income Statement.
6. Compare and contrast a company's revenue, expenses, income, and retained earnings.
7. Solve worksheet problems involving income statements, revenue, expenses, and net income.
8. Identify the key elements of a Balance Sheet.
9. Balance the accounting equation and properly chart debits and credits.
10. Describe the key elements of bookkeeping.
11. Avoid the pitfalls of bad bookkeeping habits.
12. Describe the accounting cycle.

ASSESSMENT INSTRUMENT WITH WEIGHTS:

| SNR | ITEMS | MARKS | |
|-----|-------------------------------|-------|----|
| 1 | Mid Term Exam | 30 | |
| 2 | End Term Exam | 50 | |
| 3 | Internal Evaluation Breakdown | | |
| | Quiz(s) | 5 | |
| | Assignments(s) | 5 | |
| | Class Participation | 5 | |
| | Présentations | 5 | |
| | Case Discussion | | |
| | Lab Work/Practical Project | | |
| | Any Other | | |
| | Total | 20 | 20 |
| | GRAND TOTAL | 100 | |

COURSE CONTENTS:

| Lecture | Scheduled Topic | Learning Activity | Assessment Activity | PLO ² | CLO | Thinking Level |
|-----------|--|-------------------|---------------------|------------------|-------|----------------|
| 01 | Introduction to Accounting. | | | | | |
| | <ul style="list-style-type: none"> ■ Accounting Information. ■ Types of Accounting Information. ■ Role of Accounting Information in making decisions. ■ Importance of Accounting Information for internal and external users. ■ Accounting Systems. | Lecture | | PLO 1 | CLO 1 | Knowledge |
| 02 | Introduction to Accounting. | Lecture | Quiz # 1 | PLO 1 | CLO | Knowledge |

| | | | | | | |
|--|----------------|-------|-------|--------|---|---------------|
| <ul style="list-style-type: none"> ■ Basic Terms. Business and its types. ■ Types of Accounts (Assets, Liabilities ■ Capital, Expense and Revenue. ■ Types of Accounts. ■ Accounting Cycle. ■ Accounting Period, Fiscal Year ■ Credit, Debit, | | | | | 3 | |
| 03 Accounting cycle (Basics) | | | | | | |
| <ul style="list-style-type: none"> ■ How to balance the fundamental accountin equation; ■ Debits and Credits; ■ Double Entry Accounting; Diagrams and Ch Real World Example; | Lecture | | PLO 1 | CLO 3 | | Comprehension |
| 04 Accounting cycle (Basics) | | | | | | |
| <ul style="list-style-type: none"> ■ Cash and credit transaction. ■ Effect of Transactions on Accounting Equation. ■ Source Documents ■ General Journal. Journalizing the events of increase in capital, increase and decrease in Assets and Liabilities. | Lecture | Q & A | PLO 1 | CLO 9 | | Knowledge |
| 05 Accounting cycle (Journal) | | | | | | |
| <ul style="list-style-type: none"> ■ General Journal. Accrual Basis Accounting | Lecture | | PLO 1 | CLO 10 | | Comprehension |
| 06 Accounting cycle (Journal) | | | | | | |
| | Lecture & Case | | PLO 1 | CLO | | Comprehension |

| | | | | | |
|---|---------|--------------|-------|--------|---------------|
| <ul style="list-style-type: none"> ■ Applying Matching and Realization principle let Recognizing expenses and Revenue. | | | | 10 | |
| 07 Accounting cycle (Ledger) | | | | | |
| <ul style="list-style-type: none"> ■ General Journal and its relationship to ledger. ■ Posting (Process of transferring information from the journal to the individual accounts in the Ledger. ■ Types of Ledgers. | Lecture | | PLO 1 | CLO 12 | Comprehension |
| 08 Accounting cycle (Trial Balance) | | | | | |
| <ul style="list-style-type: none"> ■ Trial Balance, Its Uses and Limitations. ■ Errors in trial balance, suspense account | Lecture | Assignment 1 | PLO 1 | CLO 10 | Comprehension |
| 09 Accounting cycle (Financial Statements) | | | | | |
| <ul style="list-style-type: none"> ■ Financial Statements. Nature and general purpose of Financial Statements. Relevant Accounting Principles | Lecture | Quiz # 2 | PLO 2 | CLO 4 | Comprehension |
| 10 Accounting cycle (Financial Statements) | | | | | |
| <ul style="list-style-type: none"> ■ Purpose of the Income Statement; Multi-Step Income Statement; What are ■ Retained Earnings, Revenue, Expenses, Net Income, Income Tax | Lecture | | PLO 4 | CLO 5 | Comprehension |
| 11 Accounting cycle (Financial Statements) | | | | | |
| <ul style="list-style-type: none"> ■ Statement of Retained Earnings and Classified Balance Sheet. | Lecture | Assignment 2 | PLO 4 | CLO 8 | Comprehension |

- Relation of Income statement, Statement of Owners Equity and Balance Sheet.

12 Accounting cycle (Financial Statements)

- Incomplete Income statement and balance sheet
- Rectifying errors in income statement and balance sheet

Lecture & Case
let

PLO 4

CLO
8

Comprehension

13 Accounting cycle (Financial Statements)

- Rectifying errors in income statement and balance sheet
- Accounting principles and conventions

Lecture

Quiz 3

PLO 4

CLO
8

Comprehension

14 Accounting cycle

Practice from journal to Balance Sheet. Accounting

Lecture

PLO 2

CLO
8

Comprehension

15 Accounting cycle (Adjusting Entries)

- Need for adjusting entries,
- Types of Adjusting Entries.
- The concept of Depreciation.
- Accumulated Depreciation. Book Value. Contra Asset Account. Depreciate able Assets. Useful Life.

Lecture

PLO 2

CLO
6

Knowledge

16 Accounting cycle (Adjusting Entries)

- Converting Assets to Expenses;
- Prepaid Expenses, Accrued Expenses

Lecture

Q & A

PLO 2

CLO
6

Comprehension

17 Accounting cycle (Adjusting Entries)

- Converting liabilities to Revenue.

Lecture

Assignment 3

PLO 2

CLO
6

Comprehension

| | | | | | | |
|--|----------------|--------|-------|---------|---------------|--|
| <ul style="list-style-type: none"> ■ Accruing uncollected revenue. | | | | | | |
| 18 Accounting cycle (Adjusted Trial Balance) <ul style="list-style-type: none"> ■ Purpose of Adjusted Trial Balance. ■ Effects of Adjusting Entries on Financial Statements | Lecture | Quiz 4 | PLO 2 | CLO 7,8 | Comprehension | |
| 19 Accounting cycle (Supplemental Topic) <ul style="list-style-type: none"> ■ Preparing a Work Sheet and its uses. | Lecture | | PLO 2 | CLO 7 | Comprehension | |
| 20 Accounting cycle (Closing Entries) <ul style="list-style-type: none"> ■ Closing Temporary Accounts. | Lecture | Q & A | PLO 2 | CLO 12 | Comprehension | |
| 21 Accounting cycle (After Closing Trail balance) <ul style="list-style-type: none"> ■ Prepare after closing trail balance | Lecture | Quiz 5 | PLO 2 | CLO 12 | Comprehension | |
| 22 Accounting for Merchandising Concerns <ul style="list-style-type: none"> ■ Introduction to Merchandising Concerns. ■ Operating cycle of Merchandising Companies | Lecture | | PLO 1 | CLO 1 | knowledge | |
| 23 Accounting for Merchandising Concerns <ul style="list-style-type: none"> ■ Journal Entries in Periodic & Perpetual Systems | Lecture | Q & A | PLO 1 | CLO 10 | Comprehension | |
| 24 Accounting for Merchandising Concerns' <ul style="list-style-type: none"> ■ Credit terms, Cash discounts, ■ Returns of Unsatisfactory ,Merchandising Exercise | Lecture | Q & A | PLO 2 | CLO 10 | Comprehension | |
| 25 Accounting for Merchandising Concerns <ul style="list-style-type: none"> ■ Special cases in Merchandising | Lecture & Case | | PLO 1 | CLO | Comprehension | |

| | | | | | |
|--|---------------|--------------|-------|-------------|-----------------|
| Companies Net method. | let | | | 10 | |
| 26 Accounting for Merchandising Concerns ■ Special cases in Merchandising Companies Net method. | Lecture | Assignment 4 | PLO 1 | CLO 10 | Comprehension |
| 27 Accounting for Merchandising Concerns ■ Practice Questions and cases | Lecture | Quiz 6 | PLO 2 | CLO 10 | Comprehension |
| 28 Cases Discussions/ Projects/ Presentation | Presentations | Q & A | PLO 3 | CLO 1-12 | Application |
| 29 Cases Discussions/ Projects/ Presentation | Presentations | Q & A | PLO 3 | CLO 1-12 | Application |
| 30 Cases Discussions/ Projects/ Presentation | Presentations | Q & A | PLO 3 | CLO 1-12 | Application ion |
| 31 Cases Discussions/ Projects/ Presentation | Presentations | Q & A | PLO 3 | CLO 1-12 | Application |
| 32 Revision | Lecture | | PLO 3 | CLO 1-12 | Comprehension |

- Q & A for orally ask questions from previous lecture.
- Case let: a small case discuss in the book.

Course Title: Functional English

Course Code: AFHU-101

Credit Hours: 3+0

Course Instructor:

Mode of Contact"

You can contact your course instructor in the following ways:

Email: aqayyum@numl.edu.pk

Meeting: By appointment via e-mail

Prerequisites: None

Textbook:

1. English for Undergraduates by D. H. Howe
2. Oxford Practice Grammar by John Eastwood

Reference Material:

1. A Practical English Grammar by Thomson and Martinet

Course Description: This course is designed to provide students coming from diverse backgrounds of commerce, science and humanities language skills for effective oral and written communication. The textbooks used for teaching this course expose students to a variety of contents in English language followed by exercises on grammar, vocabulary, pronunciation, speaking, reading and writing skills.

Course Objectives: The course objectives are

- To expose students to a variety of content in English language.
- 1. To develop the listening skills of students so that they can decipher the spoken form of English.
- 2. To practice different speaking skills in English language.
- 3. To read and interpret various texts written in English language.
- 4. To construct grammatically correct sentences in English language.
- 5. To speak and write coherently and cohesively in English language.
- 6. To learn new words of English and use them appropriately in speech and writing.

Course Learning Outcomes: Upon completion of this course, students will be able to:

- To listen and decipher spoken forms of English language.
- To pronounce words in English language correctly.
- To construct grammatically correct oral and written sentences.
- To read and interpret text written in English language.
- To write sentences and paragraphs in English language coherently and cohesively.
- To tell and write stories.
- To write and reply letters.
- To write different types of essays.

ASSESSMENT INSTRUMENT WITH WEIGHTS:

| SNR | ITEMS | MARKS |
|-----|---------------|-------|
| 1 | Mid Term Exam | 30 |

| | | |
|---|-------------------------------|-----|
| 2 | End Term Exam | 50 |
| 3 | Internal Evaluation Breakdown | |
| | Quiz(s) | |
| | Assignments(s) | |
| | Class Participation | |
| | Présentations | |
| | Case Discussion | |
| | Lab Work /Practical Project | |
| | Any other | |
| | Total | 20 |
| | GRAND TOTAL | 100 |

COURSE CONTENTS:

| Lecture | Scheduled Topic | Learning Activity | Assessment Activity | PLO | CLO | Thinking Level |
|-----------|---|---|---------------------|----------|------------------------|---|
| 01 | Unit 1 of English for Under Graduates | Lecture/ Discussion/ Public speaking | | PLO 7 | CLO 1-5 and 7 | Knowledge/ Comprehension/Application |
| 02 | <u>Units 1 and 2 of Oxford Practice Grammar</u> Individual students introduce themselves before the class | Lecture/Discussion | | PLO 7 | CLO 3 | Knowledge/Application |
| 03 | Unit 2 of English for Under Graduates | Lecture/ Discussion | | PLO 7 | CLO 1-5 | Knowledge/Comprehension/Application |

| | | | | | | |
|-----------|---|------------------------|--|----------|------------------------|--|
| | My first day in NUML discussion in pairs | | | | and 8 | |
| 04 | Units 4 and 5 of Oxford Practice Grammar My first day in NUML discussion in pairs | Lecture/ Discussion | | PLO 3 | CLO 3 | Knowledge/Application |
| 05 | Unit 3 of English for Undergraduates | Lecture/ Discussion | | PLO 3 | CLO 1-5 and 7 | Knowledge/Comprehension/ Application |
| 06 | Units 6 and 7 of Oxford Practice Grammar | Lecture/ Discussion | | PLO 3 | CLO 3 | Knowledge/Application |
| 07 | Extended Reading from English for Under Graduates a. Early autumn b. Plan of Attack | Lecture/ Discussion | Test of Units 1and 2 of English for Undergraduates | PLO 3 | CLO 4 and 8 | Comprehension |
| 08 | Units 8 and 9of Oxford Practice Grammar | Lecture/Discussion | | PLO 3 | CLO 3 | Knowledge/Application |
| 09 | <u>Unit 4 of English for Undergraduates</u> | Lecture/Discussion | | PLO 3 | CLO 1- 5and 8 | Knowledge/Comprehension/Application |
| 10 | <u>Units 10 and 11 of Oxford Practice Grammar</u> | Lecture/Discussion | Test of grammar | PLO 3 | CLO 3 | Comprehension/ Knowledge /Application |

| | | | | | | |
|-----------------------|---|------------------------|---|----------|------------------------|-------------------------------------|
| | Extended Reading from English for Undergraduates | | | | | and 4 |
| | a. Cripple | | | | | |
| | b. Man and Nature | | | | | |
| 11 | Unit 5 of English for Undergraduates | Lecture/ Discussion | | PLO 3 | CLO 1-5 | Knowledge/Comprehension/Application |
| 12 | Units 12 and 13 of Oxford Practice Grammar | Lecture/Discussion | Test of Units 3 and 4 of English for Undergraduates | PLO 3 | CLO 3 | Knowledge/Application |
| 13 | Unit 6 of English for Undergraduates | Lecture/Discussion | | PLO 3 | CLO 1-5 and 8 | Knowledge/Comprehension/Application |
| 14 | Units 14 and 15 of Oxford Practice Grammar Practice of Public Speaking | Lecture/Discussion | Test of grammar | PLO 3 | CLO 3 | Knowledge/Application |
| MID TERM EXAMS | | | | | | |
| 15 | Unit 7 of English for Undergraduates | Lecture/Discussion | | PLO 3 | CLO 1-5 | Knowledge/Comprehension/Application |
| 16 | Unit 18 of Oxford Practice Grammar | Lecture/ Discussion | | PLO 3 | CLO 3 | Knowledge/Application |
| 17 | Unit 8 of English for Undergraduates | Lecture/Discussion | | PLO 3 | CLO 1-5 | Knowledge/Comprehension/Application |

| | | | | | | |
|-----------|---|--------------------|--|----------|------------------------|-------------------------------------|
| | | | | | and 6 | |
| 18 | Units 22 and 23 of Oxford Practice Gram | Lecture/Discussion | Test of Units 6 and 7 of English for Undergraduates | PLO 3 | CLO 3 | Knowledge/Application |
| 19 | Extended Reading from English for Undergraduates a. My Fifty Years in Lahore b. A Geography Lesson | Lecture/Discussion | | PLO 3 | CLO 1-5 | Comprehension |
| 20 | Units 24, 25 and 26 of Oxford Practice Grammar | Lecture/Discussion | | PLO 3 | CLO 3 | Knowledge/Application |
| 21 | Unit 9 of English for Undergraduates | Lecture/Discussion | | PLO 3 | CLO 1-5 and 7 | Knowledge/Comprehension/Application |
| 22 | Unit 144 of Oxford Practice Grammar Practice of Public Speaking | Lecture/Discussion | | PLO 3 | CLO 3 | Knowledge/Application |
| 23 | Unit 10 of English for Undergraduates | Lecture/Discussion | | PLO 3 | CLO 1-5 | Knowledge/Comprehension/application |
| 24 | Unit 145 of Oxford Practice Grammar | Lecture/Discussion | Test of Units 8 and 9 of English | PLO 3 | CLO 1-5 | Knowledge/Comprehension/Application |

| | | for Undergraduates | | PLO | CLO | |
|-----------|--|--------------------|-----------------|-----|---------|-------------------------------------|
| 25 | Unit 11 of English for Undergraduates | Lecture/Discussion | | 3 | 1-5 | Knowledge/Comprehension/Application |
| 26 | Unit 146 of Oxford Practice Grammar | Lecture/Discussion | Test of Grammar | 3 | 3 | Knowledge/Application |
| 27 | Extended Reading from English for Undergraduates a. Just Like Home b. Presents from my Aunts in Pakistan | Lecture/Discussion | | 3 | 1-5 | Knowledge/Comprehension/Application |
| 28 | Unit 147 of Oxford Practice Grammar Reading extracts from English newspapers | Lecture/Discussion | | 3 | 3 and 4 | Knowledge/Comprehension/Application |
| 29 | <u>Extended reading from English for Undergraduates</u> <u>Wedding in the Flood</u> | Lecture/Discussion | | 3 | 1-5 | Knowledge/Comprehension/Application |
| 30 | Units 148 and 149 of Oxford Practice Grammar | Lecture/Discussion | Test of Grammar | 3 | 3 | Knowledge/Application |
| 31 | Appendix 1 of English for Undergraduates | Lecture/Discussion | | 3 | 1-5 | Knowledge/Comprehension/Application |

32 Appendix 2 of English for
Undergraduates

Lecture/Discussion

PLO
3

CLO
1-5

Knowledge/Comprehension/Application

FINAL EXAMS

Course Title: Microeconomics

Course Code: AFEC-121

Credit Hours: 3+0

Course Instructor:

Mode of Contact"

You can contact your course instructor in the following ways:

Email: friaz@numl.edu.pk

Meeting: By appointment via e-mail

PREREQUISITES: None

Textbook:

ECONOMICS by Sameulson Nordhaus. 19th Edition. By McGraw Hills Publications.

Mankiw ,N. Gregory Microeconomics (Latest Edition),, Harvard University press.

Microeconomic Analysis by Hal Varian.

Reference Material:

Modern Economic Theory: Micro and Macro Analysis by K.K. Dewett.

Course Description:

This is the first course that undergraduates take in economics. The purpose of the course is to give students a careful understanding of the principles of economics that are applied to the functions of individual decision makers, both consumers and producers, within the larger economic system. In this course, students will learn to apply an analytical approach to the study of how individuals and societies deal with the fundamental problem of scarce resources. This approach is applied to everyday decisions faced by individuals as they try to maximize their utility, to businesses that try to maximize profits and to the whole of society as it attempts to use its resources efficiently.

Course Objectives: The course objectives are

7. To provide an introduction to a broad range of economic concepts, theories and analytical techniques to the students.
8. To understand the analysis of choices made by individual decision-making units (households and firms).
9. To analyze market, supply and demand model in which trade-offs and choices will be considered through comparison of costs and benefits of actions.
10. To develop reasoning and analytical skills among the students.

Course Learning Outcomes: Upon completion of this course, students will be able to:

11. Apply economic reasoning to the analysis of selected contemporary economic problems.
12. Understand how households (demand) and businesses (supply) interact in various market structures to determine price and quantity of a good produced.
13. Understand the links between household behaviour and the economic models of demand.
14. Relate the basic economic theory and principles to current microeconomic issues and evaluate related public policy.
15. Understand the efficiency and equity implications of market interference, including government policy.
16. Apply economic reasoning to individual and firm behaviour.

ASSESSMENT INSTRUMENT WITH WEIGHTS:

| SNR | ITEMS | MARKS | |
|-----|-------------------------------|-------|----|
| 1 | Mid Term Exam | 30 | |
| 2 | End Term Exam | 50 | |
| 3 | Internal Evaluation Breakdown | | |
| | Quiz(s) | | |
| | Assignments(s) | | |
| | Class Participation | | |
| | Présentations | | |
| | Case Discussion | | |
| | Lab Work/Practical Project | | |
| | Any Other | | |
| | Total | 20 | 20 |
| | GRAND TOTAL | 100 | |

COURSE CONTENTS:

| Lecture | Scheduled Topic | Learning Activity | Assessment Activity | PLO ³ | CLO | Thinking Level |
|-----------|---|-------------------|---------------------|------------------|-------|----------------|
| | Introduction to the concept of Scarcity <ul style="list-style-type: none"> ■ Micro & Macro Economics. ■ Basic terms of microeconomics: Basic wants, Goods & Services, Consumption, Utility. | Lecture | | PLO 1 | CLO 1 | Knowledge |
| 01 | <u>The Central Concepts of Economics</u> | Lecture | | PLO 1 | CLO 1 | Comprehension |

- Three Basic problems of Economic organization.
- Positive vs. Normative Economics.
- **Market, Command, and Mixed Economies**

02 The Production Possibility Frontier

- Input & Output
 - Opportunity Costs
 - Applications of PPF
- Lecture
- PLO 1 CLO 1 Comprehension

03 Demand

- Defining Demand & Law of Demand
 - Demand Schedule
 - Assumptions of Demand
 - Factors Affecting Demand
- Lecture
- PLO 1 CLO 1,2 Comprehension

04 Demand

- Shift in Demand curve and Movement along the curve
 - Market Demand
 -
- Lecture
- PLO 1 CLO 1,2 Comprehension

05 Supply

- Difference between Stock & Supply
 - Supply & Law of Supply
 - Assumptions of Supply
- Lecture
- PLO 1 CLO 1,2 Comprehension

06 Supply

- Factors Affecting Supply
- Lecture Quiz 1
- PLO 1 CLO 1,2 Comprehension

- Shift in Supply curve and Movement along the curve
- Equilibrium of Demand & Supply
- Effects of shift in Demand & Supply

07 Elasticity of Demand

- Introduction to the concept of Elasticity
- Definition of Elasticity of Demand
- Determinants of Elasticity of Demand
- Mathematical calculation of Ed
- Graphical representation of Ed

Lecture

PLO 1,2

CLO
2,3

Comprehension

08 Elasticity & Revenue

- Definition of Revenue
- Relation between Ed & Revenue

Lecture

PLO 1,2

CLO 1

Comprehension

09 Elasticity of Supply

- Definition of Elasticity of Supply
- Determinants of Elasticity of Supply
- Mathematical calculation of Es
- Graphical representation of Es

Lecture

PLO 1,2

CLO 1

Comprehension

10 Applications of Elasticity

- The Economics of Agriculture
- Impact of tax on price & quantities

Lecture

Assignment 1

PLO 4

CLO 5

Comprehension

11 Cross Elasticity

- Cross Elasticity of Demand

Lecture

PLO 1,2

CLO 1

Comprehension

- Mathematical calculation of Cross Elasti

12 Demand & Consumer Behavior

- Choice and Utility Theory
 - Marginal Utility and the Law of Diminishing Marginal Utility
- Lecture Assignment 2
Quiz 2 PLO 1 CLO 3,5 Comprehension

13 Demand & Consumer Behavior

- An Alternative Approach: Substitution Effect and Income Effect
 - From Individual to Market Demand
 - Demand Shifts: Substitutes and Complements
 - Income Elasticity: Normal Goods & Inferior Goods
- Lecture PLO 1,3 CLO 3,5 Knowledge

14 Demand & Consumer Behavior

- Indifference Curve Analysis. Characteristics of indifference curves.
 - Indifference curve for substitutes, complement goods
 - Concept of Budget line, Changes in Budget line to Income change & Price change.
- Lecture PLO 1,3,4 CLO 3,5 Knowledge

15 Production Function

- Production Function Definition
 - Total Product, Average Product & Marginal Product
 - Law of Diminishing Returns
- Lecture PLO 1,2 CLO 6 Knowledge

16 Production Function

Returns to Scale Technological Change Short run & Long run, Productivity & Aggregate Production function

Lecture

PLO 1,2

CLO 6

Comprehension

17 Economic Analysis of Costs

- Total Costa
- Fixed Cost
- Variable Cost
- Marginal Cost
- AFC, AVC, AC
- Relation between AC & MC

Lecture

PLO 1,2,3

CLO 6

Comprehension

18 Economic Analysis of Costs

- Diminishing Returns & U-shaped Curves.
- Link between production and costs.

Lecture

PLO 1,2,3

CLO 6

Comprehension

19 Behavior of Competitive Firms.

- Perfect Competition Definition
- Characteristics of Perfect Competition
- Demand Curve in Perfect Competition

Lecture

PLO 1,2

CLO 6

Comprehension

20 Behavior of Competitive Firms.

- Price & Output Determination in short-run
 - Normal Profit
 - Abnormal Profit
 - Loss

Lecture

PLO 1,2,3

CLO 6

Comprehension

- Shut-down Point
- Price & Output Determination in long-run

21 Supply behavior in Competitive Firms

- Derivation of short-run Supply curve
- Special Cases of Competitive Markets:
 - Derivation of long-run Supply curve under Constant Cost Industry
 - Derivation of long-run Supply curve under Increasing Cost Industry
 - Back-ward Bending Supply Curve

Lecture

Quiz 2

PLO 3

CLO 6

Comprehension

22 Patterns of Imperfect Competition

- Definition of Imperfect Competition
- Types of Imperfect Competition
- Demand Curve under Imperfect Competition

Lecture

PLO 1

CLO 6

Comprehension

23 Patterns of Imperfect Competition

- Marginal Revenue & Monopoly
- Sources of Market Imperfections
- Natural Monopolies

Lecture

PLO 1

CLO 6

Comprehension

24 Patterns of Imperfect Competition

- Profit Maximizing Conditions.
- Monopoly Equilibrium

Lecture

Assignment 2

PLO 3

CLO 5

Comprehension

25 Behavior of Imperfect Competitors

- Market Power

Lecture

PLO 3

CLO 6

Knowledge

■ Theories of Imperfect Competition

26 Behavior of Imperfect Competitors

- Collusive Oligopoly
- Price Discrimination

Lecture

PLO 3,4

CLO 6

Knowledge

27 Revision

PLO 8

CLO
1,2,5,6

Comprehension

28 Final project presentations

Presentations

PLO 7,8

CLO 1

Creation

29 Final project presentations

Presentations

PLO 7,8

CLO 1

Creation

Course Title: Principles of Management

Course Code: AFMG-121

Credit Hours: 3+0

Course Instructor

Mode of Contact You can contact your course instructor in the following ways:

Email: Ramsha.zakariya@numl.edu.pk

Meeting: By appointment via e-mail

PREREQUISITES: The students must know the basic work flow design of organization.

Textbook:

Stephen P. Robbins, Mary Coulter, Management. 14th edition.

Reference Material:

- Jones, G. R., George, J. M., & Hill, C. W. (2000). Contemporary management. 11th Edition.
- Courtland L. Bovee, John V Thill. Marian Burk Wood, George P. Thill, Management, international Edition.

Course Description: This is an introductory course about the management of organizations. It basically describes what management is, why management is important, what managers do, and how managers utilize organizational resources efficiently and effectively to achieve organizational goals. This course will cover the principles, roles functions, theories and approaches of Management. Focusing upon skills and competencies of 21st Century Managers, an effort will be made to incorporate current trends, global and technological advancements with the primary concepts of this discipline. It provides instructions in principles of management that have general applicability to all types of enterprises; basic management philosophy and decision making; principles involved in planning, organizing, leading, and controlling; and recent concepts in management. The majority of class time will be spent in lectures for concept building of basic management principles, functions and solutions as well as their application to general management related problems.

Course Objectives: The course objectives are

- To introduce and relate the basic managerial functions of management: Planning, Organizing, leading and controlling.
- Describe how the need to increase organizational efficiency and effectiveness has guided the evolution of management theory
- Describe the various personality traits that affect how managers think, feel, and behave
- Discuss the management global challenges
- Understand the nature of managerial decision making, differentiate between programmed and non-programmed decisions, and explain why non-programmed decision making is a complex, uncertain process.
- Understanding formal steps in organizational planning process
- Define organizational control and explain how it increases organizational effectiveness.
- Describe the four steps in the control process and the way it operates over time.
- Identify the main output controls, and discuss their advantages and disadvantages as means of coordinating and motivating employees.
- Explain what leadership is, when leaders are effective and ineffective, and the sources of power that enable managers to be effective leaders.
- Identify the traits that show the strongest relationship to leadership, the behaviors leaders engage in, and the limitations of the trait and behavioral and contingency models of leadership.
- Develop understanding of effective leadership and management in organizations.
- Understanding group dynamics and role of leadership in resolving group conflicts and effective communication gaining organizational competitive advantage.

Course Learning Outcomes: The objective of this course is to expose students to the theories of management, organizational theory, and the practice of management in contemporary organizations from a conceptual, analytical, and pragmatic perspective. Upon completion of this course, students will be able to:

- Learn the basic concepts of the Four Pillars of Management – Planning, Organizing, Controlling & Leading
- Learn the basic theories, principles, functions and roles of Management in global market context.
- Facilitate to practically view managerial and organizational problems and issues
- The course helps students to confront both the task learning and personal learning involved in becoming a manager.
- Demonstrate the ability to work effectively as part of a group, and display communication and presentation skills.

ASSESSMENT INSTRUMENT WITH WEIGHTS:

| SNR | ITEMS | MARKS | |
|-----|-------------------------------|-------|-----|
| 1 | Mid Term Exam | 30 | |
| 2 | End Term Exam | 50 | |
| 3 | Internal Evaluation Breakdown | | |
| | Quiz(s) | | |
| | Assignments(s) | | |
| | Class Participation | | |
| | Présentations | | |
| | Case Discussion | | |
| | Lab Work/Practical Project | | |
| | Any Other | | |
| | Total | 20 | 20 |
| | GRAND TOTAL | | 100 |

COURSE CONTENTS:

| Lecture | Scheduled Topic | Learning Activity | Assessment Activity | PLO | CLO | Thinking Level |
|---------|--|-------------------|---------------------|-------|-------|----------------|
| 01 | Foundation of management. Definition Scope and Function of Management. | Lecture | | PLO 1 | CLO 1 | Knowledge |
| 02 | Different levels, Roles and Skills of Management, Management & Organization. | Lecture | | PLO 1 | CLO 2 | Knowledge |
| 03 | Current trends & Issues of Management; workforce diversity, globalization. | Lecture | Assignment 1 | PLO 7 | CLO 2 | Comprehension |
| 04 | IT development, Knowledge Management, Innovation and Creativity etc. | Lecture | | PLO 5 | CLO 2 | Comprehension |

| | | | | | | |
|----|---|------------|--------------------------|-------|-------|---------------|
| 05 | Management theories and perspectives. Evolution of Management Theories. | Lecture | Quiz 1 | PLO 1 | CLO 2 | Comprehension |
| 06 | Scientific Management, Administrative Management, Bureaucratic Management. | Lecture | | PLO 1 | CLO 2 | Comprehension |
| 07 | Behavioral theories, Hawthorne Studies, System Approach, Contingency Approach. | Case Study | Presentation | PLO 3 | CLO 2 | Application |
| 08 | Organizational culture & environment: Different Views and Sources of Culture. | Lecture | | PLO 1 | CLO 2 | Comprehension |
| 09 | External & Internal Environmental Factors, Task & Mega Environment. | Lecture | | PLO 4 | CLO 2 | Comprehension |
| 10 | Corporate social responsibility, Views on CSR, value based management | Lecture | | PLO 4 | CLO 2 | Comprehension |
| 11 | Ethics in management, factors affecting ethics and improving ethical behaviors. | Lecture | Ethical Dilemma Exercise | PLO 6 | CLO 3 | Analysis |
| 12 | Decision making: Decision making process of eight steps and its Conditions. | Lecture | | PLO 2 | CLO 4 | Application |
| 13 | Decision Making Errors and Biases, Types of Problems and Respective Decisions. | Lecture | Assignment 2 | PLO 2 | CLO 4 | Application |
| 14 | Foundation of planning: Conceptual View of Planning and its Purpose and importance. | Lecture | Quiz 2 | PLO 1 | CLO 3 | Knowledge |
| 15 | Challenges and Types of Planning, Types and characteristics of Goals and Plans. | Lecture | | PLO 1 | CLO 4 | Comprehension |
| 16 | Developing Organizational Goals. Traditional Approach and MBO | Lecture | | PLO 1 | CLO 2 | Comprehension |

| | | | | | | |
|----|---|---------|--------------|-------|-------|---------------|
| 17 | Organizing; Foundation of Organizational Structure and design, Contingency Factors. | Lecture | | PLO 1 | CLO 2 | Comprehension |
| 18 | Types of Organizational Structure, Departmentalization & Chain of Command. | Lecture | | PLO 1 | CLO 2 | Comprehension |
| 19 | Span of Control & Formalization, Centralization and Decentralization, Work division | Lecture | Quiz 3 | PLO 1 | CLO 2 | Comprehension |
| 20 | Mechanistic & Organic Organizations, Traditional & Contemporary Designs. | Lecture | | PLO 1 | CLO 2 | Comprehension |
| 21 | Environmental Uncertainty, Scanning and dynamism effects on Organizational Design. | Case | | PLO 1 | CLO 3 | Comprehension |
| 22 | Leadership and management: Differences and Similarities, Who are Leaders? What is Leadership? | Lecture | Assignment 3 | PLO 2 | CLO 4 | Knowledge |
| 23 | Early Leadership Theories: Trait & behavioral theories, Different Leadership Styles. | Lecture | | PLO 2 | CLO 4 | Knowledge |
| 24 | Models of Leadership: Fielders Model, Path Goal Theory, Blanchard Situational Theory. | Lecture | | PLO 2 | CLO 4 | Knowledge |
| 25 | Contemporary Theories of Leadership: Transactional, Transformational and LMX Theory | Lecture | Assignment 4 | PLO 2 | CLO 4 | Comprehension |
| 26 | Foundation of Control: Importance of Control, Control Process of different steps. | Lecture | | PLO 2 | CLO 4 | Knowledge |
| 27 | Elements, Approaches and Types of Controlling, Organizational Performance | Lecture | Quiz 4 | PLO 2 | CLO 4 | Comprehension |
| 28 | Measures to Control Organizational Performance. Control Strategies for deviations. | Lecture | | PLO 2 | CLO | Comprehension |

| | | | | |
|----|---------------|---------------|-------|-------------------|
| | | | 4 | |
| 29 | Final Project | Presentations | PLO 3 | CLO 5 Creation |
| 30 | Final Project | Presentations | PLO 3 | CLO 5 Creation |

Semester - II

| CODE | COURSE | CREDITS |
|-----------------|---|----------------|
| AFHU-102 | Business Communication & Professional Speech | 3 |
| AFAC-141 | Financial Accounting | 3 |
| AFMK-221 | Principles of Marketing | 3 |
| AFFI-121 | Intro. to Business Finance | 3 |
| AFMT-102 | Statistics and Probability | 3 |
| AFEC-101 | Macro Economics | 3 |

Course Title: FINANCIAL ACCOUNTING

Course Code: AFAC-141

Credit Hours: 3 + 0

Course Instructor:

Mode of Contact:

Prerequisites:

- The student should have passed principles of accounting

RECOMMENDED TEXTBOOK:

Text Book:

- ACCA recommended text books for Financial Accounting(FFA/F3) by Kaplan Publishers and Bpp Publishers.
- Financial & Managerial Accounting (19th Edition) by Jan R Williams, Susan F Haka. Mc-Graw Hill Companies Incorporation (Publisher)

Reference books:

- Fundamentals of Accounting by Libby & Libby (8th Edition)
- Intermediate Accounting by Donald Kieso. John Wiley & Sons Inc.

COURSE DESCRIPTIONS/OBJECTIVES:

This course is designed to introduce students to fundamental accounting concepts, conventions, principles, and procedures to develop skills in double entry accounting procedures in relation to companies. Students develop the skills necessary to prepare and analyze the financial

statements of a public corporation. Topics include the conceptual framework; understanding the working of accounting standards; the accounting cycle; financial statements; internal control and bank reconciliations; receivables; inventory; long-term assets including intangibles; liabilities including bonds payable; shareholders' equity, dividends. The ultimate target is to make student prepare and ready to analyze the problem, situation and apply their requisite accounting knowledge to tackle the problem and devise good solution.

Course Objectives and Learning Outcomes:

The course aims at developing an understanding and appreciation of the principles and concepts of Financial Accounting and its applications to the business situations. This course will enable students to understand and distinguishing the elements of financial statements and the accounting procedures for it. After completing this course students will be able to:

- Develop the understanding the fundamental accounting principles and concepts with their applicability
- Transactions recording in general journal, prepare ledger accounts of merchandizing concern.
- Prepare trial balance, year-end adjustments; prepare adjusted trial balance of merchandizing concern.
- Prepare financial statements merchandizing concern in accordance with IAS 1
- Compute inventory by using different valuation methods in accordance with IAS 2
- Prepare cash flow in accordance with IAS 7
- Understand the property, plant and equipment and apply various depreciation methods
- Prepare reconciliation statement of various types required for controlling
- Learn the accounting for issuance of shares and other accounting aspects related to company.

ASSESSMENT INSTRUMENT WITH WEIGHTS:

| SN R | ITEMS | MARKS |
|------|-------------------------------|-------|
| 1 | Mid Term Exam | 30 |
| 2 | End Term Exam | 50 |
| 3 | Internal Evaluation Breakdown | |
| | Quiz(s) | |
| | Assignments(s) | |
| | Class Participation | |
| | Présentations | |
| | Case Discussion | |
| | Lab Work/Practical Project | |
| | Any Other | |
| | Total | 20 |
| | | 0 |
| | GRAND TOTAL | 100 |

COURSE CONTENTS:

| Lecture | Scheduled Topic | Learning Activity | Assessment Activity | PLO | CLO | Thinking Level |
|---------|-----------------|-------------------|---------------------|-----|-----|----------------|
|---------|-----------------|-------------------|---------------------|-----|-----|----------------|

| | | | | | | |
|-----------|--|---------|------------------------|-------|-------------|---------------|
| 01 | <ul style="list-style-type: none"> ■ Introduction to Fundamental Principles ■ Introduction to concept used in accounting. | Lecture | | PLO 2 | CLO 1 | Comprehension |
| 02 | <ul style="list-style-type: none"> ■ Understanding the need of Inventories in merchandising concerns. ■ Understand Accounting for Inventories | Lecture | | PLO 2 | CLO 2 and 5 | Comprehension |
| 03 | <ul style="list-style-type: none"> ■ IAS 2: Inventories: Measurement issues | Lecture | | PLO 2 | CLO 5 | Comprehension |
| 04 | <ul style="list-style-type: none"> ■ IAS 2: Inventories: Valuation and Recognition | Lecture | | PLO 2 | CLO 5 | Comprehension |
| 05 | <ul style="list-style-type: none"> ■ Practice Questions and numerical of the above | Lecture | | PLO 2 | CLO 5 | Comprehension |
| 06 | <ul style="list-style-type: none"> ■ IAS 16:Accounting for Property, Plant and Equipment ■ Understand the difference between capital and revenue expenditures. Measurement and recognition of non-current assets | Lecture | Quiz 1 | PLO 2 | CLO 7 | Comprehension |
| 07 | <ul style="list-style-type: none"> ■ IAS 16:Accounting for Property, Plant and Equipment ■ Understand the need to charge depreciation and practicing the methods of depreciation in accordance with IAS 16. | Lecture | | PLO 2 | CLO 3 and 7 | Comprehension |
| 08 | <ul style="list-style-type: none"> ■ IAS 16:Accounting for Property, Plant and Equipment ■ Revising the estimates as per IAS 16. | Lecture | | PLO 2 | CLO 2 and 7 | Comprehension |
| 09 | <ul style="list-style-type: none"> ■ Recording and reporting disposal of Non-current assets | Lecture | | PLO 2 | CLO 2 and 7 | Comprehension |
| 10 | <ul style="list-style-type: none"> ■ Accounting treatments for revaluation of non-current assets and subsequent procedures after revaluation. | Lecture | Assignment 1 | PLO 2 | CLO 3 and 7 | Comprehension |
| 11 | <ul style="list-style-type: none"> ■ Accounting treatments for disposal of revalued non-current assets. | Lecture | | PLO 2 | CLO 3 and 7 | Comprehension |
| 12 | <ul style="list-style-type: none"> ■ Practice questions for Property, Plant, and Equipment | Lecture | | PLO 2 | CLO 7 | Comprehension |
| 13 | <ul style="list-style-type: none"> ■ Accounts receivables: | Lecture | Assignment 2 Quiz 2 | PLO 2 | CLO 2 & 3 | Comprehension |

| | | | | | | |
|-----------|---|---------|--------------|-------|-------------|---------------|
| | <ul style="list-style-type: none"> ■ Accounts receivable & allowance for doubtful accounts, writing off an uncollectible A/R by Aging method, writing off an uncollectible A/R by Direct method. | | | | | |
| 14 | <ul style="list-style-type: none"> ■ Accounts receivables: ■ Practice Questions and Revision | Lecture | | PLO 2 | CLO 2 & 3 | Comprehension |
| 15 | <ul style="list-style-type: none"> ■ Introduction to company accounts. ■ Introduction to sources of finances for companies. | Lecture | | PLO 2 | CLO 2 and 9 | Comprehension |
| 16 | <ul style="list-style-type: none"> ■ Accounting treatment for sources of finances for companies. | Lecture | | PLO 2 | CLO 2 and 9 | Comprehension |
| 17 | <ul style="list-style-type: none"> ■ Understanding corporate taxation system. ■ Accounting treatment for company taxation. | Lecture | | PLO 2 | CLO 3 | Comprehension |
| 18 | <ul style="list-style-type: none"> ■ Practice questions for company accounts and company taxation. | Lecture | | PLO 2 | CLO 2 and 3 | Comprehension |
| 19 | <ul style="list-style-type: none"> ■ Cash Control and Bank Reconciliation Statement; ■ What is cash book and bank statement, reasons for the difference between both the books, why to reconcile both books, ■ Purpose for making bank reconciliation statement. | Lecture | | PLO 2 | CLO 8 | Comprehension |
| 20 | <ul style="list-style-type: none"> ■ Control accounts reconciliations | Lecture | Assignment 3 | PLO 2 | CLO 8 | Comprehension |
| 21 | <ul style="list-style-type: none"> ■ Introduction to IAS 1; ■ Preparing and presentations of financial statements. | Lecture | | PLO 2 | CLO 3 and 4 | Comprehension |
| 22 | <ul style="list-style-type: none"> ■ Preparing financial statements of merchandising concern including SoP&L, SoFP, SoE and note to the accounts | Lecture | | PLO 2 | CLO 3 and 4 | Comprehension |
| 23 | <ul style="list-style-type: none"> ■ Practice question for IAS 1. | Lecture | | PLO 2 | CLO 4 | Comprehension |

| | | | | | | |
|-----------|---|---------|--------|-------|-------------|---------------|
| 24 | ■ Introduction to Statement of cash flows in accordance with IAS 7 | Lecture | Quiz 3 | PLO 2 | CLO 6 | Comprehension |
| 25 | ■ Preparing Statement of cash flows | Lecture | | PLO 2 | CLO 6 | Comprehension |
| 26 | ■ Introduction to Consolidated Statement of Financial Position as per IFRS 10 | Lecture | | PLO 2 | CLO 2 and 9 | Comprehension |
| 27 | ■ Introduction to Consolidated Statement of Profit and Loss as per IFRS 10 | Lecture | | PLO 2 | CLO 2 and 9 | Comprehension |
| 28 | ■ Need for Consolidated Statement in accordance with IFRS 10 | Lecture | | PLO 2 | CLO 9 | Comprehension |

Course Title: Business Communication and Professional Speech

Course Code: AFHU-102

Credit Hours: 3+0

Course Instructor:

Mode of Contact: You can contact your course instructor in the following ways:

Email: aqayyum@numl.edu.pk

Meeting: By appointment via e-mail

Prerequisites: None

Textbooks:

1. Business English and Communication (8th edition) by Lyn R. Clarke
2. Business Communication: Strategy and Skill by Mary Munter
3. Effective Business Communication (International 7th edition) by Herta A. Murphy
4. Business and Administrative Communication (5th edition) by Kitty O. Locker
5. Oxford Practice Grammar by John Eastwood

Reference Material:

1. Business Communication (3rd edition) by Kitty O. Locker
2. Business Communication Today (7th edition) by Courtland L. Bovee
3. Communicate! (10th edition) by Rudolph F. Verderber

Course Description: This course is designed to enable students to understand the process of communication and its importance in professional and administrative work. The students should be able to differentiate between communication inside and outside the organization. They execute the importance of interpersonal communication in meetings and working in groups and communicating effectively both verbally and non-verbally in professional situations. Besides the students understand the process of public speaking and especially giving oral presentations and demonstrate their knowledge in persuasive and informative speeches. The students should understand the significance of inter-cultural communication in the contemporary age and learn how to communicate effectively with people from other cultures. They learn documentation by writing letters, memorandums and reports. This course also prepare students for job hunting by teaching them writing resumes and letters of application and preparing them for appearing in interviews.

Course Objectives: The course objectives are to

- Provide students language skills for effective verbal and non verbal organizational communication.
- Communicate effectively and professionally in situations with culturally diverse audience.
- Decipher and prepare business documents such as letters, memorandums and reports.

Course Learning Outcomes: Upon completion of this course, students will be able to:

- Describe the process of communication and use verbal and nonverbal communication effectively.
- Identify and effectively employ various tools of communication used inside and outside an organization, namely letters, memorandums etc.
- Prepare and execute oral presentations: informative and persuasive.
- Identify and accommodate cultural differences effectively in various business and professional situations.
- Select and execute strategies for effective interpersonal communication: business and group meetings.
- Interpret and prepare short and long business reports.
- Write resume, letter of application and prepare for interviews.
- Speak and write correct sentences in English language.

ASSESSMENT INSTRUMENT WITH WEIGHTS:

| SNR | ITEMS | MARKS |
|-----|-------------------------------|-------|
| 1 | Mid Term Exam | 30 |
| 2 | End Term Exam | 50 |
| 3 | Internal Evaluation Breakdown | |
| | Quiz(s) | |
| | Assignments(s) | |
| | Class Participation | |
| | Présentations | |
| | Case Discussion | |
| | Lab Work /Practical Project | |
| | Any other | |
| | Total | 20 |
| | GRAND TOTAL | 100 |

CONTENTS:

| Lecture | Scheduled Topic | Learning Activity | Assessment Activity | PLO | CLO | Thinking Level |
|-----------|---|--------------------|---------------------|----------|----------|----------------|
| | 01 The Process of Communication and its components including participants, context, message, channels, noises and feedback. | Lecture/Discussion | | PLO 7 | CLO 1 | Knowledge |
| 02 | How business communication is | Lecture/Discussion | | PLO | CLO | Knowledge |

| | | | | | | |
|-----------|--|------------------------|---|----------|-------------------|---|
| | different from other forms of communication. Seven Cs of communication. | | | 7 | 1 | |
| 03 | Verbal communication and uses of language. How can one speak more clearly? | Lecture/ Discussion | | PLO 7 | CLO 1 | Knowledge |
| 04 | Nonverbal communication or NVC. Body motions, self-presentation and use of Environment in NVC tense. Units 83 and 84 of Oxford Practice Grammar. | Lecture/Discussion | | PLO 7 | CLO 1 and 7 | Knowledge/ Application |
| 05 | Communication inside an organization: horizontal and vertical. Communication outside an organization: managing news media, managing corporate news, role of company's spokesperson and managing crisis communication | Lecture/Discussion | Test on communication: verbal and nonverbal | PLO 7 | CLO 2 | Knowledge |
| 06 | Effects of technology on business writing. Writing effective emails. | Lecture/ Discussion | | PLO 7 | CLO 2 and 7 | Knowledge/Application |
| 07 | Layout and design of business letters. Organizational plans of good and bad messages. Reading sample business letters | Lecture/ Discussion | Test on Grammar | PLO 7 | CLO 2 | Knowledge /Comprehension/Application |

Writing good and bad news messages

08 Organizational plans of neutral and persuasive messages
: direct and indirect
Reading sample business letters Lecture/Discussion PLO 2
Writing neutral and persuasive messages 7 and Knowledge/Comprehension/Application
7

09 Memorandums: definition, difference between letter and memorandum, parts of memorandum
Reading different memorandums Lecture/Discussion PLO 2
Interpersonal 7 and Knowledge/Comprehension/Application
Unit 54 of Oxford Practice Grammar 7

10 Rearranging and writing memorandums
Units 55 and 56 of Oxford Practice Grammar Lecture/Discussion PLO 2
7 and Knowledge/Comprehension
7 /Application

11 Interpersonal Communication: importance of listening and working in groups and teams Lecture /Discussion Test on grammar PLO 5
7 CLO Knowledge

12 Conducting Business Meetings Lecture/Discussion PLO CLO Knowledge

| | | | | | | |
|-----------|---|--------------------|-----------------------------------|-------|-------|-------------|
| | Difference between meeting and presentation Writing agenda and minutes of meetings | | 7 | 5 | | |
| 13 | Role of chairperson and participants in a meeting | Lecture/Discussion | Test on writing letters and memos | PLO 7 | CLO 5 | Knowledge |
| 14 | Mock business meeting | Lecture/Discussion | | PLO 7 | CLO 5 | Application |

MID TERM EXAMS

| | | | | | | |
|-----------|---|--------------------|---------------------------|-------|-------|-------------------------------------|
| 15 | Oral Presentation: definition, purposes, f | Lecture/Discussion | | PLO 7 | CLO 3 | Knowledge |
| 16 | Oral Presentation: plan, opening, closing, organizing content, visuals, answering questions | Lecture/Discussion | | PLO 7 | CLO 3 | Knowledge |
| 17 | Persuasive and informative speaking Reading and analyzing speeches | Lecture/Discussion | | PLO 7 | CLO 3 | Knowledge/Comprehension/Application |
| 18 | Definition of intercultural communication Factors contributing to importance of intercultural Differences in cultures Improving inter-cultural communication | Lecture/Discussion | Test on Oral Presentation | PLO 7 | CLO 4 | Knowledge |
| 19 | Purposes and style of business reports | Lecture/Discussion | | PLO 7 | CLO 6 | Comprehension/Application |

| | | | | | | |
|-----------|--|--------------------|-------------------------------------|----------|-------------------|---|
| | Formats and types of short reports: information feasibility, recommendation and justification Reading and analyzing sample short reports | | | | | |
| 20 | Parts of a long report: title, letter or memorandum of transmittal, table of contents, list of illustrations, executive summary and body of report | Lecture/Discussion | Test on intercultural communication | PLO 7 | CLO 6 | Knowledge |
| 21 | Individual students give oral presentation | Discussion | | PLO 7 | CLO 3 | Application |
| 22 | Preparing resumes Definition, types, parts of resumes Units 60 and 61 of Oxford Practice Grammar | Lecture/Discussion | | PLO 7 | CLO 6 and 7 | Knowledge |
| 23 | Reading sample resumes Writing resumes Units 62 Oxford Practice Grammar | Lecture/Discussion | | PLO 7 | CLO 6 and 7 | Knowledge/Comprehension/ Application |
| 24 | Letters of Application Definition, types | Lecture/Discussion | Test on Report Writing | PLO 7 | CLO 6 | Knowledge |
| 25 | Reading sample letters of application Writing letters of application | Lecture/Discussion | | PLO 7 | CLO 6 | Knowledge/Comprehension/Application |
| 26 | Preparing resumes and writing letters of application using the information given | Lecture/Discussion | | PLO 7 | CLO 6 | Application |

| | | | | | |
|-----------|--|--------------------|----------|----------|---------------------------|
| 27 | Interview Definition and types | Lecture/Discussion | PLO 7 | CLO 6 | Knowledge |
| 28 | Role of interviewee | Lecture/Discussion | PLO 7 | CLO 6 | Knowledge |
| 29 | <u>Role of interviewer</u> | Lecture/Discussion | PLO 7 | CLO 6 | Knowledge |
| 30 | Reading and analyzing sample interviews | Discussion | PLO 7 | CLO 6 | Comprehension/Application |
| 31 | Mock interviews | Lecture/Discussion | PLO 7 | CLO 6 | Application |
| 32 | Mock interviews | Lecture/Discussion | PLO 7 | CLO 6 | Application |

FINAL EXAMS

Course Title: Introduction to Business Finance

Course Code: AFFI-121

Credit Hours: 3+0

Course Instructor:

Mode of Contact"

You can contact your course instructor in the following ways:

Email:

Meeting: By appointment via e-mail

PREREQUISITES: As a finance course, you must have an understanding of Principles of Accounting

Textbook:

- Fundamentals of Financial Management Van C. Horne 13th Edition (or latest edition)

Reference Material:

- Financial Management by Brigham and Houston 13th edition (or latest edition)
- Principles of Managerial Finance/Lawrence J. Gitman, Chad J. Zutter.—13th ed.

Course Description: This is a basic course in Business Finance for BS A&F program. The main objective of this course is to prepare students to understand the concept of business finance, the corporate objectives and the basic terminology of business finance, the preparation of the time value of money, present and future value of money, then how to evaluate annuity concept in it. How to evaluate the capital projects, calculation of the cost of capital and optimal capital structure?

Course Objectives: The objective of this course is to enable students;

- to understand the basic concepts of business finance.
- to understand the concept of the time value of money.
- to illustrate and analyze the working capital management principles.
- to illustrate the concept of basic capital budgeting techniques.

Intended Course Learning Outcomes: After studying this course the students would be able to:

- understand and be able to strategically analyze the difference between investment decisions and financial decisions.
- analyze the impact of time value of money decisions on the business problems.
- analyze the profitability and liquidity position of the business problems.
- analyze the capital budgeting techniques of the business problems.

ASSESSMENT INSTRUMENT WITH WEIGHTS:

| SNR | ITEMS | MARKS | |
|-----|-------------------------------|-------|-----|
| 1 | Mid Term Exam | 30 | |
| 2 | End Term Exam | 50 | |
| 3 | Internal Evaluation Breakdown | | |
| | Quiz(s) | | |
| | Assignments(s) | | |
| | Class Participation | | |
| | Présentations | | |
| | Case Discussion | | |
| | Lab Work/Practical Project | | |
| | Any Other | | |
| | Total | 20 | 20 |
| | GRAND TOTAL | | 100 |

COURSE CONTENTS:

| Lecture | Scheduled Topic | Learning Activity | Assessment Activity | PLO | CLO | Thinking Level |
|---------|---|-------------------|---------------------|-------|-------|----------------|
| 01 | ■ <u>Overview of the Course</u> | Lecture | | PLO 1 | CLO 1 | Knowledge |
| 02 | ■ <u>Goals of a Financial Manager, Finance and Accounting. What is financial management?</u> | Lecture | | PLO 1 | CLO 1 | Comprehension |
| 03 | ■ Goal of the firm, difference between profit maximization and shareholders wealth maximization, agency problems | Lecture | | PLO 1 | CLO 1 | Comprehension |
| 04 | ■ Types of Business Organizations; Sole Proprietorship, Partnership and Corp | Lecture | | PLO 1 | CLO 1 | Knowledge |
| 05 | ■ Financial Markets, Money market vs capital markets; primary markets vs secondary Market | Lecture | | PLO 1 | CLO 1 | Knowledge |
| 06 | ■ Flow of Funds between different markets and role of Financial Intermediations | Lecture | Quiz 1 | PLO 1 | CLO 1 | Comprehension |
| 07 | ■ Concept of Time Value of Money, Discussi Time Line its importance | Lecture | | PLO 1 | CLO 2 | Comprehension |
| 08 | ■ Difference between Present Value and Compound Value | Lecture | | PLO 4 | CLO 2 | Comprehension |
| 09 | ■ Concept of Annuity, Different types of Annuities, Distinguish between an "ordinary annuity" and an "annuity due | Lecture | | PLO 4 | CLO 2 | Comprehension |

| | | | | | | |
|-----------|--|---------|------------------------|-------|-------|---------------|
| 10 | ■ How to calculate the required rate of return in an Annuity | Lecture | Assignment 1 | PLO 4 | CLO 2 | Comprehension |
| 11 | ■ Types of Loans; Pure Discount Loans, Interest-only Loans and Amortization of Loan | Lecture | | PLO 1 | CLO 2 | Comprehension |
| 12 | ■ Amortization of Loan Schedule, Effective Annual Rate | Lecture | | PLO 4 | CLO 2 | Comprehension |
| 13 | ■ Valuation of Long Term Securities, Basic Concepts of Valuations, Different Types of Bonds on the Basis of Valuations | Lecture | Assignment 2 Quiz 2 | PLO 1 | CLO 2 | Comprehension |
| 14 | ■ Perpetuity, Coupon Bonds | Lecture | | PLO 4 | CLO 2 | Comprehension |
| 15 | ■ Concept of Yield to Maturity (YTM) | Lecture | | PLO 4 | CLO 2 | Comprehension |
| 16 | ■ Concept of Yield to Call | Lecture | | PLO 4 | CLO 2 | Comprehension |
| 17 | ■ Valuation of Stock: Types of Stocks | Lecture | | PLO 1 | CLO 2 | Knowledge |
| 18 | ■ Special Cases: Perpetuity, Constant Growth Model | Lecture | | PLO 4 | CLO 2 | Comprehension |
| 19 | ■ Non-Constant Growth model: 2- Stage growth Model | Lecture | | PLO 4 | CLO 2 | Comprehension |
| 20 | ■ Components of Required Rate of Return of a Stock | Lecture | Assignment 3 | PLO 4 | CLO 2 | Comprehension |

| | | | | | | |
|-----------|--|---------|--------|-------|-------|---------------|
| 21 | ■ Principles of Working Capital Management: Profitability and Liquidity | Lecture | | PLO 1 | CLO 3 | Comprehension |
| 22 | ■ Classification of Working Capital, Financing Current Assets | Lecture | | PLO 1 | CLO 3 | Comprehension |
| 23 | ■ Cash and Marketable Securities Management: Motives for Holding Cash | Lecture | | PLO 1 | CLO 3 | Knowledge |
| 24 | ■ Investment in Marketable Securities: Three Segments | Lecture | Quiz 3 | PLO 1 | CLO 3 | Knowledge |
| 25 | ■ Capital Budgeting Process: Discounted verses non-Discounted Techniques | Lecture | | PLO 4 | CLO 4 | Comprehension |
| 26 | ■ Application of Capital Budgeting Techniques: Payback Period Method | Lecture | | PLO 4 | CLO 4 | Comprehension |
| 27 | ■ Internal Rate of Return Method, Multiple IRR | Lecture | | PLO 4 | CLO 4 | Comprehension |
| 28 | ■ Net present value method, Profitability Index | Lecture | | PLO 4 | CLO 4 | Comprehension |

Course Title: Principles of Marketing

Course Code: AFMK-221

Course Instructor

Mode of Contact: You can contact your course instructor in the following ways:

Email:

Meeting: By appointment via e-mail

PREREQUISITES: As a marketing course, you must have an understanding of Introduction to Business

Textbook:

Principles of Marketing, by Philip Kotler, & Gary Armstrong 17th Edition.

Reference Material:

- Philip Kotler, Gary Armstrong, Ehsan Ul Haq *Principles of Marketing, A South Asian Perspective 13th edition*, PEARSON.
- *Marketing* by Michael J . Etzel , Bruce J. Walker and William Stanton , International Edition

Course Description: This course is designed to serve as an introduction to the basic principles of marketing, practices, and the application of these practices. This course examines our present-day marketing system from a managerial point of view and has a current events component to help emphasize the marketing principles in today's business world. Subjects covered include consumers, market research and target markets, feasibility analysis, products, promotion, channels of distribution, pricing, international marketing and use of technology in marketing. The majority of class time will be spent in lecture discussing the various solutions to marketing cases by the application of marketing principles.

Course Objectives: The course objectives are

17. To understand how organizations, identify customers and their wants/needs.
18. To comprehend marketing decisions, based upon the combination of product, price, promotion, and distribution elements.

19. To understand marketing is carried out by an organization to meet the requirements of domestic and international buyers, both households and businesses, within the bounds of ethics and the legal environment.
20. To apply key frameworks and methods, and develop analytical skills to solve marketing problems.
21. To provide you with a firm foundation in marketing theory and marketing practices.
22. To relate the impact of marketing and its integration with your own major or field of interest.

Course Learning Outcomes: Upon completion of this course, students will be able to:

23. Understand the marketing concept, recognize and suggest application of the marketing concept
24. Assess the marketing mix in-depth and develop a marketing mix relevant to business decisions.
25. Discuss the implications of the marketing concept on an organization and its functions.
26. Explain the influence of the marketing concept on the firm, consumers and the society.

ASSESSMENT INSTRUMENT WITH WEIGHTS:

| SNR | ITEMS | MARKS | |
|-----|-------------------------------|-------|-----|
| 1 | Mid Term Exam | 30 | |
| 2 | End Term Exam | 50 | |
| 3 | Internal Evaluation Breakdown | | |
| | Quiz(s) | | |
| | Assignments(s) | | |
| | Class Participation | | |
| | Présentations | | |
| | Case Discussion | | |
| | Lab. Work/Practical Project | | |
| | Any Other | | |
| | Total | 20 | 20 |
| | GRAND TOTAL | | 100 |

COURSE CONTENTS:

| Lecture | Scheduled Topic | Learning Activity | Assessment Activity | PLO | CLO | Thinking Level |
|---------|--|-------------------|---------------------|-----------|-------|----------------|
| 01 | Basic concepts of marketing What Is Marketing? <ul style="list-style-type: none"> ■ Marketing Defined ■ The Marketing Process ■ Understanding the Marketplace and Customer Needs | Lecture | | BPLO1 | CLO 1 | Knowledge |
| 02 | Designing a Customer-Driven Marketing Strategy <ul style="list-style-type: none"> ■ Selecting Customers to Serve ■ Choosing a Value Proposition ■ Marketing Management Orientations ■ Preparing an Integrated Marketing Plan and Program ■ Building Customer Relationships | Lecture | | BPLO1 | CLO 1 | Knowledge |
| 03 | Designing a Customer-Driven Marketing Strategy <ul style="list-style-type: none"> ■ Capturing Value from Customers ■ Creating Customer Loyalty and Retention ■ Growing Share of Customer ■ Building Customer Equity | Lecture | | BPLO1 | CLO 1 | Knowledge |
| 04 | The Changing Marketing Landscape <ul style="list-style-type: none"> ■ The Uncertain Economic Environment ■ The Digital Age ■ Rapid Globalization ■ Sustainable Marketing | Lecture | | BPLO1 & 7 | CLO 1 | Knowledge |

05 Company and Marketing Strategy

- Defining a Market-Oriented Mission
- Setting Company Objectives and Goals
- Designing the Business Portfolio
- Planning Marketing: Partnering to Build Cust Relationships Lecture
- Partnering with Other Company Department
- Partnering with Others in the Marketing Syst

BPLO 1 CLO 1 Knowledge

06 Marketing Strategy and the Marketing Mix

- Customer-Driven Marketing Strategy
- Developing an Integrated Marketing Mix
- Managing the Marketing Effort Lecture
- Marketing Analysis
- Marketing Planning

BPLO 1 CLO 2 Knowledge

06 Marketing Strategy and the Marketing Mix

- Marketing Implementation
- Marketing Department Organization Lecture
- Marketing Control
- Measuring and Managing Return on Marketing Investment

Assignment 1
Quiz 1

BPLO 1 CLO 2 Knowledge

07 Analyzing the Marketing Environment

- The Microenvironment
- The Company Lecture
- Suppliers
- Marketing Intermediaries

BPLO 4 CLO 1 Knowledge

- Competitors
- Publics
- Customers

07 The Macro-environment

- The Demographic Environment
- The Economic Environment
- The Natural Environment
- The Technological Environment
- The Political and Social Environment
- The Cultural Environment
- Responding to the Marketing Environment

Lecture

BPLO 4

CLO 1

Knowledge

08 Marketing Information and Customer Insights

- Marketing Information and Customer Insights

- Assessing Marketing Information Needs

Lecture

BPLO1

CLO 1

Knowledge

Developing Marketing Information

- Internal Data
- Competitive Marketing Intelligence

08 Marketing Research

- Defining the Problem and Research Objectives

- Developing the Research Plan

Lecture

BPLO1

CLO 1

Knowledge

- Gathering Secondary Data

- Primary Data Collection

09 Implementing the Research Plan

- Interpreting and Reporting the Finding

Lecture

BPLO1

CLO 1

Knowledge

- Analyzing and Using Marketing Information
- Customer Relationship Management
- Distributing and Using Marketing Information
- Other Marketing Information Considerations

10 Consumer buying behavior and Characteristics Affecting Consumer Behavior

- What are consumer markets and consumer buying behavior?
- Cultural Factors
- Social Factors
- Personal Factors
- Psychological Factors

Lecture

BPLO 1

CLO 1

Knowledge

11 Types of Buying Decision Behavior

- Complex Buying Behavior
- Dissonance-Reducing Buying Behavior
- Habitual Buying Behavior
- Variety-Seeking Buying Behavior

Lecture

BPLO1

CLO 1

Knowledge

12 Class activity (The Bridge)/ Tata Nano; the people's car

- Focus on consumer needs
- Manage key stakeholders
- Incorporate consumer/individual behavior

Class

Activity/Case

Discussion

BPLO 2, 3

CLO 3,4

Comprehension

13 Customer-Driven Marketing Strategy

■ Market Segmentation

- Segmenting Consumer Markets
- Segmenting Business Markets
- Segmenting International Markets
- Requirements for Effective Segmentation

Lecture

Assignment 2
Quiz 2

BPLO 1

CLO 1

Knowledge

14 Market Targeting

- Evaluating Market Segments
- Selecting Target Market Segments
- Differentiation and Positioning
- Positioning Maps
- Choosing a Differentiation and Positioning Strategy
- Communicating and Delivering the Chosen Position

Lecture

BPLO1

CLO 1

Knowledge

Mid Term Examination

15 Products, Services, and Brands

- Products, Services, and Experiences
- Levels of Product and Services
- Product and Service Classifications
- Product and Service Decisions
- Individual Product and Service Decisions
- Product Line Decisions
- Product Mix Decisions

Lecture

BPLO1

CLO 2

Knowledge

| | | | | | | |
|----|--|---|-----------------|----------|----------|---------------|
| 16 | Services Marketing | <ul style="list-style-type: none"> ■ The Nature and Characteristics of a Service ■ Marketing Strategies for Service Firms ■ Branding Strategy: Building Strong Brands <ul style="list-style-type: none"> □ Brand Equity □ Building Strong Brands □ Managing Brands | Lecture | BPLO 1 | CLO 1 | Knowledge |
| 17 | Coca-Cola India's Frozen Dessert Plan Heats Up Competition | | Case Discussion | BPLO 2,3 | CLO 3,4 | Comprehension |
| 18 | Pricing: Understanding and Capturing Customer Value 1 | <ul style="list-style-type: none"> ■ What Is a Price? ■ Major Pricing Strategies ■ Other Internal and External Considerations ■ Affecting Price Decisions ■ Overall Marketing Strategy ■ Overall Marketing Strategy, Objectives, and I ■ Organizational Considerations ■ The Market and Demand ■ The Economy ■ Other External Factors | Lecture | BPLO 1 | CLO 2 | Knowledge |
| 19 | Nestlé's Maggi: Pricing and Repositioning a Recalled Product | | Case Discussion | BPLO 2,3 | CLO 3, 4 | Comprehension |
| 20 | Marketing Channels: Delivering Customer Value | <ul style="list-style-type: none"> ■ Supply Chains and the Value Delivery Network ■ The Nature and Importance of Marketing Channels | Lecture | BPLO1 | CLO 2 | Knowledge |

- How Channel Members Add Value
- Number of Channel Levels
- Channel Behavior and Organization
- Channel Behavior
- Vertical Marketing Systems
- Horizontal Marketing Systems
- Multichannel Distribution Systems
- Changing Channel Organization
- Channel Design Decisions
- Analyzing Consumer Needs
- Setting Channel Objectives
- Identifying Major Alternatives
- Evaluating the Major Alternatives
- Designing International Distribution Channels

21 Channel Management Decisions

- Selecting Channel Members
- Managing and Motivating Channel Member:
- Evaluating Channel Members
- Public Policy and Distribution Decisions
- Marketing Logistics and Supply Chain Manag
- Nature and Importance of Marketing Logisti
- Goals of the Logistics System
- Major Logistics Functions
- Integrated Logistics Management

Lecture

Assignment 3
Quiz 3

BPLO1

CLO 2

Knowledge & Application

22 Integrated Marketing Communications

- The New Marketing Communications Model

Lecture

BPLO1,3

CLO 2

Knowledge

- The Need for Integrated Marketing Communications
- A View of the Communication Process
- Steps in Developing Effective Marketing Communication
- Identifying the Target Audience
- Determining the Communication Objectives
- Designing a Message
- Choosing Media
- Selecting the Message Source
- Collecting Feedback

23 Setting Promotion Budget

- Setting the Total Promotion Budget
- Shaping the Overall Promotion Mix
- Integrating the Promotion Mix
- Socially Responsible Marketing Communication
- Advertising and Sales Promotion
- Personal Selling

Lecture

BPLO1

CLO 2

Knowledge

24 Sustainable Marketing: Social Responsibility and Ethics

Lecture

BPLO6

CLO 1

Knowledge

25 Class Activity (Managing PR Challenges)

- Focused on managing situations where bad word of mouth has caused distrust among customers.
- Collaborative learning

Class Activity

BPLO 2, 3 & 6

CLO 3,4

Comprehension

| | | | | | |
|----|--------------------------------|---------------|------------------|---------------------|-------------|
| 26 | Socially Responsible Marketing | Lecture | BPLO 6 | CLO 1 | Knowledge |
| 27 | Final Project | Presentations | BPLO 3, 4 & 5 | CLO 1,2,3 & 4 | Application |
| 28 | Final Project | Presentations | BPLO 3, 4 & 5 | CLO 1,2,3&4 | Application |

Final Term Examination

Topic-related exercises and assignments – Throughout the term; we cover different topics and exercises related to Principles of Marketing. These exercises might include written assignments, quizzes, online discussions, outside activities, and case studies.

Final Project - Students are required to work on a Principles of Marketing practical project during the term. The course instructor will assign the topics and students are required to work in groups on the assigned project. The project can be any facet of Principles of Marketing.

Course Title: Statistics and Probability

Course Code: AFMT-102

Credit Hours: 3+0

Course Instructor: Rabia Azeem

Mode of Contact"

You can contact your course instructor in the following ways:

Email: razeem@numl.edu.pk

Meeting: By appointment via e-mail

PREREQUISITES

The prerequisites for this course are learning of probability theory and basic statistical knowledge.

Textbook

- 1) Kenkel J. L. "Introductory Statistics for Management and Economics" 3rd ed. PWS-KENT Publishing Company, Boston, 1989.
- 2) Walpole R. E. "Introduction to Statistics" 3rd ed ; Macmillan Publishing Co.NY 1982.
- 3) Freund J. E. "Elementary Business Statistics, the Modern Approach", 6 th ed. Prentice Hall, (1990).

Reference Material

Applied Statistics for Social and Management Sciences by Abdul Quader Miah, 2016.

Course Description

This course deals with the learning and applications of descriptive statistics: this course gives introduction to statistics and its methods. Probability and Statistics gives the understanding to link the concepts and to apply the theory on data in order to solve the research problems. In the first half of the course, we will focus on describing and exploring the basic descriptive measures of data and numerical applications. In the second half of the course, we will give a detailed study of probability theory and we will also learn some statistical distributions and their research applications. Basic statistical softwares like SPSS and Excel will be used to handle the data.

Course Objectives

The course objectives are

- This course introduces Probability and Descriptive statistics with applications. Understand the Measures of Central Tendencies and Measures of Dispersion and discuss some of the issues and problems associated with collecting and interpreting the concerned data, and basic statistical studies.
- A deep understanding of formulas of Probability and the area where it is needed.
- Understand the concepts of Probability, Random variables and their Distributions, Discrete and Continuous probability distributions, in particular the Binomial distribution and Normal distribution.
- Understand the concepts of Estimation (Confidence Intervals) and Hypothesis testing for population Averages and percentages. An introduction to linear regression is also the demand of the course.
- The main objective is to provide students with the foundations to introduction to statistical inference mostly used in business and economics.

Course Learning Outcomes

Upon completion of this course, students will be able to:

- Understand the descriptive statistics and their measures.
- Learning the mathematical formulas of descriptive measures for different forms of data.
- Application and interpretation of basic statistical measures on different data sets.
- Analyze the relationship between the variables by correlation analysis and regression analysis.
- Deep understanding of formulas of probability and the areas where it is needed.

- Random variable, probability Distributions and their applications.
- Understanding of Discrete probability distribution and their numerical examples.
- Understanding of Continuous probability distribution and their numerical examples.
- Foundation to introduction to statistical inference mostly used in Finance and business.

ASSESSMENT INSTRUMENT WITH WEIGHTS

| SNR | ITEMS | MARKS | |
|-----|-------------------------------|-------|----|
| 1 | Mid Term Exam | 30 | |
| 2 | End Term Exam | 50 | |
| 3 | Internal Evaluation Breakdown | | |
| | Quiz(s) | | |
| | Assignments(s) | | |
| | Class Participation | | |
| | Présentations | | |
| | Case Discussion | | |
| | Lab Work/Practical Project | | |
| | Any Other | | |
| | Total | 20 | 20 |
| | GRAND TOTAL | 100 | |

COURSE CONTENTS

| Lecture | Scheduled Topic | Learning Activity | Assessment Activity | PLO ⁴ | CLO | Thinking Level |
|---------|-----------------|-------------------|---------------------|------------------|-----|----------------|
| | | | | | | |

| | | | | | |
|-----------|--|---------|-------|-----------|---------------------------|
| 01 | Introduction to Statistics <ul style="list-style-type: none"> ■ Statistics as a subject its importance and Applications. ■ Types of Statistics ■ Data, Forms of Data and Variables | Lecture | PLO 1 | CLO 1 | Knowledge |
| 02 | Graphical Representations of Data <ul style="list-style-type: none"> ■ <u>Histogram, Frequency Polygon and Pie chart</u> ■ <u>Concept of Frequency Distribution</u> ■ <u>Class Boundaries, Tally Bar and frequency table.</u> ■ <u>Concept of Cumulative Frequency.</u> | Lecture | PLO 1 | CLO 1 | Knowledge |
| 03 | Measures of central Tendencies <ul style="list-style-type: none"> ■ Mean, its Concept, its Applications, its mathematical formulas under different forms of data (Grouped and Ungrouped Data) and their Numerical Examples related to Business and Finance. | Lecture | PLO 2 | CLO 1,2,3 | Knowledge and Application |
| 04 | Measures of central Tendencies <ul style="list-style-type: none"> ■ Median, its Concept, its applications, its mathematical Formulas under different forms of data (Grouped and Ungrouped Data) and their Numerical Examples related to Business and Finance. | Lecture | PLO 1 | CLO 1,2,3 | Knowledge and Application |
| 05 | Measures of central Tendencies | Lecture | PLO 2 | CLO 1,2,3 | Knowledge and Application |

| | | | | | |
|--|---------|------------------------|-------|-----------|---------------------------|
| <ul style="list-style-type: none"> Mode, its Concept, its applications, its mathematical Formulas under different forms of data (Grouped and Ungrouped Data) and their Numerical Examples related to Business and Finance. | | | | | |
| 06 Quartiles, Deciles and Percentiles <ul style="list-style-type: none"> Quantiles and their numerical examples Empirical Relation between Mean, Median and Mode. Quantiles. | Lecture | | PLO 2 | CLO 1,2,3 | Knowledge and Application |
| 07 Measures of Dispersion <ul style="list-style-type: none"> Concept of variation, Range, its Application Mathematical Formulas under different forms of data (Grouped and Ungrouped Data) and Numerical Examples related to Business and Finance. | Lecture | Assignment 1 Quiz 1 | PLO 2 | CLO 2,3 | Knowledge and Application |
| 08 Measures of Dispersion Standard Deviation and Variance their Applications, Mathematical Formulas under different forms of data (Grouped and Ungrouped Data) and their Numerical Examples related to Business and Finance. | Lecture | | PLO 2 | CLO 2,3 | Knowledge and Application |
| 09 Measures of Dispersion <ul style="list-style-type: none"> <u>Coefficient of variation, its Applications, Mathematical Formula.</u> <u>Comparisons of two or more than two data sets to check consistency of data.</u> | Lecture | | PLO 5 | CLO 1,3 | Comprehension |
| 10 Introduction to Probability | | | PLO 5 | CLO | Comprehension |

| | | | | | |
|--|---------|------------------------|-----------|-------|---------------------------|
| <ul style="list-style-type: none"> ■ <u>Concept of probability</u> ■ <u>Statistical Experiment</u> ■ <u>Sample Space</u> ■ <u>Event</u> | | | | 5 | |
| 11 <u>Mathematical Definition of Probability</u> | | | | | |
| <ul style="list-style-type: none"> ■ <u>Mutually Exclusive Events</u> ■ <u>Non-Mutually Exclusive Events</u> ■ <u>Exhaustive Events</u> ■ <u>Definition and formula of probability</u> | Lecture | | PLO 5 | CLO 5 | Comprehension |
| 12 <u>Addition Laws of Probability</u> | | | | | |
| <ul style="list-style-type: none"> ■ <u>Concept and formula of Addition law of probability for mutually Exclusive Events.</u> ■ <u>Questions related to the mentioned Addition law.</u> | Lecture | | PLO 1,2,5 | CLO 5 | knowledge and Application |
| 13 <u>Addition Laws of Probability</u> | | | | | |
| <ul style="list-style-type: none"> ■ <u>Concept and formula of Addition law of probability for non-mutually Exclusive Events.</u> ■ Questions related to the mentioned Addition law. | Lecture | Assignment 2 Quiz 2 | PLO 1,2,5 | CLO 5 | knowledge and Application |
| 14 <u>Multiplication Laws of Probability</u> | | | | | |
| <ul style="list-style-type: none"> ■ Multiplication law for Independent events ■ Multiplication law for Dependent events | Lecture | | PLO 1,2,5 | CLO 5 | knowledge and Application |

| | | | | | | | |
|-----------|---|---|---------|------------------------|-----------|---------|-------------------------------|
| 15 | Conditional Probability | <ul style="list-style-type: none"> ■ Probability of dependent events ■ Application and interpretation in business rel problems | Lecture | | PLO 5,6,7 | CLO 5 | Comprehension and Application |
| 16 | Application of Probability | <ul style="list-style-type: none"> ■ Application of Probability in different fields ■ Application and interpretation in business and finance related problems | Lecture | | PLO 5,6,7 | CLO 5 | Comprehension and Application |
| 17 | Random Variables | <ul style="list-style-type: none"> ■ Discrete Random Variables, Examples and Applications ■ Continuous Random Variables, Examples and Applications | Lecture | Assignment 3 Quiz 3 | PLO 4 | CLO 6 | Comprehension |
| 18 | Discrete Random Variable Distributions | <ul style="list-style-type: none"> ■ Binomial Distribution ■ Binomial Distribution Examples and its Application ■ Density Function ■ Mean and variance of a random variable | Lecture | | PLO 4 | CLO 6,7 | Comprehension |
| 19 | Discrete Random Variable Distributions | <ul style="list-style-type: none"> ■ Poisson Distribution ■ poisson Distribution Examples and its Application ■ Density Function ■ Mean and variance of a random variable | Lecture | | PLO 4 | CLO 6,7 | Comprehension |
| 20 | Discrete Random Variable Distributions | | Lecture | | PLO 4,5 | CLO | Analysis and Application |

| | | | | | |
|---|---------|------------------------|---------|---------|--------------------------|
| <ul style="list-style-type: none"> ■ Binomial Distribution and its numerical Questions ■ Poisson Distribution and its numerical Questions | | | | 6,7 | |
| 21 Continuous Random Variable Distributions | | | | | |
| <ul style="list-style-type: none"> ■ Normal Distribution ■ Normal Distribution Examples and its Application ■ Density Function ■ Mean and variance of a random variable | Lecture | | PLO 1,3 | CLO 6,8 | Knowledge |
| 22 Continuous Random Variable Distributions | | | | | |
| <ul style="list-style-type: none"> ■ Properties of Normal Distribution ■ Standard Normal Distribution | Lecture | | PLO 4 | CLO 6,8 | Comprehension |
| 23 Continuous Random Variable Distributions | | | | | |
| <ul style="list-style-type: none"> ■ Normal Distribution and its numerical Questions | Lecture | Assignment 4 Quiz 4 | PLO 4,5 | CLO 6,8 | Analysis and Application |
| 24 Regression | | | | | |
| <ul style="list-style-type: none"> ■ Concept of Regression ■ Scatter diagram ■ Simple linear Regression model | Lecture | | PLO 1,3 | CLO 4 | knowledge |
| 25 Regression | | | | | |
| <ul style="list-style-type: none"> ■ Regression Application ■ Simple linear regression model and numerical questions | Lecture | | PLO 4,5 | CLO 4 | Analysis and Application |
| 26 Correlation | | | | | |
| <ul style="list-style-type: none"> ■ Concept of Association | Lecture | | PLO 1,3 | CLO 4 | knowledge |

-
- Correlation and its examples
 - Pearson Regression Correlation Coefficient
-

27 Correlation

- Simple linear regression model and numerical questions

Lecture

PLO 4,5

CLO
4

Analysis and Application

28 Viva

Lecture

Evaluation

Course Title: Macroeconomics

Course Code: AFEC-101

Credit Hours: 3+0

Course Instructor:

Mode of Contact"

You can contact your course instructor in the following ways:

Email:

Meeting: By appointment via e-mail

PREREQUISITES: Microeconomics, Mathematics & Statistics

Textbook:

ECONOMICS by Sameulson Nordhaus, 19th Edition. By McGraw Hills Publications.

Mankiw, N. Gregory; Principles of Macroeconomics (Latest Edition)., Harvard University press.

Reference Material:

Modern Economic Theory: Micro and Macro Analysis by K.K. Dewett.

Course Description: This course studies the aggregate behavior of an economy. The course is an introduction to economic analysis of key macroeconomic conditions like output, employment, inflation, interest rates and exchange rates. The important elements of the course include measurement of macroeconomic variables, the development of models and theories to explain the behavior of macroeconomic variables, the use of empirical evidence in evaluating different models, and the role of government policy in seeking to influence macroeconomic outcomes. The course will

provide students with a framework for understanding the workings of the whole economy and the various interactions among households, business and governments.

.Course Objectives: The course objectives are

27. To identify the microeconomic foundations of the macroeconomy and explain how these foundations inform the performance of the macroeconomy
28. To identify essential statistical measures for assessing economic performance, secure economic data from established economic sources, utilize these data to describe changes in an economy over time.
29. To explain contemporary theories of economic growth, evaluate these theories in light of economic performance, and apply one or several of the theories to predict economic performance.
30. To elucidate the full aggregate demand/aggregate supply model and explain its origins, uses, and limitations.
31. To develop a full model illustrating the connection of the financial sector to the macroeconomy and describe the components of the financial sector, how they have evolved, and what factors have influenced their evolution.
32. To analyze and evaluate alternative models explaining the role of fiscal and monetary policy in the domestic and international macroeconomies

Course Learning Outcomes: Upon completion of this course, students will be able to:

33. To include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
34. To include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.
35. Understand the basics of how the economy works in the aggregate level.
36. Learn to read and interpret the empirical information in macroeconomic data, graphical displays, and tables.
37. Analyze the current international macroeconomic issues and policy debates.

ASSESSMENT INSTRUMENT WITH WEIGHTS:

| SNR | ITEMS | MARKS |
|-----|---------------|-------|
| 1 | Mid Term Exam | 30 |
| 2 | End Term Exam | 50 |

| | | | |
|---|-------------------------------|----|-----|
| 3 | Internal Evaluation Breakdown | | |
| | Quiz(s) | | |
| | Assignments(s) | | |
| | Class Participation | | |
| | Présentations | | |
| | Case Discussion | | |
| | Lab Work/Practical Project | | |
| | Any Other | | |
| | Total | 20 | 20 |
| | GRAND TOTAL | | 100 |

COURSE CONTENTS:

| Lecture | Scheduled Topic | Learning Activity | Assessment Activity | PLO ⁵ | CLO | Thinking Level |
|-----------|---|-------------------|---------------------|------------------|-------|----------------|
| | An Overview of Macroeconomics | | | | | |
| | <ul style="list-style-type: none"> ■ Difference between Micro & Macroeconomics. ■ <u>Three Basic Goals of Macroeconomics</u> | Lecture | | PLO 1 | CLO 3 | Knowledge |
| 01 | An Overview of Macroeconomics | | | | | |
| | <ul style="list-style-type: none"> ■ <u>Objectives & Instruments of Macroeconomics.</u> | Lecture | | PLO 1 | CLO 3 | Comprehension |

■ Instruments of Macroeconomics

■ **Measuring Economic Success**

02 An Overview of Macroeconomics

■ Fiscal Policy

Tools of Fiscal Policy

Expansionary and contractionary Fiscal Policy

Lecture

PLO 1

CLO
3

Comprehension

03 An Overview of Macroeconomics

■ Monetary Policy

Tools of Monetary Policy

Expansionary and contractionary Monetary Policy

Lecture

PLO 1

CLO
3

Comprehension

04 An Overview of Macroeconomics

■ Aggregate Supply & Demand.

Supply shocks & Stagflation

Lecture

PLO 4

CLO
4

Comprehension

05 Measuring Economic Activity

■ GDP

■ Two Measures of National Product

Flow of Product Approach,

Earning or Cost Approach.

Lecture

PLO 1

CLO
3

Comprehension

06 Measuring Economic Activity

■ Real GDP vs. Nominal GDP

■ GDP Deflator

■ Components of GDP

Lecture

Assignment 1

PLO 1

CLO
3

Comprehension

07 Measuring Economic Activity

■ **Saving and Investment**

Lecture

PLO 1

CLO
3

Comprehension

| | | | | | | |
|---|---------|--------------|-------|-------|---------------|--|
| ■ Beyond the National Accounts | | | | | | |
| 08 Measuring Economic Activity | | | | | | |
| ■ GNP, NDP, National Income, Disposable Income. | Lecture | Quiz 1 | PLO 1 | CLO 3 | Comprehension | |
| ■ Price indexes & inflation. CPI | | | | | | |
| 09 Consumption & Investment | | | | | | |
| ■ Budgetary Expenditure Patterns | | | | | | |
| ■ The Consumption Function | | | | | | |
| ■ The Saving Function | Lecture | | PLO 1 | CLO 3 | Comprehension | |
| ■ Marginal Propensity to Consume | | | | | | |
| ■ Marginal Propensity to Consume | | | | | | |
| 10 Consumption & Investment | | | | | | |
| ■ <u>Determinants of Consumption</u> | Lecture | | PLO 1 | CLO 3 | Comprehension | |
| ■ <u>Alternatives of Saving</u> | | | | | | |
| 11 Consumption & Investment | | | | | | |
| ■ <u>Definition of Investment</u> | | | | | | |
| ■ <u>Determinants of Investment</u> | Lecture | | PLO 1 | CLO 3 | Comprehension | |
| ■ <u>Investment Demand Curve</u> | | | | | | |
| ■ <u>Shift in Investment Demand Curve</u> | | | | | | |
| ■ | | | | | | |
| 12 Business Cycle & Aggregate Demand | | | | | | |
| ■ Business Cycle | Lecture | Assignment 2 | PLO 1 | CLO 3 | Comprehension | |
| ■ Features of Business Cycle | | | | | | |
| ■ Business Cycle Theories | | | | | | |
| 13 Business Cycle & Aggregate Demand | | | | | | |
| ■ The Theory of Aggregate Demand | Lecture | | PLO 1 | CLO 3 | Knowledge | |
| ■ The downward sloping Aggregate Demand Curve | | | | | | |

| | | | | | | |
|---|---------|--------|-------|-------|--|---------------|
| ■ Shifts in AD curve | | | | | | |
| 14 Business Cycle & Aggregate Demand | | | | | | |
| Revision | Lecture | | PLO 1 | CLO 3 | | Knowledge |
| 15 The Multiplier Model | | | | | | |
| ■ Definition of Multiplier | | | | | | |
| ■ Output determined by Total Expenditures | Lecture | | PLO 1 | CLO 3 | | Knowledge |
| 16 The Multiplier Model | | | | | | |
| ■ Fiscal Policy in Multiplier Model | | | | | | |
| ■ Fiscal Policy Multipliers | | | | | | |
| □ Government Expenditure Multiplier | Lecture | Quiz 2 | PLO 1 | CLO 3 | | Comprehension |
| □ Tax Multiplier | | | | | | |
| 17 Money and the Financial System | | | | | | |
| ■ Definition of Money | | | | | | |
| ■ Functions of Money | | | | | | |
| ■ Characteristics of Money | | | | | | |
| ■ Evolution of Money | | | | | | |
| □ Barter System | | | | | | |
| □ Commodity Money | | | | | | |
| □ Fiat Money | | | | | | |
| 18 Money and the Financial System | | | | | | |
| ■ Demand for Money | | | | | | |
| □ Two Sources of Money Demand | Lecture | | PLO 1 | CLO 3 | | Comprehension |
| ■ Supply of Money | | | | | | |

| | | | | |
|--|----------------------|-------|----------|---------------|
| 23 Balance of Payment | | | | |
| <ul style="list-style-type: none"> ■ Debit & Credit ■ Effects of change in trade ■ Purchasing Power Parity | | PLO 7 | CLO 5 | Comprehension |
| 24 Unemployment | | | | |
| <ul style="list-style-type: none"> ■ Definition of Unemployment ■ Measuring Unemployment ■ Impact of Unemployment | Lecture | PLO 1 | CLO 3 | Comprehension |
| 25 Unemployment | | | | |
| <ul style="list-style-type: none"> ■ Okun's Law ■ Types of Unemployment | Lecture | PLO 1 | CLO 3 | Knowledge |
| 26 Revision | | | | |
| 27 Final Project Presentations | Presentations | | | Creation |
| 28 Final Project Presentations | Presentations | | | Creation |
| 29 Final Project Presentations | Presentations | | | Creation |

Semester – III

| CODE | COURSE | CREDITS |
|-----------------|----------------------------------|----------------|
| AFMT-241 | Statistical Inference | 3 |
| AFFI-241 | Financial Management | 3 |
| AFHU-203 | Islamic Studies | 3 |
| AFHU-204 | Pakistan Studies | 3 |
| AFHR-221 | Human Resource Management | 3 |
| AFAC-243 | Cost Accounting | 3 |

Course Title: Financial Management (BSAF 4 yrs)

Course Code: AFFI-241

Credit Hours: 3

Course Instructor: Ms Iram Iqbal Qazi

Mode of Contact

You can contact your course instructor in the following ways:

Email: iiqazi@numl.edu.pk

Meeting: By appointment via e-mail

Prerequisite

This is a core course designed for BS students,. The course entitled Introduction to business finance is prerequisite of this course.

Textbook

- Fundamentals of Financial Management (13th Edition or latest) by James.C. Van Horne
- Financial Management by Brigham and Houston 13th edition (or latest edition)
- Foundations of Financial Management by Stanley Block and Geoffrey Hirt 11th Edition

Course Description

The ability to understand and communicate using financial information is a fundamental prerequisite to a successful career within a commercial environment. As a consequence, those beginning their professional journey need to rapidly acquire a broad understanding of the accounting discipline and an appreciation of its functions within an organisation. The goal of *Financial Management* is to provide participants how to interface with accounting and finance departments, help them to understand how firms meet their financial objectives utilizing financial decision-makings. This

course describes the corporation and its operating environment, it helps to understand how the finances of a company work, and how top management will be interfacing with finance. This course will also explain financial tools and techniques, which can be used to help firms maximize value by improving decisions relating to capital budgeting, capital structure and risk management. The course also lays a foundation for more complex financial topics that arise in additional elective courses in finance.

Course Learning Objectives (CLOs)

This course aims to provide students with understanding about:

- CLO 1. The basic concepts of financial Management
- CLO 2. Techniques and tools of financial Management
- CLO 3. Valuation of securities
- CLO 4. Risk tools and techniques
- CLO 5. Financial statement analysis
- CLO 6. Capital structure and Dividend Theories

Teaching & Learning Outcomes

On completion of this course students should be able:

- TLO 1. To understand various concepts of Financial management.
- TLO 2. To understand the tools and techniques used in financial management.
- TLO 3. To know about the analysis of financial statements.
- TLO 4. To do valuation of securities.
- TLO 5. To know about tools and techniques of risk.

TLO 6. To apprehend capital structure and dividend theories.

Teaching Methodology

Lectures, discussions and presentations are planned as class activities. All students are advised to participate in said activities, failing which students will suffer in respect of learning and grades. Consistent with the course objectives, lectures will address learning objectives associated with weekly topics (as outlined in the weekly schedule), including basic principles and working examples. While lectures will closely parallel material contained in assigned readings, they are not substitutes. In particular, the lectures will clarify, expand and where necessary, update the material contained in assigned readings. In addition to lectures, the following learning activities will remain the focus of students' attention.

Assesment Instruments with Weights

| | |
|-------------------------------------|-----|
| Assignment----- ----- | 5% |
| Quiz----- ----- | 10% |
| Presentations----- ----- | 5% |
| Mid Term Examination ----- ----- | 30% |
| Final Examination ----- ----- | 50% |

| | |
|-------------|------|
| TOTAL ----- | 100% |
| ----- | |

Course Contents

| Lecture | Scheduled Topic | Learning Activity | Assessment Activity | PLO ⁶ | CLO | Thinking Level |
|---------|---|-------------------|---------------------|------------------|-------|----------------|
| | ■ Introduction of Financial Management (Link with previous subject ITBF) | Lecture | | PLO 1 | CLO 1 | Knowledge |
| 01 | ■ Financial Management Decisions ■ Finance and Accounting. What is financial management? Difference between investing, financing and asset management decisions. Formation of companies/financial statements of companies Solution to end Questions | Lecture | | PLO 1 | CLO 1 | Comprehension |
| 02 | ■ Goal of the firm Difference between profit maximization and shareholders wealth maximization, agency problems | Lecture | | PLO 1 | CLO 1 | Comprehension |
| 03 | ■ Time Value of Money ■ Concept of Time Value of Money, Discussion of Time Line its importance, Difference between Present Value and Compound Value concept, Simple and Compound Interest, Annuity, Discussion of Annuity (Overview only), | Lecture | Assignment 1 | PLO 2 | CLO 2 | Comprehension |
| 04 | ■ Long term securities ■ Valuation Of Bonds ■ Valuation of Long Term Securities, Basic Concepts of Valuations, Different Types of Bonds on the Basis of Valuations | Lecture | | PLO 2 | CLO 3 | Comprehension |
| 05 | ■ Rate of Return of Bonds | Lecture | | PLO 2 | CLO | Comprehension |

| | | | | | | |
|----|--|---------|--------------|-------|-------|---------------|
| | <ul style="list-style-type: none"> ■ Yield to Maturity and Yield to Call, Components of Required Rate of Return of a Stock | | | | 3 | on |
| 06 | <ul style="list-style-type: none"> ■ Valuation of Stocks ■ Valuation of Stocks and Yields | Lecture | Quiz 1 | PLO 2 | CLO 3 | Comprehension |
| 07 | <ul style="list-style-type: none"> ■ Models for Valuation ■ Constant growth Models | Lecture | | PLO 2 | CLO 3 | Comprehension |
| 08 | <ul style="list-style-type: none"> ■ Models for Valuation ■ Non Constant growth model | Lecture | | PLO 2 | CLO 3 | Comprehension |
| 09 | <ul style="list-style-type: none"> ■ Risk and Return ■ Single Asset-Variance, Standard Deviation and Coefficient of Variation | Lecture | Assignment 2 | PLO 2 | CLO 4 | Comprehension |
| 10 | <ul style="list-style-type: none"> ■ Portfolio Risk and Return ■ Portfolio; Variance, Standard Deviation and Coefficient of Variation, Covariance and Correlation Coefficient | Lecture | | PLO 2 | CLO 4 | Comprehension |
| 11 | <ul style="list-style-type: none"> ■ Types of Risk ■ Difference between total risk, Systematic and non-systematic risk | Lecture | | PLO 2 | CLO 4 | Comprehension |
| 12 | <ul style="list-style-type: none"> ■ Models for risk The Capital-Asset Pricing Model (CAPM), | Lecture | Quiz 2 | PLO 2 | CLO 4 | Comprehension |
| 13 | <ul style="list-style-type: none"> ■ Models for risk ■ Arbitrage Pricing Theory | Lecture | | PLO 2 | CLO 4 | Comprehension |
| 14 | <ul style="list-style-type: none"> ■ Financial Statement Analysis ■ Discussion on financial statements and their analysis. Users of financial statements. | Lecture | | PLO 7 | CLO 5 | Comprehension |
| 15 | <ul style="list-style-type: none"> ■ Financial Statement Analysis ■ Common-Size and Index Analysis, Horizontal and Vertical Analysis | Lecture | | PLO 7 | CLO 5 | Comprehension |
| 16 | <ul style="list-style-type: none"> ■ Financial Ratios | Lecture | | PLO 7 | CLO | Comprehension |

| | | | | | | |
|----|---|---------|--------------|-------|-------|---------------|
| | <ul style="list-style-type: none"> ■ Ratio analysis- Liquidity ratios, Debt or Leverage ratios, Coverage ratios | | | | 5 | on |
| 17 | <ul style="list-style-type: none"> ■ Financial Ratios ■ Profitability ratios: Gross profit ratio, net profit ratio, operating profit ratio. | Lecture | | PLO 7 | CLO 5 | Comprehension |
| 18 | <ul style="list-style-type: none"> ■ Financial Ratios Numerical ■ Numerical of Financial Ratios | Lecture | Assignment 3 | PLO 7 | CLO 5 | Comprehension |
| 19 | <ul style="list-style-type: none"> ■ Financial Ratios Numerical ■ Reverse Calculations to Make Financial Statements from Ratios | Lecture | | PLO 7 | CLO 5 | Comprehension |
| 20 | <ul style="list-style-type: none"> ■ Budgeting – Cash Budgets | Lecture | | PLO 2 | CLO 1 | Comprehension |
| 21 | <ul style="list-style-type: none"> ■ Risk in capital budgeting. ■ Concept of probability distribution, standard deviation, coefficient of variance. Probability distribution approach. | Lecture | | PLO 7 | CLO 4 | Comprehension |
| 22 | <ul style="list-style-type: none"> ■ Risk in Capital Budgeting ■ Decision tree approach. Calculation of coefficient of variance (Solution to relevant Question chapter 14 Van Horne) | | | | | |
| 23 | <ul style="list-style-type: none"> ■ Risk in capital budgeting : Numerical | Lecture | | PLO 7 | CLO 4 | Comprehension |
| 24 | <ul style="list-style-type: none"> ■ Capital structure theories ■ Modigliani Miller theory ■ Pecking Order theory | Lecture | Quiz 3 | PLO 2 | CLO 6 | Comprehension |
| 25 | <ul style="list-style-type: none"> ■ Capital structure theories ■ Tax shield theory ■ Market timing theory | Lecture | | PLO 2 | CLO 6 | Comprehension |
| 26 | <ul style="list-style-type: none"> ■ Theories of Dividend Policies ■ Bird-in hand theory | Lecture | | PLO 2 | CLO 6 | |
| 27 | <ul style="list-style-type: none"> ■ Theories of Dividend Policies ■ Clintele theory ■ Signaling Theory | Lecture | | PLO2 | CLO 6 | |

| | | | | | | |
|-----------|---|---------|--|------|------|--|
| | | | | | | |
| 28 | ■ Working Capital Management (introduction only) | Lecture | | PLO1 | CLO1 | |

Note: *The course is planned for 30 students. In case of less or more than 30 students course plan will be changed by the instructor.*

Course Title: Statistical Inference

Course Code: AFMT-241

Credit Hours: 3+0

Course Instructor:

Mode of Contact"

You can contact your course instructor in the following ways:

Email: zhuma@numl.edu.pk

Meeting: By appointment via e-mail

PREREQUISITES: The prerequisites for this course are Probability and Statistics and basic mathematical knowledge.

Textbook:

- 2) Kenkel J. L. "Introductory Statistics for Management and Economics" 3rd ed. PWS-KENT Publishing Company, Boston, 1989.
- 2) Walpole R. E. "Introduction to Statistics" 3rd ed ; Macmillan Publishing Co.NY 1982.
- 3) "Elementary Statistics" by Allan G Blueman.

Reference Material:

Applied Statistics for Social and Management Sciences by Abdul Quader Miah, 2016.

Course Description: This course deals with the applications of descriptive statistics: that how we can use descriptive measures for the inferential purpose. Statistical Inference allows us to link the concepts and to apply the theory in order to solve the research problems. In the first half of the course, we will focus on using sample measures to infer something about the characteristics of a population. In the second half of the course, we will apply our inferential techniques to the existing research problems. Basic statistical softwares like SPSS and Excel will be used to handle the data.

Course Objectives: The course objectives are

- To develop the skills necessary to critically assess the statistical results.
- To discover some characteristics of a large population by using a small sample in order to generalize the result for the whole population.
- To find the estimates of the population parameters.
- To test the hypothesis and draw the conclusions about the population.

Course Learning Outcomes: Upon completion of this course, students will be able to:

- Understand the descriptive measures and their importance in inference.
- Demonstrate knowledge of sampling plan: implications and limitations of different sampling techniques.
- Construct the sampling Distribution and interpret its result.
- Analyze the relationship between the variables by using ranks of the variables.
- Distinguish between a sample statistic and a population parameter.
- Apply an appropriate estimating technique and interpret the results.
- Formulate the hypothesis, apply an appropriate test and draw the conclusion.

ASSESSMENT INSTRUMENT WITH WEIGHTS:

| SNR | ITEMS | MARKS |
|-----|-------------------------------|-------|
| 1 | Mid Term Exam | 30 |
| 2 | End Term Exam | 50 |
| 3 | Internal Evaluation Breakdown | |
| | Quiz(s) | |
| | Assignments(s) | |
| | Class Participation | |
| | Présentations | |
| | Case Discussion | |
| | Lab Work/Practical Project | |
| | Any Other | |

| | | | |
|--|-------------|----|-----|
| | Total | 20 | 20 |
| | GRAND TOTAL | | 100 |

COURSE CONTENTS:

| Lecture | Scheduled Topic | Learning Activity | Assessment Activity | PLO ⁷ | CLO | Thinking Level |
|---------|---|-------------------|---------------------|------------------|---------|---------------------------|
| 01 | Basic concepts of Sampling | | | | | |
| | <ul style="list-style-type: none"> ■ Defining population, sample, parameter, Statistic | Lecture | | PLO 1 | CLO 1,5 | Knowledge |
| 02 | Importance of sampling | | | | | |
| | Types of Population with examples | | | | | |
| | <ul style="list-style-type: none"> ■ <u>Homogeneous and Heterogeneous</u> ■ <u>Finite and Infinite</u> ■ <u>Quantitative and Qualitative</u> | Lecture | | PLO 1 | CLO 2 | Knowledge |
| 03 | Concepts of Sampling | | | | | |
| | <ul style="list-style-type: none"> ■ Sampling unit ■ Sampling Frame ■ Sampling Design | Lecture | | PLO 1 | CLO 2 | Knowledge |
| | Concepts of Sampling | | | | | |
| 04 | <ul style="list-style-type: none"> ■ Sampling with and without replacement. ■ Probability and non-probability sampling | Lecture | | PLO 1 | CLO 2 | Knowledge |
| | Types of Probability Sampling | | | | | |
| 05 | <ul style="list-style-type: none"> ■ Simple Random Sampling ■ Stratified Sampling | Lecture | | PLO 2 | CLO 2 | Knowledge and Application |

| | | | | | |
|---|---------|------------------------|-------|---------|---------------------------|
| <ul style="list-style-type: none"> ■ Cluster sampling ■ Systematic Sampling | | | | | |
| 06 Types of Probability Sampling <ul style="list-style-type: none"> ■ Multiphase Sampling ■ Multi-stage Sampling ■ Sequential Sampling | Lecture | | PLO 2 | CLO 2 | Knowledge and Application |
| 07 Types of Non-Probability Sampling <ul style="list-style-type: none"> ■ Purposive Sampling ■ Convenience Sampling ■ Quota Sampling ■ Snow Ball Sampling | Lecture | Assignment 1 Quiz 1 | PLO 2 | CLO 2 | Knowledge and Application |
| 08 Types of Errors <ul style="list-style-type: none"> ■ Sampling Errors ■ Non-sampling Errors ■ Standard Error of Sampling Distribution ■ <u>Drawing with and without replacement samples from a finite population</u> | Lecture | | PLO 1 | CLO 2 | Knowledge |
| 09 Sampling Distribution of Means <ul style="list-style-type: none"> ■ <u>Drawing samples of size 2 and 3 by using with and without replacement method</u> ■ <u>Finding the means of samples</u> | Lecture | | PLO 6 | CLO 1,3 | Comprehension |
| 10 Sampling Distribution of Means <ul style="list-style-type: none"> ■ <u>Constructing a sampling distribution of means</u> | | | PLO 6 | CLO 3 | Comprehension |

- Verifying the results with the population

- Verify: $\mu_{\bar{x}} = \mu, \sigma_{\bar{x}}^2 = \frac{\sigma^2}{n}$ **(with**

replacement) and $\sigma_{\bar{x}}^2 = \frac{N-n}{N-1} \frac{\sigma^2}{n}$

(without replacement).

11 Sampling Distribution of Proportions

- Constructing a sampling distribution of Proportion

- Verifying the results with the population

Lecture

PLO 6

CLO
3

Comprehension

12 Sampling Distribution of Difference between Two Means

- Constructing a sampling distribution of difference between two means.

- Verifying the results with the population

Lecture

PLO 6

CLO
3

Comprehension

13 Rank Correlation

- Rank Correlation without ties
- Its application in business

Lecture

Assignment 2
Quiz 2

PLO 7

CLO
4

Analysis

14 Rank Correlation

- Rank Correlation with ties
- Its application in business

Lecture

PLO 7

CLO
4

Analysis

| | | | | | |
|--|---------|------------------------|-------|-------|-------------------------------|
| 15 Statistical Inference (Estimation) | | | | | |
| <ul style="list-style-type: none"> ■ Defining Estimation ■ Estimate and Estimator ■ Point and interval Estimation ■ Qualities of a good Estimator | Lecture | | PLO 1 | CLO 6 | Knowledge |
| 16 Interval Estimation | | | | | |
| <ul style="list-style-type: none"> ■ Construction of confidence intervals with different levels of significance ■ Importance of Interval Estimation ■ Application and interpretation in business related problems | Lecture | | PLO 6 | CLO 6 | Comprehension and Application |
| 17 Confidence Interval for Population Mean | | | | | |
| <ul style="list-style-type: none"> ■ When population variance is known with large and small samples ■ When population variance is unknown with large and small samples | Lecture | Assignment 3 Quiz 3 | PLO 4 | CLO 6 | Comprehension |
| 18 Confidence Interval for difference between two Population Means | | | | | |
| <ul style="list-style-type: none"> ■ When population variances are known and unknown(equal and unequal) for large and small samples | Lecture | | PLO 4 | CLO 6 | Comprehension |
| 19 Confidence Interval for Population Proportion | | | | | |
| <ul style="list-style-type: none"> ■ Confidence intervals for proportion and difference between two proportions for large sample sizes. ■ Practical problems related to proportion. | Lecture | | PLO 4 | CLO 6 | Comprehension |
| 20 Testing of Hypotheses | Lecture | | PLO 1 | CLO | Knowledge |

| | | | | | |
|---|---------|------------------------|-------|-------|-----------|
| <ul style="list-style-type: none"> ■ Concept of hypothesis ■ Types of Hypothesis: Null, Alternative, Simple and composite ■ Level of Significance ■ Test Statistics | | | | 7 | |
| 21 Testing of Hypotheses <ul style="list-style-type: none"> ■ One tailed and two tailed tests ■ Acceptance region and rejection region ■ General Procedure for testing the Hypothesis | Lecture | | PLO 2 | CLO 7 | Knowledge |
| 22 Testing of Hypotheses (z-test) <ul style="list-style-type: none"> ■ Concerning the population mean when population variance is known for large and small sample | Lecture | | PLO 4 | CLO 7 | Analysis |
| 23 Testing of Hypotheses (t-test) <ul style="list-style-type: none"> ■ Concerning the population mean when population variance is unknown for small sample size | Lecture | Assignment 4 Quiz 4 | PLO 4 | CLO 7 | Analysis |
| 24 Testing of Hypotheses (difference between means) <ul style="list-style-type: none"> ■ Concerning the difference between two population means when population variances are known and unknown (equal and unequal) for large and small sample sizes. | Lecture | | PLO 4 | CLO 7 | Analysis |
| 25 Testing of Hypotheses (Proportions) | Lecture | | PLO 4 | CLO | Analysis |

| | | | | | |
|---|-------------------------------------|---------|-------|---|--------------------------|
| <ul style="list-style-type: none"> ■ Concerning the population proportion and difference between two population proportions | | | | 7 | |
| 26 | (χ^2 – test) | | | | |
| <ul style="list-style-type: none"> ■ Concept of Association of Attributes ■ Goodness of fit ■ Business related problems related to application of attributes | Lecture | PLO 4 | CLO 7 | | Analysis and Application |
| 27 | Analysis of variance (ANOVA) | | | | |
| <ul style="list-style-type: none"> ■ Testing of hypothesis concerning more than two Means ■ Real life application of F-test | Lecture | PLO 4 | CLO 7 | | Analysis and Application |
| 28 | Viva/Revision | Lecture | | | Evaluation |

Course Title: Islamic Studies

Course Code: AFHU-203

Credit Hours: 3+0

Course Instructor:

PREREQUISITES: none

Textbook:

Reference Material:

COURSE DESCRIPTION / OBJECTIVES:

1. To provide students a true understanding of faith in Islam and help them to perform their religious obligations in a most befitting manner.
2. To enable students comprehend the teachings of Quran and to follow these in their lives.
3. To enable students realize the benefits of leading their lives in accordance with the life of the Holy Prophet ﷺ.
4. To develop the values of sympathy, empathy and compassion among students.
5. To help students list out their rights alongside others' rights, which they are obliged to fulfil for accumulating their personal rights and respect.
6. To empower students in identification of their core values and their accomplishment.
7. To support students in development of their personal vision.
8. To enhance students' understanding on Islamic economical system.
9. To make the students humane and enjoy the real charms of prosperity.

Course Learning Outcomes:

At the end of the course, students would be able to:

| CLO | Learning Domain |
|---|-----------------|
| Explain the benefits of adhering to the teachings of Islam embedded in Quranic verses and Sunnah of the Holy Prophet ﷺ for leading a real prosperous life. | Cognitive |
| Apply the Islamic guidelines in fulfilment of religious obligations; identification of core values; articulation of multiple human roles in life; accruing personal rights through accomplishment of others' obligations; mutual respect and enforcement of mutual coexistence through emotional balance, as well as conflict avoidance / resolution; formulation of code of conduct | Affective |
| Exhibit the fundamentals of Islam in execution of Pillars of Islam; manifestation of sympathy, empathy, compassion and respect for all; thus lead a real meaningful and prosperous life. | Psychomotor |

ASSESSMENT INSTRUMENT WITH WEIGHTS:

| SNR | ITEMS | MARKS |
|-----|-------------------------------|-------|
| 1 | Mid Term Exam | 30 |
| 2 | End Term Exam | 50 |
| 3 | Internal Evaluation Breakdown | |

| | | | |
|--|----------------------------|--|-----------|
| | Quiz(s) | | 5 |
| | Assignments(s) | | 5 |
| | Class Participation | | |
| | Présentations | | |
| | Case Discussion | | |
| | Lab Work/Practical Project | | |
| | Any Other | | 10 |
| | Total | | 20 |
| | GRAND TOTAL | | 100 |

| Lecture | Scheduled Topic | Learning Activity | Assessment Activity | PLO | CLO | Thinking Level |
|-----------|---|-------------------|------------------------|-------|-------|----------------|
| 01 | <u>The Holy Quran</u> | Lecture | | PLO 1 | CLO 1 | Knowledge |
| 02 | Basic concepts and historical perspective of the Holy Quran. | Lecture | | PLO 1 | CLO 1 | Knowledge |
| 03 | Understanding of the Quran (Sura Hujurat). | Lecture | | PLO 1 | CLO 1 | Knowledge |
| 04 | Eradications of Social evils | Lecture | | PLO 2 | CLO 2 | Comprehension |
| 05 | Quranic verses on Compassion to make students awareness about enforcement of sympathy, empathy and compassion in the society in general and their personal lives in particular. | Lecture | Assignment 1 Quiz 1 | PLO 2 | CLO 2 | Comprehension |
| 06 | Hadith & Sunnah of the Holy Prophet (pbuh) | Lecture | | PLO 1 | CLO 1 | Comprehension |
| 07 | Hadith & Sunnah of the Holy Prophet (pbuh) | Lecture | | PLO 1 | CLO 1 | Comprehension |

| | | | | | | |
|-----------|--|---------|--------------|-------|-------|---------------|
| | a. Basic concepts and historical perspective of Hadith. | | | | | |
| 08 | Translation and explanation of the selective Āhādīth with focus on Purity of Intent (Character). | Lecture | Assignment 2 | PLO 2 | CLO 3 | Comprehension |
| 09 | Selected Ahadith (10) on Compassion, Welfare and Ethics to reinforce inculcation of sympathy, empathy and compassion among students. | Lecture | | PLO 1 | CLO 1 | Knowledge |
| 10 | Seerat -ul-Nabī (ﷺ) Introduction to the life of the Holy Prophet ﷺ | Lecture | | PLO 2 | CLO 2 | Comprehension |
| 11 | Planning and leading purposeful life. | Lecture | | PLO 2 | CLO 3 | Comprehension |
| 12 | Inculcation of Sunnah of the Holy Prophet ﷺ in students' life. | Lecture | | PLO 2 | CLO 2 | Comprehension |
| 13 | Formulation of their personal code of conduct taking lead from life of the Holy Prophet ﷺ. | Lecture | | PLO 1 | CLO 1 | Comprehension |
| 14 | Human and minority rights in the light of Seerah | Lecture | | PLO 2 | CLO 3 | Knowledge |
| 15 | Faith & Worship Pillars of Islam. | Lecture | Quiz 2 | PLO 1 | CLO 1 | Knowledge |
| 16 | Understanding of Prayer, Zakat, Roza and Hajj. | Lecture | | PLO 1 | CLO 3 | Comprehension |
| 17 | Human Rights and Obligations | Lecture | | PLO | CLO 1 | Comprehension |
| 18 | Identification of individual rights | Lecture | | PLO | CLO 1 | Comprehension |
| 19 | Identification of obligations towards o collective rights and duties. | Lecture | | PLO 1 | CLO 2 | Comprehension |
| 20 | Maintenance of balance between among own rights an others obligations by defining different roles in life and ascertain / accomplish minimum essential performance | Lecture | | PLO 1 | CLO 1 | Knowledge |

| | | | | | | |
|-----------|--|---------|--------------|-------|-------|---------------|
| 21 | Islamic Ethics and Values Identification of Core Values | Lecture | | PLO 1 | CLO 5 | Creation |
| 22 | Understanding of Basic Islamic ethics | Lecture | | PLO 1 | CLO 1 | Knowledge |
| 23 | Ethical Values according to the Quran and Sunnah | Lecture | Assignment 3 | PLO 2 | CLO 2 | Comprehension |
| 24 | To know about foundational sources of Islam and Western ethics | Lecture | | PLO 2 | CLO 2 | Comprehension |
| 25 | Human life purpose and Ethical Values | Lecture | Presentation | PLO 2 | CLO 5 | Creation |
| 26 | Roles and Minimum Essential Performance Levels. | Lecture | Presentation | PLO 2 | CLO 5 | Creation |
| 27 | Revelation and Ethical Values | Lecture | Presentation | PLO 2 | CLO 5 | Creation |
| 28 | Mawakhat e Madina (welfare aspect of Islamic Society | Lecture | Presentation | PLO 2 | CLO 5 | Creation |

Conduct of Class

- Lectures shall be restricted to imparting of essential knowledge.
- Interactive sessions will be hallmark of teaching.
- All session shall culminate with tangent outcomes.
- Students shall be given small manageable project to present in next sessions.
- Projects, quizzes and assignments will be introduced to ensure optimum comprehension.

Course Outline

| Serial | Unit | Lecture | Contents |
|--------|------|---------|----------|
|--------|------|---------|----------|

| | | | |
|----|------------|-----|--|
| 1. | Holy Quran | 1&2 | a. Basic concepts of Quran |
| | | | b. Historical perspective |
| | | | c. Revelation and Preservation of the Quran |
| | | | d. Compilation of Quran |
| | | 3&4 | e. Quranic verses on eradication of social evils |
| | | 5&6 | f. Quranic verses on Compassion |

| | | | |
|----|-------------------------------------|----|--|
| 2. | Hadith & Sunnah | 7 | a. Difference between Hadith and Sunnah |
| | | 8 | Basic concepts, historical perspective, types and importance of Hadith |
| | | 9 | c. Introduction to six authentic books of Hadith |
| | | 10 | Translation and explanation of the selected Āhādith with focus on Purity of Intent |
| | | 11 | e. Concept of Ksab-e-Halal (legal earning) in Islam. |
| | | 12 | Ten Ahadith on Compassion to reinforce inculcation of sympathy, empathy and compassion among students. |
| 3. | <u>Seerat-ul-Nabī (ﷺ) and Human</u> | 13 | a. Basic concepts of the Seerat-ul-Nabī (ﷺ) |

| | | | |
|----|---|-------|---|
| | <u>Rights</u> | 14&15 | Prophetic approaches to transform the society with focus on: <i>Methāq-e-Madina</i> : Foundation for multicultural society (minority rights). <i>Khutba-e-Hajjat al-Wada</i> : Islamic Charter of Human Rights Mawakhat e Madina (welfare aspect of Islamic Society |
| | | 16&18 | c. Inculcation of Core Values. |
| | | 19&21 | d. Purposeful life. |
| 4. | Faith & Worship | 22 | a. The Spirit of Faith and Creeds |
| | | 23 | b. The Spirit of Worship (Pillars of Islam) |
| | | 24&27 | C. Practical Understanding of prayer. |
| 5. | Islamic Culture and Civilization (Ethics and Values) | 28 | a. Islamic Core Values |
| | | 29&30 | b. difference in Islamic and Secular ethics |
| | | 31&32 | Roles and Minimum Essential Performance Levels. |

Reference and Recommended Books

1. AL-QURAN AL-KARIM, (English Translation, Abdullah Yusuf)(Islamabad: IRI,2004)
2. Dr. Sallābī, Ali Muhammad, The Noble life of the Prophet(ﷺ) (Riyadh : Darussalam, 2005)
3. Prof. Khursheed Ahmad, Islami Nazaryah Hayat(Karachi: University of Karachi, 2006)
4. Dr. Muhammad Hameedullah , 'Introduction to Islam, , IRI, Islamabad
5. Sayyed Mududi, Islami Tehzeeb Key Usool-O-Mabadi, Islamic Publications, Lahore
6. Mulana Safi-ur-Rehman Mubarak puri, Al-Raheeq Al-Makhtoom, Maktaba Salfia, Lahore
7. Dr. Mahmud Ali Sharqawi, Alami Tehzeeb per Islam key Asrat, Qasimululoom , Lahore
8. Dr. Khalid Alvi, Introduction to Hadith, IRI, International Islamic University , Islamabad
9. Imam Sharf-ud-Din , Arbaeen –e-Navavi, (Urdu translation), Darulandulus, Lahore
10. Dr. Zakir Naik, Forty Question on Islam (London: Islamic Research Foundation, 2003)
11. Dr. Mahmud Akhtar, Mayari Islamiyat (Lahore: Allied Book Centre , 2010)
12. Umar Chapra, Islam and the modern Economic Challenges (Islamabad: IPS, 2005)
13. Moulana Taqi Usmani, Islam aur Jadeed Maeeshat o Tijarat(Karachi : Moarif -ul-Quran)
14. Dr. Muhammad Khahlil, Ilmi Islamiyat Lazmi, Ilmi kitab khana, Lahore
15. Dr. MD Zafar, ISLAMIC STUDIES COMPULSORY, Aziz Book depot, Lahore
16. Dr. Muhammad Hamidullah , Introduction to Islam, IRI.
17. Dr. Muhammad Hamidullah, The prophet of Islam: Prophet of migration, 1989.
18. Syed Abu al Aala Maoududi, Huma Rights in Islam, Isalmic Pupations, Lahore
19. Dr. Muhammad Tahir ul Qadri , Human Rights in Islam, Minhaj Books, Lahore
20. Muhammad Akram Khan, An introduction to Isalmic Economic System, IIIT. 1945.
21. Dr. Muhammad Tahir, development of child's personality from the Sunnah of the prophet Muhammad (peace be upon him) and psychology perspectives

Islamic ethics and values , Conference: International Conference on Economics and Social Sciences Conference (ICESS) at Melbourne, Australia on August 2015.,pp. 23-30.

22. Adibah Binti Abdul Rahim , Understanding Islamic Ethics and Its Significance on the Character Building, International Journal of Social Science and Humanity, Vol. 3, No. 6, (2013): 508-513.

Course Title: Pakistan Studies

Course Code: AFHU-204

Credit Hours: 3

Course Instructor:

Course Description

Pakistan Studies (Compulsory) has been developed in line with HEC guidelines on the subject and need analysis carried out at NUML Campuses for accruing optimum course outcomes. The course has been developed in Cognitive, Affective, as well as Psychomotor domains in following seven units with relevant content mentioned under each:

1. Historical Perspective

- a. Evolution and growth of Muslim society in the Subcontinent.
- b. Factors leading to Muslim nationalism in the Subcontinent.

2. Ideological Basis of Pakistan

- a. Definition, sources and significance of Ideology.
- b. Basis of Pakistan's Ideology with particular reference to the Values of Islam and economic deprivation of Muslims in Subcontinent.
- c. Two Nation Theory: Origin and Explication.
- d. Ideological rationale with special reference to Sir Syed Ahmad Khan, Allama Muhammad Iqbal and Quaid-e-Azam Muhammad Ali Jinnah.

3. Natural Environment

- a. Landforms, climate and water resources.
- b. Environmental hazards and remedies.

4. **Government and Politics in Pakistan**

- a. Constitutional developments in Pakistan.
- b. Political development in Pakistan.

5. **Contemporary Pakistan (Issues and Prospects)**

- a. Geo-political significance of Pakistan.
- b. Economic potential and its utilization.
- c. Social issues, their gravity and resolution.
- d. World affairs: challenges and contributions.
- e. Human rights in Pakistan.

6. **Futuristic Outlook of Pakistan.** Vision 2025.

7. **Youth's Role in Development of Pakistan**

- a. Realization of National Motto "Unity, Faith & Discipline".
- b. Ascertaining individual contribution(s) towards Pakistan's prosperity.
- c. Impact based social activism.
- d. Identification of core values.
- e. Setting of vision(s).
- f. Formulation of Pakistani Youth's Code of Conduct.

Course Objectives

- 1. Inculcate a sense of gratitude to Allah Almighty for blessing us with an independent and sovereign country.
- 2. Underscore the importance of national integration, cohesion and patriotism.

3. Encourage traits of observation, creativity, analysis and reflection in students.
4. Promote an understanding of the ideology of Pakistan, the Muslim struggle for independence and endeavors for establishing a modern and welfare Islamic republic.
5. Acquaint students with Pakistan's historical, political and constitutional developments.
6. Lay emphasis on rights and obligations of citizens of an independent and sovereign state.
7. Study the issues arising in the modern age and posing challenges to Pakistan.
8. To make students understand the role they need to play in making Pakistan a leading country in the world.
9. Youth development.

Course Learning Outcomes (CLOs)

At the end of the course, students would be able to:

| CLO | Learning Domain |
|--|-----------------|
| <ul style="list-style-type: none"> • Explain Pakistan's historical perspective; ideological basis; environmental outlook; political and constitutional developments; contemporary and future Pakistan. | Cognitive |
| <ul style="list-style-type: none"> • Apply the guiding principle driven out from study of Pakistan's history; ideology; environment; politics; constitutional developments; social and economic challenges in fulfilment of Pakistan's Vision 2025 with special reference to the role of | Affective |

| | |
|--|-------------|
| Pakistani youth. | |
| <ul style="list-style-type: none"> • Exhibit the impact based social activism to enable students play their respective role in development of prosperous Pakistan alongside their personal growth. | Psychomotor |

Relevance of Course to Real Life (Practical Applications)

The entire course revolves around real human life.

Assessment System

Relative grading system will be followed to award grades. Weightage is as under:

| <u>Theoretical/Instruction</u> | <u>No</u> | <u>Percentage</u> |
|---------------------------------------|------------------|--------------------------|
| Assignments | 4 | 5% |
| Quizzes / Class Activities | 4 | 5% |
| Problem Based Activities (project) | 3 | 10% |
| Midterm Exam | 1 | 30% |
| End Semester Exam | 1 | 50% |
| <u>Total</u> | | <u>100%</u> |

Conduct in the Class

- Lectures shall be restricted to imparting of essential knowledge only.

- Interactive sessions will be hallmark of teaching.
- All session shall culminate with tangent implementable outcomes.
- Students shall be given small manageable project to present in next sessions.
- Projects, quizzes and assignments will be introduced to ensure optimum comprehension.

Course Outline

| Lectures | Units | Schedule Topics | Learning Activity | Assessment Activity | PLO | CLO | Thinking Level |
|-----------------|-------------------------------|---|--------------------------|----------------------------|------------|------------|-----------------------|
| 01 | Historical Perspective | a. Evolution and growth of Muslim society in Subcontinent. | Lectures | | PLO 1 | CLO1 | Comprehension |
| 02 | | b. Factors leading to Muslim nationalism in Subcontinent. | Lectures | | PLO1 | CLO 1 | Comprehension |
| 03 04 | Ideological Basis of Pakistan | a. Definition, sources and significance of Ideology. | Lectures | | PLO2 | CLO2&1 | Comprehension |
| 05 06 | | b. Basis of Pakistan's Ideology with particular reference to the Values of Islam, economic deprivation of Muslims and role of All India Muslim League (AIML) in Subcontinent. | Lectures | | PLO2 | CLO2&1 | Comprehension |
| 07 | | c. Two Nation Theory: Origin and Explication. | Lectures | | PLO2 | CLO2&1 | Comprehension |
| 08 | | d. Ideological rationale with special reference to Sir Syed Ahmad Khan, Allama Muhammad Iqbal and Quaid-i-Azam Muhammad Ali Jinnah. | Lectures | | PLO2 | CLO2&1 | Comprehension |

| | | | | | | | |
|--------------|--|---|----------|--|--------|--------|------------------|
| 09 | Natural Environment | a. Landforms, climate and water resources. | Lectures | | | CLO2 | Comprehension |
| 10 | | b. Environmental hazards and remedies. | Lectures | | | CLO2 | Comprehension |
| 11 12 | Government and Politics in Pakistan | a. Constitutional developments in Pakistan. | Lectures | | PLO1 | CLO1 | Knowledge |
| 13 | | b. Political development in Pakistan. | Lectures | | PLO1 | CLO1 | Knowledge |
| 14 | Contemporary Pakistan (Issues and Prospects) | a. Geo-political significance of Pakistan. | Lectures | | PLO5 | CLO1 | Comprehension |
| 15 | | b. Economic potential and its utilization. | Lectures | | PLO5 | CLO2 | Knowledge |
| 16 17 | | c. Social issues, their gravity and resolution. | Lectures | | PLO4 | CLO2 | Analysis |
| 18 | | d. World affairs: challenges and contributions. | Lectures | | PLO7 | CLO2 | Analysis |
| 19 | | e. Human rights in Pakistan. | Lectures | | | CLO1 | Knowledge |
| 20 | Futuristic Outlook of Pakistan. | Pakistan's Vision 2025. | Lectures | | PLO2 | CLO2&3 | Organization |
| 21 | Youth's Role in Development of Pakistan | a. Realization of National Motto "Unity, Faith & Discipline". | Lectures | | PLO6 | CLO2 | Valuing |
| 22 23 | | b. Ascertaining individual contribution(s) towards Pakistan's prosperity. | Lectures | | PLO7 | CLO2&3 | Responding |
| 24 | | c. Impact based social activism. | Lectures | | PLO6&7 | CLO3 | Characterization |
| 25 | | d. Identification of core values. | Lectures | | PLO6 | CLO3 | Characterization |
| 26 | | e. Setting of vision(s). | Lectures | | PLO6 | CLO2&3 | Organization |
| 27 | | f. Formulation of Pakistani Youth's Code of Conduct. | Lectures | | PLO6&7 | CLO2 | Characterization |
| 28 | | g. Social activities | Projects | | PLO7 | CLO3 | |

Recommended Books

1. Burki, Shahid Javed. *State and Society in Pakistan*, the MacMillan Press Ltd, 1980.
2. Akbar, S. Zaidi. *Issues in Pakistan's Economy*. Karachi: Oxford University Press, 2000.
3. S. M. Burke and Lawrence Ziring. *Pakistan's Foreign Policy: A Historical analysis*. Karachi: Oxford University Press, 1993.
4. Mehmood, Safdar. *Pakistan: Political Roots & Development*. Lahore, 1994.
5. Wilcox, Wayne. *The Emergence of Bangladesh.*, Washington: American Enterprise, Institute of Public Policy Research, 1972.
6. Mehmood, Safdar. *Pakistan Kayyun Toota*, Lahore: Idara-e-Saqafat-e-Islamia, Club Road.
7. Amin, Tahir. *Ethno - National Movement in Pakistan*, Islamabad: Institute of Policy Studies, Islamabad.

8. Ziring, Lawrence. *Enigma of Political Development*. Kent England: WmDawson & Sons Ltd, 1980.
9. Zahid, Ansar. *History & Culture of Sindh*. Karachi: Royal Book Company, 1980.
10. Afzal, M. Rafique. *Political Parties in Pakistan*, Vol. I, II & III. Islamabad: National Institute of Historical and cultural Research, 1998.
11. Sayeed, Khalid Bin. *The Political System of Pakistan*. Boston: Houghton Mifflin, 1967.
12. Aziz, K. K. *Party Politics in Pakistan*, Islamabad: National Commission on Historical and Cultural Research, 1976.
13. Muhammad Waseem, *Pakistan Under Martial Law*, Lahore: Vanguard, 1987.
14. Haq, Noor ul. *Making of Pakistan: The Military Perspective*. Islamabad: National Commission on Historical and Cultural Research, 1993.
15. Ziring, *Pakistan in 20th Century*.
16. Ian Talbot, *Pakistan: A Country*.
17. M. R. Kazmi, *A Concise History of Pakistan*, Karachi: OUP.
18. Hamid Khan, *Constitutional and Political History of Pakistan*.
19. Ali, Sheikh. Mubarak, "An Analytical Approach to the Economy of Pakistan", Karachi 1998.
20. Constitution of Islamic Republic of Pakistan PLD.
21. Dar, Saeeddudin Ahmed, "Ideology of Pakistan", NIHCR Islamabad 2000.
22. Hashmi, S.H., "The State of Social Sciences in Pakistan", COSS, Islamabad, 2001.
23. Iqbal, Ch., "Pakistani Society", Lahore 1998.
24. Mahmud, Safdar, "Pakistan's Political Roots and Development" Lahore 1994.

Course Title: Cost Accounting

Course Code: AFAC-243

Credit Hours: 3+0

Course Instructor:

Introduction

This course describes the nature and purpose of cost accounting, analyzes the behavior of various types of costs; highlights common practices related to absorption, marginal, and standard costing; differentiate between job, batch, and process costing, and involves the preparation of cost statements, and project planning and control. This course builds upon the concepts and techniques to help plan, prepare, analyze, and control cost-driven activities. It enables the students to acquire the skills necessary to analyze and interpret accounting data.

Course Learning Objectives (CLOs)

This course aims to provide students with understanding about:

- CLO 7. Nature, purpose and the basic concepts of Cost Accounting
- CLO 8. Cost accounting activities related to material, labour and overheads
- CLO 9. Marginal and Absorption costing
- CLO 10. Job, batch and process costing
- CLO 11. Budgeting
- CLO 12. Standard Costing
- CLO 13. Service and operation costing

CLO 14. Alternative costing principles

Contacting the Module Instructor

You can contact your module instructor in the following ways:

Email: aabrar@numl.edu.pk

Meeting: By appointment via e-mail

Prerequisites

This is a core course designed for BS students. Fundamentals of Accounting & Financial Accounting are prerequisites for this course.

Teaching and Learning Outcomes

On completion of this course students should be able:

TLO 7. To understand various concepts of Cost Accounting.

TLO 8. To understand activities related to material, labour, and overheads.

TLO 9. To understand Marginal and Absorption costing.

TLO 10. To know Job, batch and process costing.

TLO 11. To understand about Budgeting.

TLO 12. To know and understand Standard costing.

TLO 13. To know and understand Service and operation costing.

TLO 14. To know about Alternative costing principles.

Teaching Methodology

There will be lectures, discussions, and presentations as part of the scheduled class activities. It is advised that all students participate in these activities; failing to do so will hurt their learning and GPAs. According to the course objectives, lectures will feature learning objectives for weekly topics (as mentioned in the weekly schedule), including essential ideas and real-world examples. Lectures are not a substitute for required readings, even though they will cover the same material. The information covered in the prescribed readings will be specifically expanded upon and, if necessary, updated throughout the lectures. In addition to lectures, the following learning activities will continue to be the main focus of the students' attention.

Assessment Scheme

| | |
|----------------------------|-----|
| Assignments ----- ----- | 10% |
| Quizzes----- ----- | 10% |

| | |
|-------------------------------------|-------------|
| Mid Term Examination ----- ----- | 30% |
| Final Examination ----- ----- | 50% |
| TOTAL ----- ----- | 100% |

Reading Materials

RECOMMENDED TEXTBOOKS:

- ACCA F2(MA/FMA) course book by Kaplan Publishers
- ACCA F2(MA/FMA) course book by BPP Publishers
- ACCA F2(MA/FMA) course book by Beker Publishers
- Cost Accounting by Matz, Usry Latest Edition Textbook.

Module Contents

| Lecture | Scheduled Topic | Learning Assessment | PLO ⁸ | CLO | Thinking |
|---------|-----------------|---------------------|------------------|-----|----------|
|---------|-----------------|---------------------|------------------|-----|----------|

| | | Activity | Activity | | | Level |
|--|---|----------|----------|-------|-------|---------------|
| | <p>The nature and purpose of cost and management accounting:</p> <ul style="list-style-type: none"> • Distinguish between data and information • Identify and explain the attributes of good information • Compare and contrast financial accounting with cost and management accounting • Outline the managerial processes of planning, decision making and control • Explain the difference between strategic, tactical and operational planning | Lecture | | PLO 1 | CLO 1 | Comprehension |
| | <p>The nature and purpose of cost and management accounting:</p> <ul style="list-style-type: none"> • Distinguish between cost, profit, investment and revenue centers • Describe the differing needs for information of cost, profit, investment and revenue centers managers • Describe the purpose and role of cost and management accounting within organization's management information system • Explain the limitations of management information in providing guidance for managerial decision making. | Lecture | | PLO 1 | CLO 1 | Comprehension |
| | <p>Types of cost and cost behavior:</p> <ul style="list-style-type: none"> • Explain and illustrate production and nonproduction costs | Lecture | | PLO 2 | CLO 1 | Comprehension |

| | | | | | | |
|--|---|---------|--|-------|-------|---------------|
| | <ul style="list-style-type: none"> Describe the different elements of production cost – materials, labor and overheads Describe the different elements of nonproduction cost – administrative, selling, distribution and finance | | | | | |
| | <p>Types of cost and cost behavior:</p> <ul style="list-style-type: none"> Explain the importance of the distinction between production and nonproduction costs when valuing output and inventories Explain and illustrate with examples classifications used in the analysis of the product/service costs including by function, direct and indirect, fixed and variable, stepped fixed and semi variable costs Describe and illustrate, graphically, different types of cost behavior | Lecture | | PLO 2 | CLO 1 | Comprehension |
| | <p>Types of cost and cost behavior:</p> <ul style="list-style-type: none"> Use high/low analysis to separate the fixed and variable elements of total costs including situations involving semi variable and stepped fixed costs and changes in the variable cost per unit Explain the advantages and disadvantages of using high low method to estimate the fixed and variable element of costing | Lecture | | PLO 2 | CLO 1 | Application |
| | <p>Accounting for inventory:</p> <ul style="list-style-type: none"> Describe the different procedures and documents necessary for the ordering, receiving and issuing of materials from inventory Identify, explain and calculate the costs of ordering and holding inventory (including buffer inventory) Describe and apply appropriate methods for establishing reorder levels where demand in the lead time is constant | Lecture | | PLO | CLO 2 | Comprehension |
| | <p>Accounting for inventory:</p> | Lecture | | PLO 3 | CLO 2 | Comprehension |

| | | | | | | |
|--|--|---------|--------------|-------|-------|---------------|
| | <ul style="list-style-type: none"> • Calculate and interpret the optimal order quantities • Calculate and interpret the optimal order quantities when quantity discounts are available • Produce calculations to minimize inventory costs when inventory is gradually replenished | | | | | |
| | <p>Accounting for inventory:</p> <ul style="list-style-type: none"> • Calculate the value of closing inventory and material issues using LIFO, FIFO and average methods • Describe the control procedures used to monitor physical and 'book' inventory and to minimize discrepancies and losses • Interpret the entries and balances in the material inventory account. | Lecture | Assignment 1 | PLO 3 | CLO 2 | Application |
| | <p>Accounting for Labour:</p> <ul style="list-style-type: none"> • Calculate direct and indirect costs of labour • Explain the methods used to relate input labour costs to work done • Prepare the journal and ledger entries to record labour costs inputs and outputs • Interpret entries in the labour account | Lecture | | PLO 3 | CLO 2 | Comprehension |
| | <p>Accounting for Labour:</p> <ul style="list-style-type: none"> • Describe different remuneration methods: time-based systems; piecework systems and individual and group incentive schemes • Calculate the level, and analyse the costs and causes of labour turnover • Explain and calculate labour efficiency, capacity and production volume ratios | Lecture | | PLO 3 | CLO 2 | Application |
| | <p>Accounting for overheads:</p> <ul style="list-style-type: none"> • Explain the different treatment of direct and indirect expenses • Describe the procedures involved in determining production overhead absorption rates | Lecture | Quiz 1 | PLO 3 | CLO 2 | Comprehension |

| | | | | | | |
|--|---|---------|---------|-------|-------|---------------|
| | <ul style="list-style-type: none"> • Allocate and apportion production overheads to cost centres using an appropriate basis • Reapportion service cost center costs to production cost centres (using the reciprocal method where service cost centres work for each other) | | | | | |
| | <p>Accounting for overheads:</p> <ul style="list-style-type: none"> • Select, apply and discuss appropriate bases for absorption rates • Prepare journal and ledger entries for manufacturing overheads incurred and absorbed • Calculate and explain the under and over absorption of overheads | Lecture | | PLO 3 | CLO 2 | Application |
| | <p>Marginal and absorption costing:</p> <ul style="list-style-type: none"> • Explain the importance of, and apply, the concept of contribution • Demonstrate and discuss the effect of absorption and marginal costing on inventory valuation and profit determination • Calculate profit or loss under absorption and marginal costing | Lecture | gment 2 | PLO 4 | CLO 3 | Comprehension |
| | <p>Marginal and absorption costing:</p> <ul style="list-style-type: none"> • Reconcile the profits or losses calculated under absorption and marginal costing • Describe the advantages and disadvantages of absorption and marginal costing | Lecture | 2 | PLO 4 | CLO3 | Application |
| | <p>Job, batch and process costing:</p> <ul style="list-style-type: none"> • Describe the characteristics of job costing, batch costing, process costing and describe situations in which each would be appropriate • Prepare cost records and accounts in job and batch costing situations • Establish job and batch costs from given information for process costing and explain the concepts of normal and abnormal losses and abnormal gains | Lecture | | PLO 4 | CLO 4 | Comprehension |
| | <p>Job, batch and process costing:</p> | Lecture | | PLO 4 | CLO 4 | Comprehension |

| | | | | | | |
|--|--|---------|--------------|-------|-------|---------------|
| | <ul style="list-style-type: none"> • Calculate the cost per unit of process outputs • Prepare process accounts involving normal and abnormal losses and abnormal gains • Calculate and explain the concept of equivalent units • Apportion process costs between work remaining in process and transfers of a process using the weighted average and FIFO method | | | | | |
| | <p>Job, batch and process costing:</p> <ul style="list-style-type: none"> • Prepare process accounts in situations where work remains incomplete • Prepare process accounts where losses and gains are identified at different stages of the process • Differentiate between Job and Process costing ▪ Cost of Production Report | Lecture | | PLO 4 | CLO 4 | Application |
| | <p>Job, batch and process costing:</p> <ul style="list-style-type: none"> • Distinguish between byproducts and joint products • Value byproducts and joint products at the point of separation • Prepare process accounts in situations where byproducts and/or joint products occur. | Lecture | | PLO 4 | CLO 4 | Comprehension |
| | <p>Budgeting:</p> <ul style="list-style-type: none"> • Explain why organizations use budgeting • Describe the planning and control cycle in an organization • Explain the administrative procedures used in the budgeting process • Describe the stages in the budgeting process | Lecture | | PLO 4 | CLO 5 | Comprehension |
| | <p>Budgeting:</p> <ul style="list-style-type: none"> • Explain top down, bottom-up approaches to budgeting • Prepare sales budgets • Prepare functional budgets (production, raw materials usage and purchases, labor, variable, and fixed overheads) • Prepare cash budget | Lecture | Assignment 3 | PLO 4 | CLO 5 | Application |

| | | | | | | |
|--|---|---------|--------------|-------|-------|---------------|
| | <p>Budgeting:</p> <ul style="list-style-type: none"> • Prepare master budgets (income statement and statement of financial position) • Explain and illustrate 'what if' analysis and scenario planning • Explain the importance of flexible budgets in control • Explain the disadvantages of fixed budgets in control | Lecture | Quiz 3 | PLO 4 | CLO 5 | Application |
| | <p>Standard Costing:</p> <ul style="list-style-type: none"> • explain the purpose and principles of standard costing • explain and illustrate the difference between standard, marginal and absorption costing • establish the standard cost per unit under marginal costing and absorption costing | Lecture | | PLO 4 | CLO 6 | Comprehension |
| | <p>Standard Costing:</p> <ul style="list-style-type: none"> • calculate sales price and volume variances • calculate materials total, price, and usage variances • calculate labour total, price, and efficiency variances • calculate the variable overhead total, expenditure, and efficiency variances • calculate fixed overhead total, expenditure and, where appropriate, volume, capacity, and efficiency variances • interpret the variances | Lecture | | PLO 4 | CLO 6 | Application |
| | <p>Standard Costing:</p> <ul style="list-style-type: none"> • explain factors to consider before investigating variances (including the relative significance), • explain possible causes of the variances and • recommend control action (potential action to eliminate variances • explain the interrelationships between the variances | Lecture | Assignment 4 | PLO 4 | CLO 6 | Comprehension |

| | | | | | | |
|--|---|---------|--------|-------|-------|---------------|
| | <ul style="list-style-type: none"> calculate actual figures or standard figures where the variances are given | | | | | |
| | <p>Alternative costing principles:</p> <ul style="list-style-type: none"> Explain activity-based costing (ABC) Explain Target costing Explain Life cycle costing and total quality management (TQM) Differentiate ABC, target costing and life cycle costing from the traditional costing techniques | Lecture | Quiz 4 | PLO 2 | CLO 8 | Comprehension |
| | <p>Alternative costing principles:</p> <ul style="list-style-type: none"> Compare cost control and cost reduction Describe and evaluate cost reduction methods Describe and evaluate value analysis | Lecture | | PLO 2 | CLO8 | Comprehension |
| | <p>Service and operation costing:</p> <ul style="list-style-type: none"> Identify situations where the use of service/operation costing is appropriate Illustrate suitable unit cost measures that may be used in different service/operation situations | Lecture | | PLO 4 | CLO 7 | Comprehension |
| | <p>Service and operation costing:</p> <ul style="list-style-type: none"> Carry out service cost analysis in simple service industry situations. | Lecture | | PLO 4 | CLO 7 | Application |

Note: The course is planned for 30 students. In case of less or more than 30 students course plan will be changed by the instructor.

Course Title: Human Resource Management

Course Code: AFHR-221

Course Instructor

Mode of Contact: You can contact your course instructor in the following ways:

Email: seharzulfiqar@numl.edu.pk

Meeting: By appointment via e-mail

PREREQUISITES: There are no formal prerequisites for this course, but students should have a basic understanding of business and management principles.

Textbooks:

- ✓ Human Resource Management By Raymond Noe and John Hollenbeck and Barry Gerhart and Patrick Wright- 12 Edition
- ✓ Human Resource Management by Gary Dessler 16th edition Published by Pearson
- ✓ Fundamentals of Human Resource Management by David A. DeCenzo, Stephen P. Robbins, Susan L. Verhulst -- 12th edition.

Reference Material:

- ✓ Managing Human Resources by Shad Morris Monica Belcourt, George W Bohlander, Scott Snell, Parbudyal Singh
- ✓ The International Journal of HRM

Course Description:

Modern organizations need to continuously harness the talents and abilities of its employees. Organizations that successfully attract, hire, retain, and support the top employees gain a sustainable competitive advantage through increased productivity and reduced turnover costs. Decisions about when and whom to hire, how much to pay, what training to offer, and how to evaluate employees thus have important consequences for an organization's ability to reach its objectives. This course intends to develop a critical understanding of the role and functions of the various human resource activities in an organization, providing students with a comprehensive review of key HRM concepts, techniques and issues. This course is intended to show students that HRM is not merely just accepting job applications and recordkeeping; it is a central and strategic organizational activity of increasing importance.

Course Objectives: The course objectives are

1. Develop a critical understanding of the role and functions of the various human resource activities in an organization.
2. Create awareness about significance of HRM as a field of study and as a central management function.
3. To provide basic and relevant knowledge about the elements of each HR function (e.g. – HR planning, recruitment & selection, performance management etc.) and familiarize students with each element's key concepts & terminology.
4. Build and develop the knowledge, skills and attitudes to effectively manage people.
5. Develop an awareness and understanding for the roles of HR managers and practitioners in the organization through course readings and discussions.
6. Provide students with opportunities to apply HRM theory, policies and practices and critical thinking skills to real-world problems through case studies.

Course Learning Outcomes: On successful completion of the course, students should be able to:

- CLO1 Demonstrate an awareness of and knowledge about HRM.
- CLO2 Describe and analyze key HRM functions and how they relate to each other
- CLO3 Analyze and evaluate significant contemporary issues in human resource management including HRM's contribution to organizational performance
- CLO4 Explain functions of job analysis and design, standards of employment law for employee compensation.
- CLO5 Recognize the impact of strategic human resource planning, recruitment and selection process on the organizational efficiency
- CLO6 Apply best practices in performance management and employee training
- CLO7 Design practical business solutions to critical HR issues such as employee retention.

ASSESSMENT INSTRUMENT WITH WEIGHTS:

| SNR | ITEMS | MARKS |
|-----|-------------------------------|-------|
| 1 | Mid Term Exam | 30 |
| 2 | End Term Exam | 50 |
| 3 | Internal Evaluation Breakdown | |
| | Quiz(s) | |

| | | | |
|--|----------------------------|----|-----|
| | Assignments(s) | | |
| | Class Participation | | |
| | Présentations | | |
| | Case Discussion | | |
| | Lab Work/Practical Project | | |
| | Any Other | | |
| | Total | 20 | 20 |
| | GRAND TOTAL | | 100 |

COURSE CONTENTS:

| Lecture | Scheduled Topic | Learning Activity | Assessment Activity | PLO ⁹ | CLO | Thinking Level |
|---------|---|-------------------|---------------------|------------------|-------|----------------|
| 01 | Introduction to HRM I <ul style="list-style-type: none"> ■ Definition ■ What Responsibilities and Roles Do HR Departments Perform? | Lecture | | PLO 1 | CLO 1 | Knowledge |
| 02 | Introduction to HRM II <ul style="list-style-type: none"> ■ Strategic Role of the HRM Function | Lecture | | PLO 1 | CLO 1 | Comprehension |
| 03 | Introduction to HRM III <ul style="list-style-type: none"> ■ Competitive Challenges Influencing Human Resource Management | Lecture | | PLO 7 | CLO 3 | Comprehension |
| 04 | Work-Flow Analysis and Organization Structure I | Lecture | | PLO 2 | CLO 4 | Knowledge |

| | | | | | | |
|----|--|------------|------------------------|-------|---------|---------------|
| 05 | Job Analysis II | | | | | |
| | <ul style="list-style-type: none"> ■ Importance and use of Job Analysis ■ Job Analysis Information ■ Job Analysis Methods | Lecture | | PLO 1 | CLO 4 | Comprehension |
| 06 | Job Design | | | | | |
| | <ul style="list-style-type: none"> ■ Job Design Approaches | Lecture | Assignment 1 Quiz 1 | PLO 1 | CLO 4 | Comprehension |
| 07 | HR Planning | | | | | |
| | <ul style="list-style-type: none"> ■ The Human Resource Planning Process | Lecture | | PLO 4 | CLO 2,5 | Knowledge |
| 08 | The Human Resource Recruitment Process Factors I | | | | | |
| | | Lecture | | PLO 1 | CLO 2,5 | Comprehension |
| 09 | Recruitment Process II | | | | | |
| | <ul style="list-style-type: none"> ■ Personnel Policies ■ Recruitment Sources ■ Recruiters | Lecture | | PLO 1 | CLO 2,5 | Comprehension |
| 10 | Selection and Placement I | | | | | |
| | <ul style="list-style-type: none"> ■ Selection Method Standards | Lecture | | PLO 1 | CLO 2,5 | Comprehension |
| 11 | Selection II | | | | | |
| | <ul style="list-style-type: none"> ■ Types of Selection Methods | Lecture | | PLO 1 | CLO 2,5 | Comprehension |
| 12 | Harvard business Case Discussion "Values-Based Approach to Candidate Selection: One Hiring Manager's Approach" | | | | | |
| | | Discussion | | PLO 5 | CLO 3,5 | Analysis |
| 13 | Training I | | | | | |
| | <ul style="list-style-type: none"> ■ Training: Its Role in Continuous Learning and Competitive Advantage | Lecture | | PLO 1 | CLO 2,6 | Knowledge |
| 14 | Training II | | | | | |
| | <ul style="list-style-type: none"> ■ Designing Effective Formal Training Activities | Lecture | | PLO 1 | CLO 2,6 | Comprehension |

| | | | | | | |
|----|---|-----------------|--|-------|---------|---------------|
| 15 | Training III | | | | | |
| | <ul style="list-style-type: none"> ■ Cross-Cultural Preparation ■ Managing Workforce Diversity and Inclusion ■ Onboarding and Socialization | Lecture | | PLO 7 | CLO 2,6 | Comprehension |
| 16 | Performance Management I | | | | | |
| | <ul style="list-style-type: none"> ■ The Practice of Performance Management ■ The Process of Performance Management ■ Purposes of Performance Management | Lecture | | PLO 1 | CLO 2,6 | Knowledge |
| 17 | Performance Management II | | | | | |
| | <ul style="list-style-type: none"> ■ Performance Measures Criteria | Lecture | | PLO 1 | CLO 2,6 | Comprehension |
| 18 | Performance Management III | | | | | |
| | <ul style="list-style-type: none"> ■ Approaches to Measuring Performance | Case Discussion | | PLO 1 | CLO 2,6 | Comprehension |
| 19 | Employee Separation and Retention I | | | | | |
| | <ul style="list-style-type: none"> ■ Managing Involuntary Turnover | Lecture | | PLO 1 | CLO 3,7 | Comprehension |
| 20 | Employee Separation and Retention II | | | | | |
| | <ul style="list-style-type: none"> ■ Managing Voluntary Turnover | Lecture | | PLO 1 | CLO 3,7 | Knowledge |
| 21 | Pay Structure Decisions I | | | | | |
| | <ul style="list-style-type: none"> ■ Equity Theory and Fairness | Lecture | | PLO 6 | CLO 4 | Comprehension |
| 22 | Pay Structure Decisions II | | | | | |
| | <ul style="list-style-type: none"> ■ Developing Pay Levels ■ Government Regulation of Employee Compensation | Lecture | | PLO 6 | CLO 4 | Comprehension |
| 23 | Recognizing Employee Contributions with Pay | | | | | |
| | <ul style="list-style-type: none"> ■ <i>Pay for Performance Programs</i> | Case Discussion | | PLO 1 | CLO 4,7 | Comprehension |

| | | | | | |
|----|--|------------------|-------|-----------|---------------|
| 24 | Recognizing Employee Contributions with Pay ■ Managerial and Executive Pay | Lecture | PLO 1 | CLO 4,7 | Comprehension |
| 25 | Discussion on the Application of Course Knowledge in Pakistani Organizations | Class Discussion | PLO 1 | CLO 1,2,3 | Application |
| 26 | Harvard business Case Discussion ■ "Nokia's Bridge Program: Redesigning Layoffs (A)." | Case Discussion | PLO 5 | CLO 1,3 | Analysis |
| 27 | Final Project Presentation | Presentation | PLO 5 | CLO 3 | Creation |
| 28 | Final Project Presentation | Presentation | PLO 5 | CLO 3 | Creation |

Semester – IV

| CODE | COURSE | CREDITS |
|----------------|--------------------------------------|----------------|
| ACC-243 | Cost Accounting | 3 |
| HUM-203 | Islamic Studies | 3 |
| HUM-204 | Pakistan Studies | 3 |
| ECO-241 | Money and Banking | 3 |
| LAW-221 | Corporate Law | 3 |
| ITM-241 | Management Information System | 3 |

Course Title: Islamic Studies

Course Code: HUM-203

Credit Hours: 3+0

Course Instructor:

PREREQUISITES: none

Textbook:

Reference Material:

COURSE DESCRIPTION / OBJECTIVES:

10. To provide students a true understanding of faith in Islam and help them to perform their religious obligations in a most befitting manner.
11. To enable students comprehend the teachings of Quran and to follow these in their lives.
12. To enable students realize the benefits of leading their lives in accordance with the life of the Holy Prophet ﷺ.
13. To develop the values of sympathy, empathy and compassion among students.
14. To help students list out their rights alongside others' rights, which they are obliged to fulfil for accumulating their personal rights and respect.
15. To empower students in identification of their core values and their accomplishment.
16. To support students in development of their personal vision.
17. To enhance students' understanding on Islamic economical system.
18. To make the students humane and enjoy the real charms of prosperity.

Course Learning Outcomes:

At the end of the course, students would be able to:

| CLO | Learning Domain |
|---|-----------------|
| Explain the benefits of adhering to the teachings of Islam embedded in Quranic verses and Sunnah of the Holy Prophet ﷺ for leading a real prosperous life. | Cognitive |
| Apply the Islamic guidelines in fulfilment of religious obligations; identification of core values; articulation of multiple human roles in life; accruing personal rights through accomplishment of others' obligations; mutual respect and enforcement of mutual coexistence through emotional balance, as well as conflict avoidance / resolution; formulation of code of conduct | Affective |
| Exhibit the fundamentals of Islam in execution of Pillars of Islam; manifestation of sympathy, empathy, compassion and respect for all; thus lead a real meaningful and prosperous life. | Psychomotor |

ASSESSMENT INSTRUMENT WITH WEIGHTS:

| SNR | ITEMS | MARKS |
|-----|-------------------------------|-------|
| 1 | Mid Term Exam | 30 |
| 2 | End Term Exam | 50 |
| 3 | Internal Evaluation Breakdown | |

| | | | |
|--|----------------------------|--|-----------|
| | Quiz(s) | | 5 |
| | Assignments(s) | | 5 |
| | Class Participation | | |
| | Présentations | | |
| | Case Discussion | | |
| | Lab Work/Practical Project | | |
| | Any Other | | 10 |
| | Total | | 20 |
| | GRAND TOTAL | | 100 |

| Lecture | Scheduled Topic | Learning Activity | Assessment Activity | PLO | CLO | Thinking Level |
|-----------|---|-------------------|------------------------|-------|-------|----------------|
| 01 | <u>The Holy Quran</u> | Lecture | | PLO 1 | CLO 1 | Knowledge |
| 02 | Basic concepts and historical perspective of the Holy Quran. | Lecture | | PLO 1 | CLO 1 | Knowledge |
| 03 | Understanding of the Quran (Sura Hujurat). | Lecture | | PLO 1 | CLO 1 | Knowledge |
| 04 | Eradications of Social evils | Lecture | | PLO 2 | CLO 2 | Comprehension |
| 05 | Quranic verses on Compassion to make students awareness about enforcement of sympathy, empathy and compassion in the society in general and their personal lives in particular. | Lecture | Assignment 1 Quiz 1 | PLO 2 | CLO 2 | Comprehension |
| 06 | Hadith & Sunnah of the Holy Prophet (pbuh) | Lecture | | PLO 1 | CLO 1 | Comprehension |
| 07 | Hadith & Sunnah of the Holy Prophet (pbuh) | Lecture | | PLO 1 | CLO 1 | Comprehension |

| | | | | | | |
|-----------|--|---------|--------------|-------|-------|---------------|
| | a. Basic concepts and historical perspective of Hadith. | | | | | |
| 08 | Translation and explanation of the selective Āhādīth with focus on Purity of Intent (Character). | Lecture | Assignment 2 | PLO 2 | CLO 3 | Comprehension |
| 09 | Selected Ahadith (10) on Compassion, Welfare and Ethics to reinforce inculcation of sympathy, empathy and compassion among students. | Lecture | | PLO 1 | CLO 1 | Knowledge |
| 10 | Seerat -ul-Nabī (ﷺ) Introduction to the life of the Holy Prophet ﷺ | Lecture | | PLO 2 | CLO 2 | Comprehension |
| 11 | Planning and leading purposeful life. | Lecture | | PLO 2 | CLO 3 | Comprehension |
| 12 | Inculcation of Sunnah of the Holy Prophet ﷺ in students' life. | Lecture | | PLO 2 | CLO 2 | Comprehension |
| 13 | Formulation of their personal code of conduct taking lead from life of the Holy Prophet ﷺ. | Lecture | | PLO 1 | CLO 1 | Comprehension |
| 14 | Human and minority rights in the light of Seerah | Lecture | | PLO 2 | CLO 3 | Knowledge |
| 15 | Faith & Worship Pillars of Islam. | Lecture | Quiz 2 | PLO 1 | CLO 1 | Knowledge |
| 16 | Understanding of Prayer, Zakat, Roza and Hajj. | Lecture | | PLO 1 | CLO 3 | Comprehension |
| 17 | Human Rights and Obligations | Lecture | | PLO | CLO 1 | Comprehension |
| 18 | Identification of individual rights | Lecture | | PLO | CLO 1 | Comprehension |
| 19 | Identification of obligations towards o collective rights and duties. | Lecture | | PLO 1 | CLO 2 | Comprehension |
| 20 | Maintenance of balance between among own rights an others obligations by defining different roles in life and ascertain / accomplish minimum essential performance | Lecture | | PLO 1 | CLO 1 | Knowledge |

| | | | | | | |
|-----------|--|---------|--------------|-------|-------|---------------|
| 21 | Islamic Ethics and Values Identification of Core Values | Lecture | | PLO 1 | CLO 5 | Creation |
| 22 | Understanding of Basic Islamic ethics | Lecture | | PLO 1 | CLO 1 | Knowledge |
| 23 | Ethical Values according to the Quran and Sunnah | Lecture | Assignment 3 | PLO 2 | CLO 2 | Comprehension |
| 24 | To know about foundational sources of Islam and Western ethics | Lecture | | PLO 2 | CLO 2 | Comprehension |
| 25 | Human life purpose and Ethical Values | Lecture | Presentation | PLO 2 | CLO 5 | Creation |
| 26 | Roles and Minimum Essential Performance Levels. | Lecture | Presentation | PLO 2 | CLO 5 | Creation |
| 27 | Revelation and Ethical Values | Lecture | Presentation | PLO 2 | CLO 5 | Creation |
| 28 | Mawakhat e Madina (welfare aspect of Islamic Society | Lecture | Presentation | PLO 2 | CLO 5 | Creation |

Conduct of Class

- Lectures shall be restricted to imparting of essential knowledge.
- Interactive sessions will be hallmark of teaching.
- All session shall culminate with tangent outcomes.
- Students shall be given small manageable project to present in next sessions.
- Projects, quizzes and assignments will be introduced to ensure optimum comprehension.

Course Outline

| Serial | Unit | Lecture | Contents |
|--------|------|---------|----------|
|--------|------|---------|----------|

| | | | |
|----|------------|-----|--|
| 1. | Holy Quran | 1&2 | a. Basic concepts of Quran |
| | | | b. Historical perspective |
| | | | c. Revelation and Preservation of the Quran |
| | | | d. Compilation of Quran |
| | | 3&4 | e. Quranic verses on eradication of social evils |
| | | 5&6 | f. Quranic verses on Compassion |

| | | | |
|----|-------------------------------------|----|--|
| 2. | Hadith & Sunnah | 7 | a. Difference between Hadith and Sunnah |
| | | 8 | Basic concepts, historical perspective, types and importance of Hadith |
| | | 9 | c. Introduction to six authentic books of Hadith |
| | | 10 | Translation and explanation of the selected Āhādīth with focus on Purity of Intent |
| | | 11 | e. Concept of Ksab-e-Halal (legal earning) in Islam. |
| | | 12 | Ten Ahadith on Compassion to reinforce inculcation of sympathy, empathy and compassion among students. |
| 3. | <u>Seerat-ul-Nabī (ﷺ) and Human</u> | 13 | a. Basic concepts of the Seerat-ul-Nabī (ﷺ) |

| | | | |
|----|---|-------|---|
| | <u>Rights</u> | 14&15 | Prophetic approaches to transform the society with focus on: <i>Methāq-e-Madina</i> : Foundation for multicultural society (minority rights). <i>Khutba-e-Hajjat al-Wada</i> : Islamic Charter of Human Rights Mawakhat e Madina (welfare aspect of Islamic Society |
| | | 16&18 | c. Inculcation of Core Values. |
| | | 19&21 | d. Purposeful life. |
| 4. | Faith & Worship | 22 | a. The Spirit of Faith and Creeds |
| | | 23 | b. The Spirit of Worship (Pillars of Islam) |
| | | 24&27 | C. Practical Understanding of prayer. |
| 5. | Islamic Culture and Civilization (Ethics and Values) | 28 | a. Islamic Core Values |
| | | 29&30 | b. difference in Isalmic and Secular ethics |
| | | 31&32 | Roles and Minimum Essential Performance Levels. |

Reference and Recommended Books

23. AL-QURAN AL-KARIM, (English Translation, Abdullah Yusuf)(Islamabad: IRI,2004)
24. Dr. Sallābī, Ali Muhammad, The Noble life of the Prophet(ﷺ) (Riyadh : Darussalam, 2005)
25. Prof. Khursheed Ahmad, Islami Nazaryah Hayat(Karachi: University of Karachi, 2006)
26. Dr. Muhammad Hameedullah , 'Introduction to Islam, , IRI, Islamabad
27. Sayyed Mududi, Islami Tehzeeb Key Usool-O-Mabadi, Islamic Publications, Lahore
28. Mulana Safi-ur-Rehman Mubarak puri, Al-Raheeq Al-Makhtoom, Maktaba Salfia, Lahore
29. Dr. Mahmud Ali Sharqawi, Alami Tehzeeb per Islam key Asrat, Qasimululoom , Lahore
30. Dr. Khalid Alvi, Introduction to Hadith, IRI, International Islamic University , Islamabad
31. Imam Sharf-ud-Din , Arbaeen –e-Navavi, (Urdu translation), Darulandulus, Lahore
32. Dr. Zakir Naik, Forty Question on Islam (London: Islamic Research Foundation, 2003)
33. Dr. Mahmud Akhtar, Mayari Islamiyat (Lahore: Allied Book Centre , 2010)
34. Umar Chapra, Islam and the modern Economic Challenges (Islamabad: IPS, 2005)
35. Moulana Taqi Usmani, Islam aur Jadeed Maeeshat o Tijarat(Karachi : Moarif -ul-Quran)
36. Dr. Muhammad Khahlil, Ilmi Islamiyat Lazmi, Ilmi kitab khana, Lahore
37. Dr. MD Zafar, ISLAMIC STUDIES COMPULSORY, Aziz Book depot, Lahore
38. Dr. Muhammad Hamidullah , Introduction to Islam, IRI.
39. Dr. Muhammad Hamidullah, The prophet of Islam: Prophet of migration, 1989.
40. Syed Abu al Aala Maoududi, Huma Rights in Islam, Isalmic Pupations, Lahore
41. Dr. Muhammad Tahir ul Qadri , Human Rights in Islam, Minhaj Books, Lahore
42. Muhammad Akram Khan, An introduction to Isalmic Economic System, IIIT. 1945.
43. Dr. Muhammad Tahir, development of child's personality from the Sunnah of the prophet Muhammad (peace be upon him) and psychology perspectives

Islamic ethics and values , Conference: International Conference on Economics and Social Sciences Conference (ICESS) at Melbourne, Australia on August 2015.,pp. 23-30.

44. Adibah Binti Abdul Rahim , Understanding Islamic Ethics and Its Significance on the Character Building, International Journal of Social Science and Humanity, Vol. 3, No. 6, (2013): 508-513.

Course Title: Pakistan Studies

Course Code: HUM-204

Credit Hours: 3

Course Instructor:

Course Description

Pakistan Studies (Compulsory) has been developed in line with HEC guidelines on the subject and need analysis carried out at NUML Campuses for accruing optimum course outcomes. The course has been developed in Cognitive, Affective, as well as Psychomotor domains in following seven units with relevant content mentioned under each:

8. Historical Perspective

- a. Evolution and growth of Muslim society in the Subcontinent.
- b. Factors leading to Muslim nationalism in the Subcontinent.

9. Ideological Basis of Pakistan

- a. Definition, sources and significance of Ideology.
- b. Basis of Pakistan's Ideology with particular reference to the Values of Islam and economic deprivation of Muslims in Subcontinent.
- c. Two Nation Theory: Origin and Explication.
- d. Ideological rationale with special reference to Sir Syed Ahmad Khan, Allama Muhammad Iqbal and Quaid-e-Azam Muhammad Ali Jinnah.

10. Natural Environment

- a. Landforms, climate and water resources.
- b. Environmental hazards and remedies.

11. Government and Politics in Pakistan

- a. Constitutional developments in Pakistan.
- b. Political development in Pakistan.

12. Contemporary Pakistan (Issues and Prospects)

- a. Geo-political significance of Pakistan.
- b. Economic potential and its utilization.
- c. Social issues, their gravity and resolution.
- d. World affairs: challenges and contributions.
- e. Human rights in Pakistan.

13. Futuristic Outlook of Pakistan. Vision 2025.

14. Youth's Role in Development of Pakistan

- a. Realization of National Motto "Unity, Faith & Discipline".
- b. Ascertaining individual contribution(s) towards Pakistan's prosperity.
- c. Impact based social activism.
- d. Identification of core values.
- e. Setting of vision(s).
- f. Formulation of Pakistani Youth's Code of Conduct.

Course Objectives

- 10. Inculcate a sense of gratitude to Allah Almighty for blessing us with an independent and sovereign country.
- 11. Underscore the importance of national integration, cohesion and patriotism.

12. Encourage traits of observation, creativity, analysis and reflection in students.
13. Promote an understanding of the ideology of Pakistan, the Muslim struggle for independence and endeavors for establishing a modern and welfare Islamic republic.
14. Acquaint students with Pakistan's historical, political and constitutional developments.
15. Lay emphasis on rights and obligations of citizens of an independent and sovereign state.
16. Study the issues arising in the modern age and posing challenges to Pakistan.
17. To make students understand the role they need to play in making Pakistan a leading country in the world.
18. Youth development.

Course Learning Outcomes (CLOs)

At the end of the course, students would be able to:

| CLO | Learning Domain |
|--|-----------------|
| <ul style="list-style-type: none"> • Explain Pakistan's historical perspective; ideological basis; environmental outlook; political and constitutional developments; contemporary and future Pakistan. | Cognitive |
| <ul style="list-style-type: none"> • Apply the guiding principle driven out from study of Pakistan's history; ideology; environment; politics; constitutional developments; social and economic challenges in fulfilment of Pakistan's Vision 2025 with special reference to the role of | Affective |

| | |
|--|-------------|
| Pakistani youth. | |
| <ul style="list-style-type: none"> • Exhibit the impact based social activism to enable students play their respective role in development of prosperous Pakistan alongside their personal growth. | Psychomotor |

Relevance of Course to Real Life (Practical Applications)

The entire course revolves around real human life.

Assessment System

Relative grading system will be followed to award grades. Weightage is as under:

| <u>Theoretical/Instruction</u> | <u>No</u> | <u>Percentage</u> |
|---------------------------------------|------------------|--------------------------|
| Assignments | 4 | 5% |
| Quizzes / Class Activities | 4 | 5% |
| Problem Based Activities (project) | 3 | 10% |
| Midterm Exam | 1 | 30% |
| End Semester Exam | 1 | 50% |
| <u>Total</u> | | <u>100%</u> |

Conduct in the Class

- Lectures shall be restricted to imparting of essential knowledge only.

- Interactive sessions will be hallmark of teaching.
- All session shall culminate with tangent implementable outcomes.
- Students shall be given small manageable project to present in next sessions.
- Projects, quizzes and assignments will be introduced to ensure optimum comprehension.

Course Outline

| Lectures | Units | Schedule Topics | Learning Activity | Assessment Activity | PLO | CLO | Thinking Level |
|-----------------|-------------------------------|---|--------------------------|----------------------------|------------|------------|-----------------------|
| 01 | Historical Perspective | a. Evolution and growth of Muslim society in Subcontinent. | Lectures | | PLO 1 | CLO1 | Comprehension |
| 02 | | b. Factors leading to Muslim nationalism in Subcontinent. | Lectures | | PLO1 | CLO 1 | Comprehension |
| 03 04 | Ideological Basis of Pakistan | a. Definition, sources and significance of Ideology. | Lectures | | PLO2 | CLO2&1 | Comprehension |
| 05 06 | | b. Basis of Pakistan's Ideology with particular reference to the Values of Islam, economic deprivation of Muslims and role of All India Muslim League (AIML) in Subcontinent. | Lectures | | PLO2 | CLO2&1 | Comprehension |
| 07 | | c. Two Nation Theory: Origin and Explication. | Lectures | | PLO2 | CLO2&1 | Comprehension |
| 08 | | d. Ideological rationale with special reference to Sir Syed Ahmad Khan, Allama Muhammad Iqbal and Quaid-i-Azam Muhammad Ali Jinnah. | Lectures | | PLO2 | CLO2&1 | Comprehension |

| | | | | | | | |
|--------------|--|---|----------|--|--------|--------|------------------|
| 09 | Natural Environment | a. Landforms, climate and water resources. | Lectures | | | CLO2 | Comprehension |
| 10 | | b. Environmental hazards and remedies. | Lectures | | | CLO2 | Comprehension |
| 11 12 | Government and Politics in Pakistan | a. Constitutional developments in Pakistan. | Lectures | | PLO1 | CLO1 | Knowledge |
| 13 | | b. Political development in Pakistan. | Lectures | | PLO1 | CLO1 | Knowledge |
| 14 | Contemporary Pakistan (Issues and Prospects) | a. Geo-political significance of Pakistan. | Lectures | | PLO5 | CLO1 | Comprehension |
| 15 | | b. Economic potential and its utilization. | Lectures | | PLO5 | CLO2 | Knowledge |
| 16 17 | | c. Social issues, their gravity and resolution. | Lectures | | PLO4 | CLO2 | Analysis |
| 18 | | d. World affairs: challenges and contributions. | Lectures | | PLO7 | CLO2 | Analysis |
| 19 | | e. Human rights in Pakistan. | Lectures | | | CLO1 | Knowledge |
| 20 | Futuristic Outlook of Pakistan. | Pakistan's Vision 2025. | Lectures | | PLO2 | CLO2&3 | Organization |
| 21 | Youth's Role in Development of Pakistan | a. Realization of National Motto "Unity, Faith & Discipline". | Lectures | | PLO6 | CLO2 | Valuing |
| 22 23 | | b. Ascertaining individual contribution(s) towards Pakistan's prosperity. | Lectures | | PLO7 | CLO2&3 | Responding |
| 24 | | c. Impact based social activism. | Lectures | | PLO6&7 | CLO3 | Characterization |
| 25 | | d. Identification of core values. | Lectures | | PLO6 | CLO3 | Characterization |
| 26 | | e. Setting of vision(s). | Lectures | | PLO6 | CLO2&3 | Organization |
| 27 | | f. Formulation of Pakistani Youth's Code of Conduct. | Lectures | | PLO6&7 | CLO2 | Characterization |
| 28 | | g. Social activities | Projects | | PLO7 | CLO3 | |

Recommended Books

25. Burki, Shahid Javed. *State and Society in Pakistan*, the MacMillan Press Ltd, 1980.
26. Akbar, S. Zaidi. *Issues in Pakistan's Economy*. Karachi: Oxford University Press, 2000.
27. S. M. Burke and Lawrence Ziring. *Pakistan's Foreign Policy: A Historical analysis*. Karachi: Oxford University Press, 1993.
28. Mehmood, Safdar. *Pakistan: Political Roots & Development*. Lahore, 1994.
29. Wilcox, Wayne. *The Emergence of Bangladesh.*, Washington: American Enterprise, Institute of Public Policy Research, 1972.
30. Mehmood, Safdar. *Pakistan Kayyun Toota*, Lahore: Idara-e-Saqafat-e-Islamia, Club Road.
31. Amin, Tahir. *Ethno - National Movement in Pakistan*, Islamabad: Institute of Policy Studies, Islamabad.

32. Ziring, Lawrence. *Enigma of Political Development*. Kent England: WmDawson & Sons Ltd, 1980.
33. Zahid, Ansar. *History & Culture of Sindh*. Karachi: Royal Book Company, 1980.
34. Afzal, M. Rafique. *Political Parties in Pakistan*, Vol. I, II & III. Islamabad: National Institute of Historical and cultural Research, 1998.
35. Sayeed, Khalid Bin. *The Political System of Pakistan*. Boston: Houghton Mifflin, 1967.
36. Aziz, K. K. *Party Politics in Pakistan*, Islamabad: National Commission on Historical and Cultural Research, 1976.
37. Muhammad Waseem, *Pakistan Under Martial Law*, Lahore: Vanguard, 1987.
38. Haq, Noor ul. *Making of Pakistan: The Military Perspective*. Islamabad: National Commission on Historical and Cultural Research, 1993.
39. Ziring, *Pakistan in 20th Century*.
40. Ian Talbot, *Pakistan: A Country*.
41. M. R. Kazmi, *A Concise History of Pakistan*, Karachi: OUP.
42. Hamid Khan, *Constitutional and Political History of Pakistan*.
43. Ali, Sheikh. Mubarak, "An Analytical Approach to the Economy of Pakistan", Karachi 1998.
44. Constitution of Islamic Republic of Pakistan PLD.
45. Dar, Saeeddudin Ahmed, "Ideology of Pakistan", NIHCR Islamabad 2000.
46. Hashmi, S.H., "The State of Social Sciences in Pakistan", COSS, Islamabad, 2001.
47. Iqbal, Ch., "Pakistani Society", Lahore 1998.
48. Mahmud, Safdar, "Pakistan's Political Roots and Development" Lahore 1994.

Course Title: Management Information System

Course Code: ITM-241

Credit Hours: 3+0

Course Instructor:

Mode of Contact: (WhatsApp only)

Prerequisites: Introduction to Information Technology

Course Description:

Information systems began as automation of office systems, and have grown into systems that assist managers to make decisions, systems that model successful business practices, and systems that transform the modern business into a resource and on the management of information technology. Coverage of the subject matter will be through lectures, class discussions, independent readings and research.

Course Objectives:

- Enlighten the Management Performance by Generating deeper understanding of information systems
- Applicability of IS in different business units.
- Help to understand the new dimensions of automated work and optimum decision making by generating the good quality DSS.

Course Learning Outcomes:

On successful completion of this course, students will be able to:

- Define and describe the role of strategy in business and for management for future initiatives. PLO1
- Comprehend and elaborate the theories, concepts and tools that support strategic management in organizations. PLO2
- Apply their theoretical learning experience into applied form. PLO3
- Play a leading role in setting organizational strategy both locally and globally and will participate in effective decision making towards organizational complexities. PLO4, PLO5
- Participate constructively in complex situations to complete shared tasks and meet agreed deadlines through utilizing their interpersonal skills while doing

team work PLO6, PLO7

Textbooks (or Course Materials) with latest Edition:

- "Management Information System, Managing the Digital Firm" by Kenneth C. Laudon, Jane P. Laudon 13th Global Edition

Reference Books:

- Research Articles

ASSESSMENT INSTRUMENT WITH WEIGHTS:

| SNR | ITEMS | MARKS |
|-----|-------------------------------|-------|
| 1 | MidTerm Exam | 30 |
| 2 | End Term Exam | 50 |
| 3 | Internal Evaluation Breakdown | |
| | Quiz(s) | |
| | Assignments(s) | |
| | Présentations | |
| | Case Discussion | |
| | Lab Work/Practical Project | |
| | AnyOther | |
| | Total | 20 |
| | GRAND TOTAL | 100 |

COURSE CONTENTS:

| Week | Lecture | Scheduled Topic | Learning Activity | Assessment Activity | PLO | CLO | Thinking Level |
|------|---------|-----------------|-------------------|---------------------|-----|-----|----------------|
|------|---------|-----------------|-------------------|---------------------|-----|-----|----------------|

| | | | | | | | |
|---------------|----|--|---------|------------|-------|------|-------------|
| 1 | 1 | Introductions to information system | Lecture | | 1 | 1, 2 | Knowledge |
| | 2 | Role of Information System in Business today | Case | | 2,3,6 | 3,4 | Application |
| 2 | 3 | Business processes and Types of Information System | Lecture | Quiz | 1 | 1, 2 | Knowledge |
| | 4 | Systems for Collaboration and Social Business | Case | | 2,3,6 | 3,4 | Application |
| 3 | 5 | The Information System Function in Business | Lecture | Quiz | 1 | 1, 2 | Knowledge |
| | 6 | Impact of Information System in Organizations and Business Firms | Case | Project | 2,3,6 | 3,4 | Application |
| | 7 | How to achieve Competitive Advantage by using Information Systems | Lecture | Quiz | 1 | 1, 2 | Knowledge |
| 4 | 8 | Information Technology Infrastructure | Case | Assignment | 2,3,6 | 3,4 | Application |
| 5 | 9 | Infrastructure Components | Lecture | Quiz | 1 | 1, 2 | Knowledge |
| | 10 | Contemporary Hardware Platform Trends | Case | | 2,3,6 | 3,4 | Application |
| 6 | 11 | Contemporary Software Platform Trends and Management Issues | Lecture | Quiz | 1 | 1, 2 | Knowledge |
| | 12 | Organizing Data in Traditional File Environment | Case | | 2,3,6 | 3,4 | Application |
| 7 | 13 | The Database approach to Data Management | Lecture | | 1 | 1, 2 | Knowledge |
| | 14 | Using Databases to Improve Business Performance and Decision Making | Case | | 2,3,6 | 3,4 | Application |
| MIDTERM EXAMS | | | | | | | |
| 8 | 15 | Telecommunication and Networking in Today's Business World | Lecture | | 1 | 1, 2 | Knowledge |
| | 16 | Communication Networks (Types, Structures, Topologies) | Case | | 2,3,6 | 3,4 | Application |
| 9 | 17 | TCP/IP Model and The Global Internet, Assigning Presentation Topics (Four Groups) | Lecture | | 1 | 1, 2 | Knowledge |
| | 18 | The Wireless Revolution (Cellular Networks, Wifi Standards, Wimax, Wireless Sensor Networks) | Case | | 2,3,6 | 3,4 | Application |
| 10 | 19 | Malicious Software, Hackers and Computer Crime | Lecture | | 1 | 1, 2 | Knowledge |
| | 20 | Business Value of Security and Control | Case | | 2,3,6 | 3,4 | Application |

| | | | | | | | |
|----|----|--|--------------|--------------|---------|------|-----------------------------|
| 11 | 21 | Establishing a Framework for Security and Control | Lecture | | 1 | 1, 2 | Knowledge |
| | 22 | Technologies and Tools for Protecting Information Resources, Group One Presentation | Case | | 2,3,6 | 3,4 | Application |
| 12 | 23 | Intelligent Techniques for Managing Knowledge (Machine Learning, Fuzzy Logic, Neural Networks) | Lecture | | 1 | 1, 2 | Knowledge |
| | 24 | Knowledge Work Systems and its Requirement, Examples of KWS, Group Two Presentation | Case | | 2,3,6 | 3,4 | Application |
| 13 | 25 | Decision Making Process and Real World Decision Making | Presentation | Presentation | 2,3,5,6 | 4, 5 | Comprehension Creativity |
| | 26 | Business Intelligence in the Enterprise, Data Visualization, Visual Analytics and Geographic Information Systems, Group Three Presentation | Presentation | Presentation | 2,3,5,6 | 4, 5 | Comprehension Creativity |
| 14 | 27 | The Growth of International Information Systems | | | | | Knowledge |
| | 28 | Technology Issues and Opportunities for Global Value Chains, Group Four Presentation | | | | | Knowledge |

ENDTERM EXAMS

Course Title: Cost Accounting

Course Code: ACC-243

Credit Hours: 3+0

Course Instructor:

Introduction

This course describes the nature and purpose of cost accounting, analyzes the behavior of various types of costs; highlights common practices related to absorption, marginal, and standard costing; differentiate between job, batch, and process costing, and involves the preparation of cost statements, and project planning and control. This course builds upon the concepts and techniques to help plan, prepare, analyze, and control cost-driven activities. It enables the students to acquire the skills necessary to analyze and interpret accounting data.

Course Learning Objectives (CLOs)

This course aims to provide students with understanding about:

- CLO 15. Nature, purpose and the basic concepts of Cost Accounting
- CLO 16. Cost accounting activities related to material, labour and overheads
- CLO 17. Marginal and Absorption costing
- CLO 18. Job, batch and process costing
- CLO 19. Budgeting
- CLO 20. Standard Costing
- CLO 21. Service and operation costing

CLO 22. Alternative costing principles

Contacting the Module Instructor

You can contact your module instructor in the following ways:

Email: aabrar@numl.edu.pk

Meeting: By appointment via e-mail

Prerequisites

This is a core course designed for BS students. Fundamentals of Accounting & Financial Accounting are prerequisites for this course.

Teaching and Learning Outcomes

On completion of this course students should be able:

TLO 15. To understand various concepts of Cost Accounting.

TLO 16. To understand activities related to material, labour, and overheads.

TLO 17. To understand Marginal and Absorption costing.

TLO 18. To know Job, batch and process costing.

TLO 19. To understand about Budgeting.

TLO 20. To know and understand Standard costing.

TLO 21. To know and understand Service and operation costing.

TLO 22. To know about Alternative costing principles.

Teaching Methodology

There will be lectures, discussions, and presentations as part of the scheduled class activities. It is advised that all students participate in these activities; failing to do so will hurt their learning and GPAs. According to the course objectives, lectures will feature learning objectives for weekly topics (as mentioned in the weekly schedule), including essential ideas and real-world examples. Lectures are not a substitute for required readings, even though they will cover the same material. The information covered in the prescribed readings will be specifically expanded upon and, if necessary, updated throughout the lectures. In addition to lectures, the following learning activities will continue to be the main focus of the students' attention.

Assessment Scheme

| | |
|-------------------------------------|-----|
| Assignments ----- ----- | 10% |
| Quizes----- ----- | 10% |
| Mid Term Examination ----- ----- | 30% |

| | |
|----------------------------------|-------------|
| Final Examination ----- ----- | 50% |
| TOTAL ----- ----- | 100% |

Reading Materials

RECOMMENDED TEXTBOOKS:

- ACCA F2(MA/FMA) course book by Kaplan Publishers
- ACCA F2(MA/FMA) course book by BPP Publishers
- ACCA F2(MA/FMA) course book by Beker Publishers
- Cost Accounting by Matz, Usry Latest Edition Textbook.

Module Contents

| Lecture | Scheduled Topic | Learning Activity | Assessment Activity | PLO ¹⁰ | CLO | Thinking Level |
|---------|---|-------------------|---------------------|-------------------|-------|----------------|
| | The nature and purpose of cost and management accounting: <ul style="list-style-type: none"> • Distinguish between data and information • Identify and explain the attributes of good information • Compare and contrast financial accounting with cost and management accounting • Outline the managerial processes of planning, decision making and control • Explain the difference between strategic, tactical and operational planning | Lecture | | PLO 1 | CLO 1 | Comprehension |
| | The nature and purpose of cost and management accounting: <ul style="list-style-type: none"> • Distinguish between cost, profit, investment and revenue centers | Lecture | | PLO 1 | CLO 1 | Comprehension |

| | | | | | | |
|--|---|---------|--|-------|-------|---------------|
| | <ul style="list-style-type: none"> Describe the differing needs for information of cost, profit, investment and revenue centers managers Describe the purpose and role of cost and management accounting within organization's management information system Explain the limitations of management information in providing guidance managerial decision making. | | | | | |
| | <p>Types of cost and cost behavior:</p> <ul style="list-style-type: none"> Explain and illustrate production and nonproduction costs Describe the different elements of production cost – materials, labor and overheads Describe the different elements of nonproduction cost – administrative, selling, distribution and finance | Lecture | | PLO 2 | CLO 1 | Comprehension |
| | <p>Types of cost and cost behavior:</p> <ul style="list-style-type: none"> Explain the importance of the distinction between production and nonproduction costs when valuing output and inventories Explain and illustrate with examples classifications used in the analysis of the product/service costs including by function, direct and indirect, fixed and variable, stepped fixed and semi variable costs Describe and illustrate, graphically, different types of cost behavior | Lecture | | PLO 2 | CLO 1 | Comprehension |
| | <p>Types of cost and cost behavior:</p> <ul style="list-style-type: none"> Use high/low analysis to separate the fixed and variable elements of total costs including situations involving semi variable and stepped fixed costs and changes in the variable cost per unit Explain the advantages and disadvantages of using high low method to estimate the fixed and variable element of costing | Lecture | | PLO 2 | CLO 1 | Application |

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|--|---|---------|---------|-------|-------|---------------|
| | <p>Accounting for inventory:</p> <ul style="list-style-type: none"> • Describe the different procedures and documents necessary for the ordering, receiving and issuing of materials from inventory • Identify, explain and calculate the costs of ordering and holding inventory (including buffer inventory) • Describe and apply appropriate methods for establishing reorder levels where demand in the lead time is constant | Lecture | | PLO | CLO 2 | Comprehension |
| | <p>Accounting for inventory:</p> <ul style="list-style-type: none"> • Calculate and interpret the optimal order quantities • Calculate and interpret the optimal order quantities when quantity discounts are available • Produce calculations to minimize inventory costs when inventory is gradually replenished | Lecture | | PLO 3 | CLO 2 | Comprehension |
| | <p>Accounting for inventory:</p> <ul style="list-style-type: none"> • Calculate the value of closing inventory and material issues using LIFO, FIFO and average methods • Describe the control procedures used to monitor physical and 'book' inventory and to minimize discrepancies and losses • Interpret the entries and balances in the material inventory account. | Lecture | gment 1 | PLO 3 | CLO 2 | Application |
| | <p>Accounting for Labour:</p> <ul style="list-style-type: none"> • Calculate direct and indirect costs of labour • Explain the methods used to relate input labour costs to work done • Prepare the journal and ledger entries to record labour costs inputs and outputs • Interpret entries in the labour account | Lecture | | PLO 3 | CLO 2 | Comprehension |

| | | | | | | |
|--|--|---------|----------|-------|-------|---------------|
| | <p>Accounting for Labour:</p> <ul style="list-style-type: none"> Describe different remuneration methods: time-based systems; piecework systems and individual and group incentive schemes Calculate the level, and analyse the costs and causes of labour turnover Explain and calculate labour efficiency, capacity and production volume ra | Lecture | | PLO 3 | CLO 2 | Application |
| | <p>Accounting for overheads:</p> <ul style="list-style-type: none"> Explain the different treatment of direct and indirect expenses Describe the procedures involved in determining production overhead absorption rates Allocate and apportion production overheads to cost centres using an appropriate basis Reapportion service cost center costs to production cost centres (using the reciprocal method where service cost centres work for each other) | Lecture | Quiz 1 | PLO 3 | CLO 2 | Comprehension |
| | <p>Accounting for overheads:</p> <ul style="list-style-type: none"> Select, apply and discuss appropriate bases for absorption rates Prepare journal and ledger entries for manufacturing overheads incurred and absorbed Calculate and explain the under and over absorption of overheads | Lecture | | PLO 3 | CLO 2 | Application |
| | <p>Marginal and absorption costing:</p> <ul style="list-style-type: none"> Explain the importance of, and apply, the concept of contribution Demonstrate and discuss the effect of absorption and marginal costing on inventory valuation and profit determination Calculate profit or loss under absorption and marginal costing | Lecture | gnment 2 | PLO 4 | CLO 3 | Comprehension |
| | <p>Marginal and absorption costing:</p> | Lecture | 2 | PLO 4 | CLO3 | Application |

| | | | | | | |
|--|---|---------|--|-------|-------|---------------|
| | <ul style="list-style-type: none"> • Reconcile the profits or losses calculated under absorption and marginal costing • Describe the advantages and disadvantages of absorption and marginal costing | | | | | |
| | <p>Job, batch and process costing:</p> <ul style="list-style-type: none"> • Describe the characteristics of job costing, batch costing, process costing describe situations in which each would be appropriate • Prepare cost records and accounts in job and batch costing situations • Establish job and batch costs from given information for process costing explain the concepts of normal and abnormal losses and abnormal gains | Lecture | | PLO 4 | CLO 4 | Comprehension |
| | <p>Job, batch and process costing:</p> <ul style="list-style-type: none"> • Calculate the cost per unit of process outputs • Prepare process accounts involving normal and abnormal losses and abnormal gains • Calculate and explain the concept of equivalent units • Apportion process costs between work remaining in process and transfers of a process using the weighted average and FIFO method | Lecture | | PLO 4 | CLO 4 | Comprehension |
| | <p>Job, batch and process costing:</p> <ul style="list-style-type: none"> • Prepare process accounts in situations where work remains incomplete • Prepare process accounts where losses and gains are identified at different stages of the process • Differentiate between Job and Process costing ▪ Cost of Production Report | Lecture | | PLO 4 | CLO 4 | Application |
| | <p>Job, batch and process costing:</p> <ul style="list-style-type: none"> • Distinguish between byproducts and joint products • Value byproducts and joint products at the point of separation • Prepare process accounts in situations where byproducts and/or joint products | Lecture | | PLO 4 | CLO 4 | Comprehension |

| | | | | | | |
|--|--|---------|--------------|-------|-------|---------------|
| | occur. | | | | | |
| | Budgeting: <ul style="list-style-type: none"> • Explain why organizations use budgeting • Describe the planning and control cycle in an organization • Explain the administrative procedures used in the budgeting process • Describe the stages in the budgeting process | Lecture | | PLO 4 | CLO 5 | Comprehension |
| | Budgeting: <ul style="list-style-type: none"> • Explain top down, bottom-up approaches to budgeting • Prepare sales budgets • Prepare functional budgets (production, raw materials usage and purchases, labor, variable, and fixed overheads) • Prepare cash budget | Lecture | Assignment 3 | PLO 4 | CLO 5 | Application |
| | Budgeting: <ul style="list-style-type: none"> • Prepare master budgets (income statement and statement of financial position) • Explain and illustrate 'what if' analysis and scenario planning • Explain the importance of flexible budgets in control • Explain the disadvantages of fixed budgets in control | Lecture | Quiz 3 | PLO 4 | CLO 5 | Application |
| | Standard Costing: <ul style="list-style-type: none"> • explain the purpose and principles of standard costing • explain and illustrate the difference between standard, marginal and absorption costing • establish the standard cost per unit under marginal costing and absorption costing | Lecture | | PLO 4 | CLO 6 | Comprehension |
| | Standard Costing: <ul style="list-style-type: none"> • calculate sales price and volume variances | Lecture | | PLO 4 | CLO 6 | Application |

| | | | | | | |
|--|--|---------|--------------|-------|-------|---------------|
| | <ul style="list-style-type: none"> • calculate materials total, price, and usage variances • calculate labour total, price, and efficiency variances • calculate the variable overhead total, expenditure, and efficiency variances • calculate fixed overhead total, expenditure and, where appropriate, volume, capacity, and efficiency variances • interpret the variances | | | | | |
| | <p>Standard Costing:</p> <ul style="list-style-type: none"> • explain factors to consider before investigating variances (including the relative significance), • explain possible causes of the variances and • recommend control action (potential action to eliminate variances • explain the interrelationships between the variances • calculate actual figures or standard figures where the variances are given | Lecture | Assignment 4 | PLO 4 | CLO 6 | Comprehension |
| | <p>Alternative costing principles:</p> <ul style="list-style-type: none"> • Explain activity-based costing (ABC) • Explain Target costing • Explain Life cycle costing and total quality management (TQM) • Differentiate ABC, target costing and life cycle costing from the traditional costing techniques | Lecture | Quiz 4 | PLO 2 | CLO 8 | Comprehension |
| | <p>Alternative costing principles:</p> <ul style="list-style-type: none"> • Compare cost control and cost reduction • Describe and evaluate cost reduction methods • Describe and evaluate value analysis | Lecture | | PLO 2 | CLO8 | Comprehension |
| | <p>Service and operation costing:</p> <ul style="list-style-type: none"> • Identify situations where the use of service/operation costing is appropriate • Illustrate suitable unit cost measures that may be used in different situations | Lecture | | PLO 4 | CLO 7 | Comprehension |

| | | | | | | |
|--|--|---------|--|-------|-------|-------------|
| | service/operation situations | | | | | |
| | Service and operation costing: <ul style="list-style-type: none"> Carry out service cost analysis in simple service industry situations. | Lecture | | PLO 4 | CLO 7 | Application |

Note: *The course is planned for 30 students. In case of less or more than 30 students course plan will be changed by the instructor.*

Course Title: Money & Banking

Course Code: ECO-241

Credit Hours: 3+0

Course Instructor:

Mode of Contact"

You can contact your course instructor in the following ways:

Email:

Meeting: By appointment via e-mail

PREREQUISITES: The prerequisites for this course are Microeconomics, Macroeconomics and Introduction to Finance.

Textbook:

Modern Money and Banking by Roger LeRoy Miller, David D. VanHoose. McGraw Hills Publications.

The Economics of Money, Banking, and Financial Markets by Frederic S. Mishkin, Apostolos Serletis

Reference Material:

Money, banking and financial markets by Stephen G.Cecchetti.

Course Description: This course is an introduction to the behavioral science of economics which focuses on interest rates, the concept of money, exchange rates, and monetary policy. This course intends to enable students to understand modern financial and monetary systems. The course explains the historic role of money with its application in the modern economics. Furthermore, the contents explicitly explain role of banks, movement of funds among different economic agents and the impact of monetary policy.

Course Objectives: The course objectives are

- To develop the framework that will help students to understand the structure of financial markets, money & its components and how interest rates are determined.
- Understand importance of financial markets and financial institutions in the economy; operations of depository institutions; why they are regulated;
- Explain how a nation's money supply is determined; tools of monetary policy, role of central banks and the conduct of monetary policy

Course Learning Outcomes: Upon completion of this course, students will be able to:

- Understand and identify the importance and principles behind the working of financial system.
- Demonstrate knowledge about the evolution of financial markets and various credit instruments; and the evolution of money and its functions.
- Understand the determinants and term structures of interest rate
- Understand the importance and functions of Central Bank.
- Understand the working of monetary policy and its instruments.
- Appreciate the potential importance of monetary phenomenon in the economy.

ASSESSMENT INSTRUMENT WITH WEIGHTS:

| SNR | ITEMS | MARKS |
|-----|-------------------------------|-------|
| 1 | Mid Term Exam | 30 |
| 2 | End Term Exam | 50 |
| 3 | Internal Evaluation Breakdown | |
| | Quiz(s) | |
| | Assignments(s) | |
| | Class Participation | |
| | Présentations | |
| | Case Discussion | |

| | | | |
|--|----------------------------|----|-----|
| | Lab Work/Practical Project | | |
| | Any Other | | |
| | Total | 20 | 20 |
| | GRAND TOTAL | | 100 |

COURSE CONTENTS:

| Lecture | Scheduled Topic | Learning Activity | Assessment Activity | PLO ¹¹ | CLO | Thinking Level |
|-----------|--|-------------------|---------------------|-------------------|-------|----------------|
| | Basic concepts of money and banking | | | | | |
| | <ul style="list-style-type: none"> ■ Introduction to money and the financial system ■ Parts of the financial system ■ <u>The five core principles of money and banking</u> | Lecture | | PLO 1 | CLO 1 | Knowledge |
| 01 | <u>Nature & Functions of Money</u> | | | | | |
| | <ul style="list-style-type: none"> ■ <u>Meaning of money</u> ■ <u>Barter system and the difficulties of barter</u> ■ <u>Commodity money and Fiat money standards</u> | Lecture | | PLO 2 | CLO 2 | Knowledge |
| 02 | <u>The Evolution of money</u> | | | | | |
| | <ul style="list-style-type: none"> ■ Exchange costs and transaction costs ■ Exchange costs and the evolution of trading systems and money ■ Commodity money and commodity standards | Lecture | | PLO 2,3 | CLO 2 | Comprehension |

| | | | | | |
|---|---------|------------------------|-----------|-------|---------------|
| 03 The economics of commodity money system | | | | | |
| <ul style="list-style-type: none"> ■ Monopoly model of money ■ Seigniorage | Lecture | | PLO 2,3 | CLO 2 | Comprehension |
| 04 Approaches to defining& approaching money | | | | | |
| <ul style="list-style-type: none"> ■ Transaction approach ■ Monetary approach | Lecture | | PLO 1,2 | CLO 2 | Comprehension |
| 05 How the central bank measures money | | | | | |
| <ul style="list-style-type: none"> ■ Monetary base ■ M1 ■ M2 ■ M3 ■ Difference between M2 and M3 | Lecture | | PLO 2,3 | CLO 2 | Comprehension |
| 06 The future of money | | | | | |
| <ul style="list-style-type: none"> ■ The evolution of money ■ The cashless society | Lecture | Assignment 1 Quiz 1 | PLO 2 | CLO 2 | Comprehension |
| 07 Financial instruments and Markets | | | | | |
| <ul style="list-style-type: none"> ■ Financial intermediation ■ Direct and indirect financing ■ Financial disintermediation | Lecture | | PLO 1,2,5 | CLO 2 | Knowledge |
| 08 Use of financial instruments | | | | | |
| <ul style="list-style-type: none"> ■ <u>Types of securities</u> ■ <u>Equity vs debt instruments</u> ■ <u>Uses of Financial instruments, Underlying versus Derivative instruments</u> | Lecture | | PLO 4,5 | CLO 2 | Comprehension |
| 09 Financial institutions and financial markets | Lecture | | PLO 4,5 | CLO 2 | Comprehension |

- Depository and Non-depository institutions
- Primary and secondary markets
- Capital and money markets

10 Bank

- Different types of banks
 - Functions of a commercial bank
- Lecture PLO 4 CLO 2 Knowledge

11 Thrift industry

- Origin of thrift industry
 - History of saving banks
 - Beginnings of saving and loan associations
 - Origin of credit unions
- Lecture PLO 4 CLO 2 Knowledge

12 Interest rates

- Introduction to interest rates
 - Nominal interest rate
 - Real interest rate
 - Prime rate
- Lecture Assignment 2 Quiz 2 PLO 6,7 CLO 3 Knowledge

13 Interest rate Calculations

- Nominal yield
 - Current yield
 - Yield to maturity
 - Present value of bond
- Lecture PLO 6,7 CLO 3 Comprehension

14 T-bills

- Treasury bill calculation
- Lecture PLO 6,7 CLO 3 Comprehension

| | | | | |
|---|---------|---------|---------|---------------|
| <ul style="list-style-type: none"> ■ Coupon yield calculation for T-bill | | | | |
| 15 Central bank <ul style="list-style-type: none"> ■ Introduction to Central banking ■ Importance of central bank ■ Functions of central bank | Lecture | PLO 1,4 | CLO 4 | Knowledge |
| 16 Monetary policy <ul style="list-style-type: none"> ■ Goals and objectives of monetary policy ■ Instruments of monetary policy | Lecture | PLO 1,4 | CLO 5 | Knowledge |
| 17 Credit Control Instruments <ul style="list-style-type: none"> ■ OMO ■ Discount window policy, ■ Reserve requirements and Margin Requirements | Lecture | PLO 5 | CLO 5 | Comprehension |
| 18 Money in traditional macroeconomic system | Lecture | PLO 5 | CLO 5 | Comprehension |
| 19 Money demand function <ul style="list-style-type: none"> ■ Traditional and Keynesian money demand function ■ Supply of money | Lecture | PLO 5 | CLO 5 | Comprehension |
| 20 Interest rate determination <ul style="list-style-type: none"> ■ Equilibrium interest rate ■ Changes in interest rate | Lecture | PLO 4,5 | CLO 3,5 | Comprehension |
| 21 Introduction to Liquidity-Money <ul style="list-style-type: none"> ■ Derivation of LM schedule | Lecture | PLO 4,5 | CLO 5 | Comprehension |
| 22 Introduction to Investment-Saving <ul style="list-style-type: none"> ■ Derivation of IS schedule | Lecture | PLO 4,5 | CLO 5 | Comprehension |

| | | | | |
|---|---------|---------|---------|---------------|
| 23 IS-LM Equilibrium | | | | |
| <ul style="list-style-type: none"> ■ Understanding how economy restores equilibrium in IS-LM model | Lecture | PLO 5 | CLO 5 | Comprehension |
| 24 Effects of Monetary policy in IS-LM model (expansionary and contractionary monetary policy effect) | Lecture | PLO 7,8 | CLO 6 | Comprehension |
| 25 Fiscal Policy in IS-LM Model. Crowding out effect. | Lecture | PLO 7,8 | CLO 6 | Comprehension |
| 26 Policy coordination | Lecture | PLO 7,8 | CLO 5,6 | Comprehension |
| 27 Revision | Lecture | PLO 7 | CLO 5,6 | Comprehension |
| 28 Final project presentations | Lecture | PLO 4,5 | CLO 6 | Creation |
| 29 Final project presentations | Lecture | PLO 4,5 | CLO 6 | Creation |

Course Title: Corporate Law

Course Code: LAW-221

Credit Hours: 3+0

Course Instructor: Shaukat Hayat

Mode of Contact

You can contact your course instructor in the following ways:

Email: shaoukat.hayat@numl.edu.pk

Meeting: By appointment via e-mail

Prerequisites:

The students are required to clear the 3rd semester of BSAF.

Text Books and Reading Material:

1. Companies Act, 2017.
2. Non-Banking Finance Companies (Companies Ordinance, 1984, Sections 282A to 282M).
3. Non-Banking finance Companies (Establishment and Regulation) Rules, 2003.
4. Modaraba Companies and Modaraba (Floatation and Control) Ordinance, 1980.
5. Securities and Exchange Ordinance, 1969.
6. Securities and Exchange Commission of Pakistan Act, 1997.
7. Listed Companies (Code of Corporate Governance) Regulation, 2017.

Course Descriptions/Objectives:

The course is designed for studying Tax laws for students of BS.Com classes

Course Objectives and Learning Outcomes:

- (1). To familiarize the students with the Income and Sales Tax Laws in Pakistan.
- (2). To introduce to students the important elements and aspects of tax system and authorities and their limits.
- (3). To equip the students with necessary skills to deal with the situations concerning the field of taxation.

By the end of this course the students should be able to know the legal provisions pertaining to the incorporation of companies as well as to apply them in their professional career.

Assessment Instrument with Weights:

| SNR | ITEMS | MARKS | |
|-----|-------------------------------|-------|----|
| 1 | Mid Term Exam | 30 | |
| 2 | End Term Exam | 50 | |
| 3 | Internal Evaluation Breakdown | | |
| | Quiz(s) | | 05 |
| | Assignments(s) | | 10 |
| | Class Participation | | |
| | Présentations | | 15 |
| | Case Discussion | | |
| | Lab Work/Practical Project | | |
| | Any Other | | |
| | Total | 20 | 20 |
| | GRAND TOTAL | 100 | |

Course Contents

| Lecture | Topic | Learning Activity | Assessment Activity | PLO | CLO | Thinking Level |
|---------|--|-------------------|---------------------|-------|-------|----------------|
| 1 | Introduction to Pakistani Legal System-I | Lecture | | PLO 3 | CLO 2 | Comprehension |
| 2 | Introduction to Pakistani Legal System-II | Lecture | | PLO 1 | CLO 2 | Comprehension |
| 3 | Major Forms of Business Organization-I | Lecture | | PLO 1 | CLO 2 | Comprehension |
| 4 | Major Forms of Business Organization-II | Lecture | | PLO 1 | CLO 2 | Comprehension |
| 5 | Formation of a Company-I | Lecture | | PLO 3 | CLO 2 | Comprehension |
| 6 | Formation of a Company-II | Lecture | | PLO 3 | CLO 2 | Comprehension |
| 7 | Conversion of a Company of a Class into a Company of other Class | Lecture | | PLO 3 | CLO 2 | Comprehension |
| 8 | Share Capital of a Company | Lecture | | PLO 3 | CLO 2 | Comprehension |
| 9 | General Meetings of a Company-I | Lecture | | PLO 3 | CLO 2 | Comprehension |
| 10 | General Meetings of a Company-II | Lecture | | PLO 1 | CLO 3 | Comprehension |
| 11 | General Meetings of a Company-III | Lecture | | PLO 3 | CLO 2 | Comprehension |
| 12 | Proceedings of General Meetings of a Company-I | Lecture | | PLO 3 | CLO 2 | Comprehension |
| 13 | Proceedings of General Meetings of a Company-II | Lecture | | PLO 3 | CLO 2 | Knowledge |
| 14 | Proceedings of General Meetings of a Company-III | Lecture | | PLO 3 | CLO 2 | Knowledge |
| 15 | Company Directors-I | Lecture | | PLO 3 | CLO 2 | Knowledge |
| 16 | Company Directors-II | Lecture | | PLO 3 | CLO 2 | Comprehension |
| 17 | Company Directors-III | Lecture | | PLO 3 | CLO 2 | Comprehension |
| 18 | Chief Executive Officer of Company | Lecture | | PLO 3 | CLO 2 | Comprehension |
| 19 | Auditor of Company | Lecture | | PLO 3 | CLO 2 | Comprehension |
| 20 | The Winding Up of Company-I | Lecture | | PLO 3 | CLO 2 | Comprehension |

| | | | | | | |
|-----------|-------------------------------|---------------|--|-------|-------|---------------|
| 21 | The Winding Up of Company-II | Lecture | | PLO 1 | CLO 3 | Comprehension |
| 22 | The Winding Up of Company-III | Lecture | | PLO 3 | CLO 2 | Comprehension |
| 23 | Corporate Taxation | Lecture | | PLO 3 | CLO 2 | Comprehension |
| 24 | Modaraba Companies | Lecture | | PLO 3 | CLO 2 | Comprehension |
| 25 | Corporate Governance | Lecture | | PLO 1 | CLO 3 | Knowledge |
| 26 | Stock Exchange | Lecture | | PLO 3 | CLO 2 | Knowledge |
| 27 | | Presentations | | PLO 3 | CLO 2 | Comprehension |
| 28 | | Presentations | | PLO 1 | CLO 3 | Creation |
| 29 | | | | PLO 1 | CLO 3 | Creation |
| | | | | | | |

Semester - V

| CODE | COURSE | CREDITS |
|----------------|---|----------------|
| MGT-322 | Business Research Methodology | 3 |
| ACC-344 | Managerial Accounting | 3 |
| FIN-342 | Financial Markets & Institutions | 3 |
| LAW-342 | Corporate Tax (Pakistan) | 3 |
| MGT-311 | Corporate Governance & Ethics | 3 |
| HRM-321 | Human Resource Management | 3 |

Course Title: Business Research Methodology

Course Code: MGT-322

Credit Hours: 3+0

Course Instructor: Ms. Fatima Shamim

Mode of Contact:

You can contact your course instructor in the following ways:

Email: fatimashamim@numl.edu.pk

Meeting: By appointment via email

PREREQUISITES: Students should know the basic research concept, especially in business.

Textbook:

Research Methods for Business, by Uma Sekeran 7th Edition

Reference Material:

- Saunders M, Lewis P & Thornhill A, 8th Edition, *Research Methods for Business Students*. Financial Times-Prentice Hall
- Bryman A, *Research Methods & Organisation Studies*, Unwin-Hyman Gill J & Johnson P, *Research Methods for Managers*, Paul Chapman Publishing

Course Description: Building on Principles of Research Design, this course aims to extend and deepen the understanding of different research approaches and methodologies to prepare students for research projects in their business discipline. After studying this course, students will receive an overview of the scientific research methods, research preparation, and communication styles used to disseminate research at the Undergraduate level. This course will assist students in identifying, discussing, and formulating a research problem, selecting and applying appropriate research approaches and methods of inquiry

(both quantitative and qualitative), and presenting their results. Successful completion of this course should be sufficient for students to undertake a research project.

Course Objectives: The course objectives are:

- To acquire skills for Identifying problem areas in organizational settings
- To plan, organize, design, and conduct research to help solve the specific problems .
- To understand how research contributes to business decisions and practices.
- To critically think about business research problems and various methods of approaching the issues.
- To develop skills and knowledge to discriminate "good" from "bad" research reported in academic, business, and trade journals.
- To critically evaluate the methods of research articles
- To write, present and publish research reports and articles

Course Learning Outcomes: Upon completion of this course, students will be able to:

1. CLO1. Understand and recognize the importance of research in the field (PLO 1).
2. CLO2. Identify practical problems of the real businesses and theoretical issues from the existing literature by following the standard process of business research (PLO 4).
3. CLO3. Build a theoretical framework and hypotheses to test the established relationships (PLO 3).
4. CLO4. Choose an appropriate sampling technique, research strategies, and scales for data collection (PLO 7).
5. CLO5. Apply relevant tests, interpret and present data, and discuss the findings in a parsimonious way to provide a solution to the business problems (PLO 6).

ASSESSMENT INSTRUMENT WITH WEIGHTS:

| SNO | ITEMS | MARKS |
|-----|-------------------------------|-------|
| 1 | Mid Term Exam | 30 |
| 2 | End Term Exam | 50 |
| 3 | Internal Evaluation Breakdown | |
| | Quiz(s) | |
| | Assignments(s) | |
| | Class Participation | |
| | Présentations | |
| | Case Discussion | |
| | Research Paper | |
| | Any Other | |
| | Total | 20 |
| | GRAND TOTAL | 100 |

COURSE CONTENTS:

| Lecture | Scheduled Topic | Learning Activity | Assessment Activity | PLO | CLO | Thinking Level |
|---------|---|-------------------|---------------------|-------|-------|----------------|
| 01 | Introduction to Research <u>What is Research?</u> | | | | | |
| | <ul style="list-style-type: none"> ■ Business Research Defined. ■ Types of Business Research. ■ Managers and research ■ The Manager and the consultant researcher. ■ The Manager-Researcher Relationship | Lecture | | PLO 1 | CLO 1 | Knowledge |

02 Introduction to Research

- Internal Versus External consultants/Researchers
- Research and Managerial Effectiveness
- Ethics and Business Research

Lecture

PLO 1

CLO 1

Comprehension

03 The scientific investigation

- The Hall Marks of scientific research

Lecture

PLO 1

CLO 1

Knowledge

04 Types of reasoning

- Practical and Theoretical utility of research

Lecture and
Class Discussion

PLO 2

CLO 4, 6

Analyze

05 Hypothetico-deductive Method

- The seven-step process in The Hypothetico-deductive Method

Lecture

PLO 1

CLO 1

Knowledge

06 Identification of Broad Problem Area**Problem Statement**

- Problem statement defined
- What makes a good problem statement

Lecture

PLO 7

CLO 4

Knowledge

07 The research proposal

Lecture

Assignment 1

PLO 4

CLO 2

Knowledge

08 The Critical Literature Review

- conducting a critical literature review
- How to approach the literature Review

Lecture

Quiz 1

PLO 1

CLO 1, 2

Comprehension

09 Source of literature

Lecture

PLO 1

CLO 1

Comprehension

■ **Evaluating and Documenting the literature review**

10 Theoretical Framework

- Defining theoretical framework

Type of Variables

- Definition and types of variables
- Dependent variable, Independent variable, Moderating variable, and Mediating variable

Lecture and Class Discussion

Assignment 2

PLO 1

CLO 3

Application

11 Hypotheses Development

Lecture and Class Discussion

Quiz 2

PLO 1

CLO 3

Application

12 Research Design

- Purpose of the Study
- Types of Study
- Researcher interference
- Study setting
- Unit of analysis
- Time horizon

Lecture

PLO 1

CLO 2, 4

Knowledge

13 Research Strategies

Lecture

PLO 1

CLO 4

Knowledge

14 Data Collection Methods

- Primary and secondary sources of data
- Interviewing
- Training interviewers

Lecture

Assignment 3

PLO 7

CLO 4

Knowledge

15 Data Collection Methods (Cont.)

Lecture

PLO 7

CLO 4

Knowledge

| | | | | | | |
|---|-------------------------------|--------------|-------|-------|---------------|--|
| <ul style="list-style-type: none"> ■ The questioning technique ■ Face-to-face interviews ■ Telephone Interviews ■ Computer-assisted interviewing | | | | | | |
| 16 Data Collection Methods: Questionnaires | | | | | | |
| <ul style="list-style-type: none"> ■ Types of Questionnaire ■ Personality administered Questionnaire ■ Mail and electronic Questionnaire | Lecture | Quiz 3 | PLO 7 | CLO 4 | Knowledge | |
| 17 Contents of Questionnaires | | | | | | |
| <ul style="list-style-type: none"> ■ Principles of wording ■ Content and purpose of questions ■ Language and wording of questions ■ Types and forms of questions ■ Principles of measurement | Lecture | | PLO 1 | CLO 4 | Comprehension | |
| 18 Measurement: Scaling, Reliability, Validity | | | | | | |
| <ul style="list-style-type: none"> ■ Types of scales ■ Review of Scales | Lecture | | PLO 1 | CLO 4 | Knowledge | |
| 19 Ranking Scales | | | | | | |
| <ul style="list-style-type: none"> ■ Goodness of measures ■ Reliability | Case Discussion | | PLO 1 | CLO 4 | Knowledge | |
| 20 Population and Sampling | Lecture | | PLO 1 | CLO 4 | Knowledge | |
| 21 Types of Probability Sampling | Lecture | Assignment 4 | PLO 1 | CLO 4 | Knowledge | |
| 22 Parameters and reasons of sampling and Data entry in SPSS | Lecture and Hands-on practice | Quiz 4 | PLO 1 | CLO 5 | Analyze | |
| <ul style="list-style-type: none"> ■ Quantitative Data Analysis | | | | | | |
| 23 Quantitative Data Analysis | Lecture and | | PLO 1 | CLO 5 | Analyze | |

| | | | | |
|--|-------------------|----------------|-------|---------|
| | Hands-on practice | | | |
| 24 Relationship between two nominal variable | | | | |
| ■ Reliability | Lecture and | | PLO 1 | CLO 5 |
| ■ Validity | Hands-on practice | | | Analyze |
| 25 Correlation and Regression | Lecture and | | PLO 1 | CLO 5 |
| | Hands-on practice | | | Analyze |
| 26 Regression analysis and testing moderation and mediation in SPSS | Lecture and | Research paper | PLO 1 | CLO 5 |
| | Hands-on practice | submission | | Analyze |
| 27 Research Paper presentation and discussion | Lecture | | PLO 5 | CLO 5 |
| 28 Research Paper presentation and discussion | Case Discussion | | PLO 5 | CLO 5 |
| | | | | Create |
| | | | | Create |

Course Title: Managerial Accounting

Course Code: ACC-344

Credit Hours: 3+0

Course Instructor:

Mode of Contact"

You can contact your course instructor in the following ways:

Email:

Meeting: By appointment via e-mail

PREREQUISITES: As a accounting course, you must have an understanding of Cost Accounting, Fundamentals of Accounting & Financial Accounting.

Textbook:

- Cost Accounting by Matz ,Usry Latest Edition Text book.
- Management Accounting by Kaplan Publishers, Latest Edition
- Performance Management by Kaplan Publishers, Latest Edition

REFERENCE BOOKS:

- Managerial Accounting By Garrison Noreen
- Cost Accounting A managerial Emphasis by Charles T. Horngren
- Management and Cost accounting By Colin Drury

Course Description:

Management accounting is related to use of accounting information for decision making. It mainly focused on timely information which enable organizations to estimate future costs years in advance. The information generated through management accounting is used by the internal management of the organization.

Course Objectives:

- Recognize the importance of management accounting in an organization and how it can be used within the context of the other functions of the company.
- Understand how cost consciousness is increased among operating units through the identification of cost and responsibility centers and the use of performance standards.
- Conduct cost analyses which facilitate the linkages among management control, program budgeting, and performance auditing.
- Emphasis on cost estimation for planning or control purposes, rather than on financial reporting.
- Costs are monitored to determine if they are reasonable for the activities performed.

Course Learning Outcomes:

- Identify and discuss the accounting information related to managerial decision-making.
- Explain, understand and apply advance costing and managerial accounting techniques
- Identify and apply appropriate budgeting techniques and methods for planning and control
- Compare actual costs with standard costs and analyze any variances
- Explain and apply performance measurements and monitor business performance

Course Learning Outcomes:

ASSESSMENT INSTRUMENT WITH WEIGHTS:

| SNR | ITEMS | MARKS |
|-----|-------------------------------|-------|
| 1 | Mid Term Exam | 30 |
| 2 | End Term Exam | 50 |
| 3 | Internal Evaluation Breakdown | |
| | Quiz(s) | |
| | Assignments(s) | |

| | | | |
|--|----------------------------|----|-----|
| | Class Participation | | |
| | Présentations | | |
| | Case Discussion | | |
| | Lab Work/Practical Project | | |
| | Any Other | | |
| | Total | 20 | 20 |
| | GRAND TOTAL | | 100 |

COURSE CONTENTS:

| Lecture | Scheduled Topic | Learning Activity | Assessment Activity | PLO ¹² | CLO | Thinking Level |
|-----------|---|-------------------|---------------------|-------------------|-------|----------------|
| 01 | <ul style="list-style-type: none"> • Recap of Cost Accounting Course : The nature and purpose of cost and management accounting • Sources of data • Presenting information • Types of cost and cost behavior • Accounting For Inventory and labor | Lecture | | PLO 5 | CLO 1 | Knowledge |
| 02 | <ul style="list-style-type: none"> • Recap of Cost Accounting Course : • Accounting for Overheads • Basic Budgeting Techniques • Basic Cost accounting statements • Traditional Vs. Marginal Costing • Under and over Absorption | Lecture | | PLO 5 | CLO 1 | Knowledge |
| 03 | <ul style="list-style-type: none"> • Traditional and advanced costing | Lecture | | PLO 5 | CLO 2 | Knowledge |

methods:

- Explain what is meant by the term cost driver and identify appropriate cost drivers under activity based costing (ABC)
 - Calculate costs per driver and per unit using (ABC)
-

04

Traditional and advanced costing methods:

- Compare ABC and traditional methods of overhead absorption based on production units, labour hours or machine hours
- Explain what is meant by the term 'target cost'
- Derive a target cost in both manufacturing and service industries
- Explain the difficulties of using target costing in service industries
- describe the target cost gap
- Suggest how a target cost gap might be closed

Lecture

PLO 4

CLO 2 Comprehension

05

Traditional and advanced costing methods:

- Explain what is meant by the term 'lifecycle costing' in a manufacturing Industry
- Identify the costs involved at different stages of the lifecycle
- Explain throughput accounting and the throughput accounting ratio (TPAR), and calculate and interpret, a TPAR

Lecture

PLO 5

CLO 2 Knowledge

| | | | | | | |
|----|--|---------|------------------------|-------|-------|---------------|
| 06 | <ul style="list-style-type: none"> • Traditional and advanced costing methods: • Suggest how a TPAR could be improved • Apply throughput accounting to a given multiproduct decision making problem. | Lecture | Assignment 1 Quiz 1 | PLO 5 | CLO 2 | Comprehension |
| 07 | <ul style="list-style-type: none"> • Traditional and advanced costing methods: • Discuss the issues a business faces in the management of environmental costs • Describe the different methods a business may use to account for its envirocosts. Calculate and interpret the optimal order quantities • Calculate and interpret the optimal order quantities when quantity discounts are available • Produce calculations to minimize inventory costs when inventory is gradually replenished | Lecture | | PLO 5 | CLO 2 | Comprehension |
| 08 | <ul style="list-style-type: none"> • Cost volume profit analysis: • Explain the nature of CVP analysis • Calculate and interpret breakeven point and margin of safety • Calculate the contribution to sales ratio, in single and product situations, and demonstrate an understanding of its use | Lecture | | PLO 4 | CLO 2 | Comprehension |

| | | | | | |
|----|---|---------|--------------|-------|---------------------|
| | <ul style="list-style-type: none"> Calculate target profit or revenue in single product situations, and demonstrate an understanding of its use | | | | |
| 09 | <ul style="list-style-type: none"> Cost volume profit analysis: Prepare break even charts and profit volume charts and interpret the information contained under single product situations Discuss the limitations of CVP analysis for planning and decision making for single product | Lecture | | PLO 4 | CLO 2 Comprehension |
| 10 | <ul style="list-style-type: none"> Cost volume profit analysis: Calculate the contribution to sales ratio, in multiproduct situations, and demonstrate an understanding of its use Calculate target profit or revenue in multiproduct situations, and demonstrate an understanding of its use | Lecture | | PLO 4 | CLO 2 Comprehension |
| 11 | <ul style="list-style-type: none"> Cost volume profit analysis: Prepare break even charts and profit volume charts and interpret the information contained for multiproduct situations Discuss the limitations of CVP analysis for planning and decision making under multiproduct situations | Lecture | | PLO 4 | CLO 2 Comprehension |
| 12 | <ul style="list-style-type: none"> Capital budgeting : Discuss the importance of capital | Lecture | Assignment 2 | PLO 5 | CLO 3 Comprehension |

| | | | | | |
|-----------|---|---------|--------|-------|-----------------|
| | investment planning and control | | Quiz 2 | | |
| | <ul style="list-style-type: none"> • Define and distinguish between capital and revenue expenditure • Outline the issues to consider and the steps involved in the preparation of a capital expenditure budget • Explain and illustrate the difference between simple and compound interest, and between nominal and effective interest rates • Explain and illustrate compounding and discounting • Explain the distinction between cash flow and profit and the relevance of cash flow to capital investment appraisal | | | | |
| 13 | <ul style="list-style-type: none"> • Capital budgeting : • Identify and evaluate relevant cash flows for individual investment decisions • Explain and illustrate the net present value (NPV) and internal rate of return (IRR) methods of discounted cash flow • Calculate present value using annuity and perpetuity formulae | Lecture | | PLO 4 | CLO 3 Knowledge |
| 14 | <ul style="list-style-type: none"> • Calculate NPV, IRR and payback (discounted and non discounted) • Interpret the results of NPV, IRR and payback calculations of investment viability | Lecture | | PLO 4 | CLO 3 Knowledge |

| | | | | | |
|------------------|---|----------------|--------------|--------------|----------------------|
| <p>15</p> | <ul style="list-style-type: none"> • Planning with limiting factors: (P. 91) • Select an appropriate technique, where there is one limiting factor/key factor, to achieve desired organizational goals. • Determine the optimal production plan where an organization is restricted by a single limiting factor, including within the context of 'make' or 'buy' decisions. • Select an appropriate technique, where there are several limiting factors/key factors, to achieve desired organizational goals. | <p>Lecture</p> | <p>PLO 4</p> | <p>CLO 3</p> | <p>Knowledge</p> |
| <p>16</p> | <ul style="list-style-type: none"> • Planning with limiting factors: • Formulate a linear programming problem involving two products. • Determine the optimal solution to a linear programming problem using a graphical approach. • Use simultaneous equations to determine where the two lines cross to solve a multiple scarce resource problem. • Explain shadow prices (dual prices) and discuss their implications on decision | <p>Lecture</p> | <p>PLO 4</p> | <p>CLO 3</p> | <p>Comprehension</p> |

making and performance management in multiple limited resource situations.

17

- **Planning with limiting factors:**

- Calculate shadow prices (dual prices) and discuss their specific implications on decision making and performance management.

- Explain the implications of the existence of slack, in multiple limited resource situations, for decision making and performance management.

Lecture

PLO 5

CLO 2 Comprehension

- Calculate slack and explain the specific implications of the existence of the slack for decision making and performance management

18

- **Pricing:**

- Explain the factors that influence the pricing of a product or service, e.g. costs, demand and competition

- Define and explain the price elasticity of demand

Case Discussion

PLO 4

CLO 4 Comprehension

- From supplied data, derive and manipulate a straight-line demand equation
-

| | | | | | |
|----|--|---------|-------|-------|---------------|
| | <ul style="list-style-type: none"> From supplied data, derive an equation for cost function excluding or including volume discounts (Page 129) | | | | |
| 19 | <ul style="list-style-type: none"> Pricing: Using data supplied or equations derived, advise on whether or not to increase production and sales levels considering incremental costs, incremental revenues and other factors (Page 131) | Lecture | PLO 4 | CLO 4 | Comprehension |
| | <ul style="list-style-type: none"> Explain, using a simple example, all forms of cost plus pricing strategy (Page 132) Calculate, for given data, a price using a cost plus strategy Explain different pricing strategies (Pages 134-138) Homework | | | | |
| 20 | <ul style="list-style-type: none"> Pricing: Identify suitable pricing strategies for given situations from skimming, penetration, complementary product, product line, volume discounting Explain, using a simple example, a price discrimination pricing strategy Explain, using a simple example, a relevant cost pricing strategy Calculate, for given data, a price using a relevant cost strategy. | Lecture | PLO 5 | CLO 4 | Comprehension |
| 21 | <ul style="list-style-type: none"> Budgeting: Explain why organizations use budgeting Explain how budgetary systems fit within the performance hierarchy | Lecture | PLO 5 | CLO 3 | Comprehension |

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- Describe the factors which influence behavior at work
 - Discuss the issues surrounding setting the difficulty level for a budget
 - Explain the benefits and difficulties of the participation of employees in the negotiation of targets
 - Explain and evaluate 'top down' and 'bottom up' budgetary systems; 'rolling', 'activity based', 'incremental' and 'zero based' budgetary systems.
-

22

- **Budgeting:**
 - Explain and evaluate 'feed forward' budgetary control
 - Select and justify an appropriate budgetary system for a given organization
 - Describe the information used in various budgetary systems and the sources of the information needed
 - Explain the difficulties of changing a budgetary system and type of budget used
 - Explain how budget systems can deal with uncertainty in the environment
 - Explain the major benefits and dangers in
-

Lecture

PLO 5

CLO 3 Comprehension

| | | | | |
|----|---|-----------------|-------|---------------------|
| | using spreadsheets in budgeting. | | | |
| 23 | <ul style="list-style-type: none"> • Standard costing: • Explain the purpose and principles of standard costing • Explain and illustrate the difference between standard, marginal and absorption costing | Case Discussion | PLO 5 | CLO 4 Comprehension |
| | <ul style="list-style-type: none"> • Establish the standard cost per unit under marginal costing and absorption costing | | | |
| | <ul style="list-style-type: none"> • Calculate sales price and volume variances | | | |
| 24 | <ul style="list-style-type: none"> • Standard costing: • Calculate materials total, price and usage variances • Calculate labour total, price and efficiency variances • Calculate the variable overhead total, expenditure and efficiency variances | Lecture | PLO 5 | CLO 4 Comprehension |
| | <ul style="list-style-type: none"> • Calculate fixed overhead total, expenditure and, where appropriate, volume, capacity and efficiency variances | | | |
| 25 | <ul style="list-style-type: none"> • Standard costing: • Interpret the variances • Explain factors to consider before investigating variances (including the relative significance), explain possible causes of the variances and | Lecture | PLO 5 | CLO 4 Knowledge |

recommend control action (potential action to eliminate variances)

- Explain the interrelationships between the variances
- Calculate actual figures or standard figures where the variances are given
- Reconcile budgeted profit with actual profit under standard absorption costing
- Reconcile budgeted profit or contribution with actual profit or contribution under standard marginal costing.
 - Prepare control reports suitable for presentation to management

26

- **Performance measurement techniques:**
- Discuss the purpose of mission statements and their role in performance measurement
- Discuss the purpose of strategic and operational and tactical objectives and their role in performance measurement
- Discuss the impact of economic and market conditions on performance measurement

Lecture

PLO 5

CLO 5 Knowledge

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- Discuss the impact of government regulation on performance management
 - Discuss the relationship between short term and long term performance
 - Discuss and establish critical success factors and key performance indicators and their link to objectives and mission statements
-

27

- **Performance measurement techniques**
 - Establish critical success factors and key performance indicators in a specific situation
 - Discuss and calculate measures of financial performance (profitability, liquidity, activity and gearing) and nonfinancial measures
 - Discuss the importance of nonfinancial performance measure
 - Perspectives of the balanced scorecard
 - Discuss the advantages and limitations of the balanced scorecard
 - Describe performance indicators for financial success, customer satisfaction, process
-

Case Discussion

PLO 5

CLO 5 Knowledge

efficiency and growth

- Discuss the role of benchmarking in performance measurement

28

- **Performance measurement in specific situations:**

- Discuss measures that may be used to assess managerial performance and the practical problems involved
Profitability
- Calculate return on investment and residual income
- Explain the advantages and limitations of return on investment and residual income
- Describe performance measures which would be suitable in contract and process costing environments
- Describe performance measures appropriate for service industries
- Discuss the measurement of performance in service industry situations
- Discuss the measurement of performance in nonprofit seeking and public sector organizations
- Economy, efficiency and effectiveness: explain the concepts of economy,

Lecture

PLO 4

CLO 5 Knowledge

efficiency and effectiveness

- Describe performance indicators for economy, efficiency and Effectiveness
- Establish performance indicators for economy, efficiency and effectiveness in a specific situation

| | | | | |
|-----------|---------------|-------|-------|----------|
| 29 | Presentations | PLO 5 | CLO 2 | Creation |
| 30 | Presentations | PLO 5 | CLO 2 | Creation |

Course Title: Corporate Tax Pakistan (BS&AF)

Course Code: LAW-342

Credit Hours: 3+0

Course Instructor:

Mode of Contact

You can contact your course instructor in the following ways:

Email:

Meeting:

PREREQUISITES

Textbook:

Income Tax, Principles & Practices by Muhammad Muazzam Mughal- Tax Year 2020 (updated edition)

Reference Material:

1. Synopsis of Taxes in Pakistan By Munawar Mirza (updated version)
2. Law & Practice of Income Tax (Income Tax Ordinance 2001 Amended up to date by: Huzaima & Ikram.
3. Hand of Income Tax (Income Tax Ordinance 2001 Amended up to date by: Huzaima & Ikram.
4. Income Tax Rules 2002 Published by Federal Board of Revenue.
5. Federal Excise Act 2005
6. The Customs Act 1969

Course Description and Objectives:

This course has been designed in such a way that includes not only the delivery of knowledge about tax laws in Pakistan but also to deliver the practical knowledge about the field of taxation. In this course the emphasis will be given on Income Tax and Sales Tax Laws. Therefore, it is being taught by faculty who belong to the practical field of Tax Management. Students will be trained by using different methods to cope with the routine matters of taxation. To familiarize the students with the various Tax Laws related to the corporate entities in Pakistan.

1. To introduce to students the important elements and aspects of tax system and authorities and their limits.
2. To equip the students with necessary skills to deal with the situations concerning the field of taxation.

Course Learning Outcomes: The course is based on purely practical approach of tax matters regarding corporate sector business entities. It is useful for any legal activity which involves the business transactions and their impact on taxes either it is Pakistan source income or foreign source income. Upon completion of this course, students will be able to:

- Know the legal terms used in tax laws i.e. Income Tax Ordinance 2001, Sales Tax Act 2005, Federal Excise Act, 2005, The Customs Act, 1969
- Develop the understanding of the fundamental tax assessment principles and concepts with their applicability in case of deduction and collection of taxes by Federal board of Revenue.
- To build a solid Tax law related background in the minds of participants so that they can become capable and confident enough to handle the tax matters.
- The participants, after completing their studies, have bright chances to work successfully as a Businessman having sufficient knowledge about taxes. The objective is to make the participants capable of coping with the routine taxation matters which they may face during practical life.

- The participants would be exposed to some extent to practical experience to understand tax related practices which will be helpful to boost the career.

ASSESSMENT INSTRUMENT WITH WEIGHTS:

| SNR | ITEMS | MARKS | |
|-----|-------------------------------|-------|----|
| 1 | Mid Term Exam | 30 | |
| 2 | End Term Exam | 50 | |
| 3 | Internal Evaluation Breakdown | | |
| | Quiz(s) | | |
| | Assignments(s) | | |
| | Class Participation | | |
| | Présentations | | |
| | Case Discussion | | |
| | Lab Work/Practical Project | | |
| | Any Other | | |
| | Total | 20 | 20 |
| | GRAND TOTAL | 100 | |

COURSE CONTENTS:

| Lecture | Scheduled Topic | Learning Activity | Assessment Activity | PLO ¹³ | CLO | Thinking Level |
|-----------|--|-------------------|---------------------|-------------------|-------|----------------|
| 01 | Introduction of the course <ul style="list-style-type: none">Certain important definitions included in Income Tax ordinance 2001Charging Section # 4Heads of income. | Lecture | | PLO 3 | CLO 1 | Knowledge |
| 02 | Income from salary: <ul style="list-style-type: none">Features and scope of salary income, Valuation of perquisites and allowances, profit in lieu of or in addition to salary, tax free salary to employee | Lecture | | PLO 3 | CLO 2 | Knowledge |
| 03 | Income from salary (Cont.): <ul style="list-style-type: none">Services of domestic servants, utilities to employees, loan from employer, waiver of an amount payable by employee | Lecture | | PLO 3 | CLO 3 | Comprehension |
| 04 | Income from salary (Cont.): <ul style="list-style-type: none">Transfer of property or provision of services to employee, valuation of accommodation, valuation of conveyance, computation of salary income. | Lecture | | PLO 3 | CLO 3 | Comprehension |

| | | | | | |
|--|---------|--------------|-------|-------|---------------|
| 05 Income from salary (Cont.): <ul style="list-style-type: none"> ▪ Computation of Income tax payable by salaried individual. | Lecture | | PLO 3 | CLO 3 | Comprehension |
| 06 Computation of Income tax payable by salaried individual. (Cont.): | Lecture | Quiz 1 | PLO 3 | CLO 4 | Comprehension |
| 07 Computation of Income tax payable by salaried individual. (Cont.): <ul style="list-style-type: none"> ▪ Tax Credits and Rebates for salaries person | Lecture | | PLO 3 | CLO 4 | Comprehension |
| 08 Salaries Person Tax Assessment: <ul style="list-style-type: none"> ▪ Complete Tax assessment of Salaries Person with calculation of income tax | Lecture | | PLO 3 | CLO 5 | Comprehension |
| 09 Income from property: <ul style="list-style-type: none"> ▪ Scope of income from property, advance against a rented building, amount received for vacating the possession of a property, admissible deductions, irrecoverable rent for the current year | Lecture | | PLO 3 | CLO 3 | Comprehension |
| 10 Income from property(cont.): <ul style="list-style-type: none"> ▪ Recovery of unrealized rent, non-payment of an allowable deduction, payment of an unpaid liability, owner's burden payable by | Lecture | Assignment 1 | PLO 1 | CLO 3 | Comprehension |

tenant, repair charges payable by tenant,
deduction of tax from rent.

11 Income from property(cont.):

- Computation of taxable income from property of Individual.

Lecture

PLO 3

CLO 3

Comprehension

12 Income from property(cont.):

- Computation of taxable income from property of AoP and company.

Lecture

PLO 3

CLO 3

Comprehension

13 Income from Capital gains:

- Capital assets, computation of capital gain, gain on disposal after one year, capital gain on immovable property, capital gain on disposal of securities, treatment of capital losses.

Lecture

PLO 3

CLO 3

Comprehension

14 Income from other sources:

- Taxability of income from other sources.

Lecture

PLO 3

CLO 3

Comprehension

15 Computation of Income tax payable by individual:

- Computation of Income tax payable by individual including all heads of income

Lecture

PLO 3

CLO 5

Comprehension

16 Computation of Income tax payable by individual (Cont.):

- Computation of Income tax payable by individual including all heads of income

Lecture

PLO 3

CLO 5

Comprehension

17 Filing of Return on IRIS Portal:

- Registration of unregistered person, entering data of income, personal expenses, assets/liabilities,

Lecture

Quiz 2

PLO 3

CLO 5

Comprehension

| | | | | | | |
|-----------|---|---------|--------------|--|-------|---------------------|
| 18 | <u>Filing of Return on IRIS Portal (Cont.):</u> | | | | | |
| | ▪ Wealth reconciliation, filing of income tax return. | Lecture | | | PLO 3 | CLO 5 Comprehension |
| 19 | <u>Process for Payment of tax and assessment:</u> | | | | | |
| | ▪ Deduction of tax at source, advance payment of tax, assessment procedure. | Lecture | Assignment 2 | | PLO 3 | CLO 5 Comprehension |
| 20 | <u>Process for Payment of tax and assessment (Cont.):</u> | | | | | |
| | ▪ Deduction of tax at source, advance payment of tax, assessment procedure. | Lecture | | | PLO 3 | CLO 5 Comprehension |
| 21 | <u>Filing of return of total income:</u> | | | | | |
| | ▪ Date of filing of return, period of return, extension in the filing period, method of furnishing return | Lecture | Quiz 3 | | PLO 1 | CLO 5 Comprehension |
| 22 | <u>Filing of return of total income (Cont.):</u> | | | | | |
| | ▪ Filing of return | Lecture | | | PLO 3 | CLO 4 Comprehension |
| 23 | <u>Income from business:</u> | | | | | |
| | ▪ Calculation of income tax on income from business of AoP's | Lecture | | | PLO 3 | CLO 2 Comprehension |
| 24 | <u>Income from business:</u> | | | | | |
| | ■ Calculation of income tax on income from business of companies | Lecture | Assignment 3 | | PLO 3 | CLO 2 Comprehension |
| 25 | <u>Sales Tax Act 1990:</u> | | | | | |
| | ▪ Definitions as given in section 2 of Sales Tax Act 1990. | Lecture | | | PLO 1 | CLO 1 Knowledge |
| 26 | <u>Sales Tax Act 1990:</u> | | | | | |
| | ▪ Requirements for sales tax registration, fulfillment of sales tax registration form. | Lecture | | | PLO 3 | CLO 1 Comprehension |

Scope of sales tax: Tax on supplied to non-registered person, Sales tax rates, extra tax, charging tax at zero percent, time manner and amount of payment, adjustable input tax, debit and credit note, computation of sales tax liability. Adjustment of The Duty

- Zero Rate of Duty

27 Filing of sales tax return:

- Legal requirements regarding the filing of monthly sales tax return, computation of sales tax payable or sales tax refund, sales tax accounting. E Filing.

PLO 1 CLO 5 Comprehension

28 Filing of sales tax return:

- E Filing.

Lecture

PLO 1 CLO 5 Comprehension

Course Title: Corporate Governance and Ethics

Course Code: MGT-311

Credit Hours: 3+0

Course Instructor: Osama Hayat

Prerequisites:

Introduction to Business and Financial Reporting

COURSE DESCRIPTION/OBJECTIVES:

The value of a firm depends on good corporate governance practices protecting investors. Greater protection of shareholders lowers the cost of capital due to better risk mitigation. Thus, the set of governance practices, rules, and regulations that promote private sector investment and jobs creation also promote firm value. Topics include the role and responsibilities of shareholders (principals), the boards of directors (the principals' representatives), and the executive management (agent). They also include executive compensation policies, boardroom structure and practices, corporate disclosure and transparency, and the value of the shareholder vote. The course looks into corporate pyramidal structures, shareholders, board of directors, the risk management and internal control. It examines that how transparency, accountability, responsibility, and fair and equitable treatment of all shareholders help improve corporate governance and reduce agency conflicts between principals, management, and the board of directors.

COURSE LEARNING OUTCOMES:

After completing this course the students will be able to:

1. Understand the corporate governance and its approaches
2. Comprehend the Shareholders as a key player of corporate governance.
3. Understand the Types of Board and Role of Directors
4. Learn the financial reporting practices
5. Analyze the Risk Management Process and Internal Control

6. Understand the Corporate Social Responsibility and Importance of Business Ethics

RECOMMENDED TEXT BOOK:

1. Corporate Governance – An Introductory text for Pakistan By: Dr. Safdar Ali Butt (Latest Edition)

REFERENCE BOOKS / MATERIAL

- ✓ Business Ethics: Text and Cases for Pakistan
- ✓ Business Ethics by Joseph W. Weills. 5th Edition.
- "A.C-Fernando (2006), Corporate Governance Principles, Policies and Practices, Pearson Education S. Asia."
- Handouts
- Case studies

ASSESSMENT INSTRUMENT WITH WEIGHTS:

| S.NO | Items | Marks |
|------|-----------------------------------|------------|
| 1. | Mid Term Exam | 30 |
| 2. | End Term Exam | 50 |
| 3. | Internal Evaluation Breakdown | |
| | Quiz(s) | |
| | Assignments(s) | |
| | Class Participation | |
| | Presentations | |
| | Case Discussion | |
| | Lab Work/Practical Project | |
| | Any Other | |
| | Total | 20 |
| | Grand Total | 100 |

COURSE CONTENTS

| Wee kNo | Lectur eNo | TOPICS TO BE COVERED | Learning Activity | Assessment | PLO | CLO | Thinking Level |
|------------|---------------|--|---------------------------------|------------|-----|---------|-------------------|
| 1. | 1. | Corporate Governance <ul style="list-style-type: none"> • What is Corporate Governance? • What is a company? • Characteristics of a Company and Types of Companies • Why Corporate Governance is Important | Lecture | | 1,5 | CLO 1 | Knowledge |
| | 2. | Need for Corporate Governance <ul style="list-style-type: none"> • Need for Corporate Governance • Governance & Management | Lecture | | 1 | CLO 1,2 | Knowledge |
| 2. | 3. | Approaches to Corporate Governance <ul style="list-style-type: none"> • Shareholders Approach • Stakeholders Approach • Which approach is best? | Lecture/ Class Discussion | Quiz | 4,5 | | Comprehen sion |
| | 4. | Why is CG Important? <ul style="list-style-type: none"> • Good reputation is good business • Protection of stakeholders' interest • Support to capital markets • Support to society | Lecture | Assignment | 1,5 | CLO 1,2 | Knowledge |

| | | | | | | | |
|----|-----|--|------------|------------|-------|-------|-------------|
| 3. | 5. | The Shareholders <ul style="list-style-type: none"> • Who is a shareholder? • Types of the shares • Features of Preference shares | Lecture | | 1,5 | CLO 2 | Knowledge |
| | 6. | <ul style="list-style-type: none"> • Classification of Shareholders • Internal & External Shareholders • Small & Large Shareholders • Corporate Shareholders | Lecture | Quiz | 1,4 | | Knowledge |
| 4. | 7. | The Board of Directors <ul style="list-style-type: none"> • Importance of the Board • The Board's Role • Board Types | Lecture | | 1 | CLO 3 | Knowledge |
| | 8. | The Board of Directors <ul style="list-style-type: none"> • Powers of the Board • Functions of a Board • Balance of Board | Lecture | | 1,5 | | Knowledge |
| 5. | 9. | <ul style="list-style-type: none"> • Consequences of Imbalance • Good Board Room Practices • CEO Duality (Pros & Cons) | Lecture | | 3,4,5 | CLO 3 | Knowledge |
| | 10. | <ul style="list-style-type: none"> • Case Study Discussion-II (The case for Balanced Boards) | Discussion | Assignment | 4,5 | | Application |
| 6. | 11. | The Directors <ul style="list-style-type: none"> • Types of Directors • Executive Vs Non Executive Directors • Representative & Independent Directors | Lecture | | 1,3 | CLO 3 | Knowledge |

| | | | | | | | |
|----|-----|--|---------------------------------|------------|-----|-------|-------------------|
| | | <ul style="list-style-type: none"> • Independent Non-Executive Directors • De-facto directors • Shadow directors • Alternate directors | | | | | |
| | 12 | The Directors <ul style="list-style-type: none"> • What should they have to be good directors? • Skill & Care Duty • Directors' Liability | Lecture | Quiz | 1,5 | | Knowledge |
| 7. | 13. | <ul style="list-style-type: none"> • Independent Non Executive directors • Test of Independence • Preserving Independence of INED's | Lecture | | 1,5 | CLO 3 | Knowledge |
| | 14. | <ul style="list-style-type: none"> • Main Role of INED's • Issues in Pakistan • Insider Trading & Market Abuse • Dominant Personality Issues | Lecture | | 4,5 | | Knowledge |
| | | Midterm Exam | | | 1,5 | | |
| 8. | 15. | Ethics in Financial Reporting <ul style="list-style-type: none"> • Annual Report of a company • Financial Statements • Qualities of Financial Statements | Lecture | | 4 | CLO 4 | Knowledge |
| | 16 | <ul style="list-style-type: none"> • Misleading Financial Statements • Audit Report and its Types • Creative Accounting | Lecture/ Class Discussion | Assignment | 4,5 | | Comprehen sion |

| | | | | | | | |
|-----|----|---|------------------------|------------|-------|-------|-------------|
| | | <ul style="list-style-type: none"> Ethical Approach to Financial Reporting | | | | | |
| 9. | 17 | Internal Control <ul style="list-style-type: none"> Objectives of Internal Control Components of Internal Control Roles and responsibilities | Lecture | | 2,3 | CLO 5 | Knowledge |
| | 18 | <ul style="list-style-type: none"> Tools of Internal Control Basic, Supervisory & Internal Checks Whistle-blowing | Lecture | Quiz | 1,5 | | Knowledge |
| 10. | 19 | Risk Management <ul style="list-style-type: none"> Risk Types of Risk Risk Management Process | Lecture | | 1,4,5 | CLO 5 | Knowledge |
| | 20 | <ul style="list-style-type: none"> Risk Management Techniques Risk Transfer Modes | Lecture | Assignment | 1,5 | | Knowledge |
| 11. | 21 | <ul style="list-style-type: none"> Corporate Social Responsibility Defining CSR Views on CSR Principles of CSR | Lecture | | 1 | CLO 6 | Knowledge |
| | 22 | <ul style="list-style-type: none"> Case for CSR Case Against CSR Benchmarking in CSR | Lecture | | 1,5 | | Knowledge |
| 12. | 23 | | Lecture /Discussion | | 4,5 | CLO 6 | Application |

| | | | | | | | |
|-----|---------|--|------------------|------------|-----|-------|-------------|
| | 24 | <ul style="list-style-type: none"> • Case Study-I (The Johnson & Johnson Tylenol Crisis) | | Assignment | 4,5 | | Application |
| 13. | 25 | <ul style="list-style-type: none"> • Business Ethics • Evolution • Ethical Enforcement • Advantages of Business Ethics | Lecture | | 1,5 | CLO 6 | Knowledge |
| | 26 | <ul style="list-style-type: none"> • Areas where ethical standards should be applied • Characteristics of an ethical organization • Roots of Unethical behavior | Lecture | | 1,5 | | Knowledge |
| 14. | 27 | <ul style="list-style-type: none"> • Aspects of Corporate Unethical Behaviour • How to Enforce Ethics in a company • Ethics Policy | Lecture | | 4,5 | CLO 6 | Knowledge |
| | 28 | <ul style="list-style-type: none"> • Pakistani Scenario • How to Rectify the situation | Lecture | | 1,5 | | Knowledge |
| 15. | 29 & 30 | <ul style="list-style-type: none"> • Presentation / Revision | Presentatio n | | | | |

Course Title: Human Resource Management

Course Code: HRM-321

Credit Hours: 3+0

Course Instructor

Mode of Contact: You can contact your course instructor in the following ways:

Email: seharzulfiqar@numl.edu.pk

Meeting: By appointment via e-mail

PREREQUISITES: There are no formal prerequisites for this course, but students should have a basic understanding of business and management principles.

Textbooks:

- ✓ Human Resource Management By Raymond Noe and John Hollenbeck and Barry Gerhart and Patrick Wright- 12 Edition
- ✓ Human Resource Management by Gary Dessler 16th edition Published by Pearson
- ✓ Fundamentals of Human Resource Management by David A. DeCenzo, Stephen P. Robbins, Susan L. Verhulst -- 12th edition.

Reference Material:

- ✓ Managing Human Resources by Shad Morris Monica Belcourt, George W Bohlander, Scott Snell, Parbudyal Singh
- ✓ The International Journal of HRM

Course Description:

Modern organizations need to continuously harness the talents and abilities of its employees. Organizations that successfully attract, hire, retain, and support the top employees gain a sustainable competitive advantage through increased productivity and reduced turnover costs. Decisions about when and whom to hire, how much to pay, what training to offer, and how to evaluate employees thus have important consequences for an organization's ability to reach its objectives. This course intends to develop a critical understanding of the role and functions of the various human resource activities in an organization, providing students with a comprehensive review of key HRM concepts, techniques and issues. This course is

intended to show students that HRM is not merely just accepting job applications and recordkeeping; it is a central and strategic organizational activity of increasing importance.

Course Objectives: The course objectives are

7. Develop a critical understanding of the role and functions of the various human resource activities in an organization.
8. Create awareness about significance of HRM as a field of study and as a central management function.
9. To provide basic and relevant knowledge about the elements of each HR function (e.g. – HR planning, recruitment & selection, performance management etc.) and familiarize students with each element's key concepts & terminology.
10. Build and develop the knowledge, skills and attitudes to effectively manage people.
11. Develop an awareness and understanding for the roles of HR managers and practitioners in the organization through course readings and discussions.
12. Provide students with opportunities to apply HRM theory, policies and practices and critical thinking skills to real-world problems through case studies.

Course Learning Outcomes: On successful completion of the course, students should be able to:

- CLO1 Demonstrate an awareness of and knowledge about HRM.
- CLO2 Describe and analyze key HRM functions and how they relate to each other
- CLO3 Analyze and evaluate significant contemporary issues in human resource management including HRM's contribution to organizational performance
- CLO4 Explain functions of job analysis and design, standards of employment law for employee compensation.
- CLO5 Recognize the impact of strategic human resource planning, recruitment and selection process on the organizational efficiency
- CLO6 Apply best practices in performance management and employee training
- CLO7 Design practical business solutions to critical HR issues such as employee retention.

ASSESSMENT INSTRUMENT WITH WEIGHTS:

| SNR | ITEMS | MARKS |
|-----|---------------|-------|
| 1 | Mid Term Exam | 30 |

| | | | |
|---|-------------------------------|----|-----|
| 2 | End Term Exam | | 50 |
| 3 | Internal Evaluation Breakdown | | |
| | Quiz(s) | | |
| | Assignments(s) | | |
| | Class Participation | | |
| | Présentations | | |
| | Case Discussion | | |
| | Lab Work/Practical Project | | |
| | Any Other | | |
| | Total | 20 | 20 |
| | GRAND TOTAL | | 100 |

COURSE CONTENTS:

| Lecture | Scheduled Topic | Learning Activity | Assessment Activity | PLO ¹⁴ | CLO | Thinking Level |
|---------|--|-------------------|---------------------|-------------------|-------|----------------|
| 01 | Introduction to HRM I | | | | | |
| | <ul style="list-style-type: none"> ■ Definition ■ What Responsibilities and Roles Do HR Departments Perform? | Lecture | | PLO 1 | CLO 1 | Knowledge |
| 02 | Introduction to HRM II | | | | | |
| | <ul style="list-style-type: none"> ■ Strategic Role of the HRM Function | Lecture | | PLO 1 | CLO 1 | Comprehension |

| | | | | | | |
|----|---|------------|------------------------|-------|---------|---------------|
| 03 | Introduction to HRM III <ul style="list-style-type: none"> ■ Competitive Challenges Influencing Human Resource Management | Lecture | | PLO 7 | CLO 3 | Comprehension |
| 04 | Work-Flow Analysis and Organization Structure I | Lecture | | PLO 2 | CLO 4 | Knowledge |
| 05 | Job Analysis II <ul style="list-style-type: none"> ■ Importance and use of Job Analysis ■ Job Analysis Information ■ Job Analysis Methods | Lecture | | PLO 1 | CLO 4 | Comprehension |
| 06 | Job Design <ul style="list-style-type: none"> ■ Job Design Approaches | Lecture | Assignment 1 Quiz 1 | PLO 1 | CLO 4 | Comprehension |
| 07 | HR Planning <ul style="list-style-type: none"> ■ The Human Resource Planning Process | Lecture | | PLO 4 | CLO 2,5 | Knowledge |
| 08 | The Human Resource Recruitment Process Factors I | Lecture | | PLO 1 | CLO 2,5 | Comprehension |
| 09 | Recruitment Process II <ul style="list-style-type: none"> ■ Personnel Policies ■ Recruitment Sources ■ Recruiters | Lecture | | PLO 1 | CLO 2,5 | Comprehension |
| 10 | Selection and Placement I <ul style="list-style-type: none"> ■ Selection Method Standards | Lecture | | PLO 1 | CLO 2,5 | Comprehension |
| 11 | Selection II <ul style="list-style-type: none"> ■ Types of Selection Methods | Lecture | | PLO 1 | CLO 2,5 | Comprehension |
| 12 | Harvard business Case Discussion "Values-Based Approach to Candidate Selection: One Hiring Manager's Approach" | Discussion | | PLO 5 | CLO 3,5 | Analysis |

| | | | | | |
|----|---|-----------------|-------|---------|---------------|
| 13 | Training I <ul style="list-style-type: none"> ■ Training: Its Role in Continuous Learning and Competitive Advantage | Lecture | PLO 1 | CLO 2,6 | Knowledge |
| 14 | Training II <ul style="list-style-type: none"> ■ Designing Effective Formal Training Activities | Lecture | PLO 1 | CLO 2,6 | Comprehension |
| 15 | Training III <ul style="list-style-type: none"> ■ Cross-Cultural Preparation ■ Managing Workforce Diversity and Inclusion ■ Onboarding and Socialization | Lecture | PLO 7 | CLO 2,6 | Comprehension |
| 16 | Performance Management I <ul style="list-style-type: none"> ■ The Practice of Performance Management ■ The Process of Performance Management ■ Purposes of Performance Management | Lecture | PLO 1 | CLO 2,6 | Knowledge |
| 17 | Performance Management II <ul style="list-style-type: none"> ■ Performance Measures Criteria | Lecture | PLO 1 | CLO 2,6 | Comprehension |
| 18 | Performance Management III <ul style="list-style-type: none"> ■ Approaches to Measuring Performance | Case Discussion | PLO 1 | CLO 2,6 | Comprehension |
| 19 | Employee Separation and Retention I <ul style="list-style-type: none"> ■ Managing Involuntary Turnover | Lecture | PLO 1 | CLO 3,7 | Comprehension |
| 20 | Employee Separation and Retention II <ul style="list-style-type: none"> ■ Managing Voluntary Turnover | Lecture | PLO 1 | CLO 3,7 | Knowledge |
| 21 | Pay Structure Decisions I <ul style="list-style-type: none"> ■ Equity Theory and Fairness | Lecture | PLO 6 | CLO 4 | Comprehension |

| | | | | | |
|----|---|------------------|-------|-----------|---------------|
| 22 | Pay Structure Decisions II <ul style="list-style-type: none"> ■ Developing Pay Levels ■ Government Regulation of Employee Compensation | Lecture | PLO 6 | CLO 4 | Comprehension |
| 23 | Recognizing Employee Contributions with Pay <ul style="list-style-type: none"> ■ <i>Pay for Performance Programs</i> | Case Discussion | PLO 1 | CLO 4,7 | Comprehension |
| 24 | Recognizing Employee Contributions with Pay <ul style="list-style-type: none"> ■ Managerial and Executive Pay | Lecture | PLO 1 | CLO 4,7 | Comprehension |
| 25 | Discussion on the Application of Course Knowledge in Pakistani Organizations | Class Discussion | PLO 1 | CLO 1,2,3 | Application |
| 26 | Harvard business Case Discussion <ul style="list-style-type: none"> ■ "Nokia's Bridge Program: Redesigning Layoffs (A)." | Case Discussion | PLO 5 | CLO 1,3 | Analysis |
| 27 | Final Project Presentation | Presentation | PLO 5 | CLO 3 | Creation |
| 28 | Final Project Presentation | Presentation | PLO 5 | CLO 3 | Creation |

Course Title: Financial Market and Institutions

Course Code: FIN-342

Credit Hours: 3+0

Course Instructor: Dr Shehla Akhtar

Mode of Contact"

You can contact your course instructor in the following ways:

Email: shakhtar@numl.edu.pk

Meeting: By appointment via e-mail

PREREQUISITES: As a finance course, you must have an understanding of Financial Accounting and Financial Management.

Textbook:

- Mishkin, S. and Eakins, G., "Financial Markets + Institutions", 9th Edition, Pearson Education (or latest edition)

Reference Material:

- Peter S. and Milton H. Marquis, Money and Capital Markets: Financial Institutions and Instruments in a Global Marketplace, 9th edition, McGraw-Hill/Irwin, ISBN 0-07-295739-5, 2006.
- "*Investment Analysis and Portfolio Management*" by Frank K. Reilly and Keith C. Brown (10th or latter edition)

Course Description: A survey of money and capital markets and the role they play in financial intermediation, capital formation, economic growth, monetary policy and business cycles. This course provides an overview of the global financial system, introducing the important institutional players, describing and classifying financial markets where institutions and individuals operate, and developing an analytical framework to understand the determinants of prices and yields at which financial transactions occur.

The course is roughly evenly split between institutional details concerning the organization of the contemporary financial system and the conceptual and analytical approaches used to understand past, current, and future developments in financial markets. The course provides an integrated analytical framework for understanding the effects of economic forces and economic policy on key financial market variables that determine the success of business strategies and present risks to firms or individuals from changes in interest rates, equity values, and exchange rates.

Course Objectives and Learning Outcomes: This course will introduce participants to the generally accepted knowledge and principles surrounding the field of Financial Markets and Institutions. Moreover, this course is aimed at study of the fundamentals of financial markets and financial instruments, the features of the formation of modern financial markets, on the practical application of financial instruments, the types of financial institutions and their roles and functions in the financial markets. Enabling the students to analyze, evaluate and synthesize both quantitative and qualitative financial information to influence problem solving and decision making. The course also aims to:

1. To enable the students to understand the financial environment and fundamental concepts of financial institutions and markets including the role of financial system in the economy.
2. To enable students to understand the operational and managerial mechanism of money, capital and other financial markets.
3. To enable the students to understand the financial mechanism and operational mechanism of various financial institutions.
4. Determine and analyze the appropriate measures of risk and return for various financial instruments. Understand the mechanics and regulation of financial securities and determine how the value of stocks, bonds, and other securities are calculated.
5. Explore the international integration of international financial markets and analyze the implications for financial managers.

ASSESSMENT INSTRUMENT WITH WEIGHTS:

| SNR | ITEMS | MARKS |
|-----|-------------------------------|-------|
| 1 | Mid Term Exam | 30 |
| 2 | End Term Exam | 50 |
| 3 | Internal Evaluation Breakdown | |
| | Quiz(s) | |
| | Assignments(s) | |
| | Class Participation | |
| | Présentations | |
| | Case Discussion | |

| | | | |
|--|----------------------------|----|-----|
| | Lab Work/Practical Project | | |
| | Any Other | | |
| | Total | 20 | 20 |
| | GRAND TOTAL | | 100 |

COURSE CONTENTS

| Lecture | Scheduled Topic | Learning Activity | Assessment Activity | PLO | CLO | Thinking Level |
|-----------|---|-------------------|---------------------|-------|-------|----------------|
| 01 | <u>Introduction</u> | | | | | |
| | <ul style="list-style-type: none"> ■ <u>Overview of the Course</u> ■ <u>Introduction to Financial Markets and Institutions</u> | Lecture | | PLO 2 | CLO 1 | Knowledge |
| 02 | <ul style="list-style-type: none"> ■ <u>Financial and economic mechanism</u> ■ <u>Why study financial markets and institutions</u> | Lecture | | PLO 2 | CLO 1 | Comprehension |
| 03 | Overview of the Financial System | | | | | |
| | <ul style="list-style-type: none"> ■ Institutions, processes and types of markets ■ Functions of Financial Markets ■ Structure of Financial Markets | Lecture | | PLO 2 | CLO 1 | Comprehension |
| 04 | <ul style="list-style-type: none"> ■ Function of Financial Intermediaries: Indire Finance ■ Types of Financial Intermediaries <ul style="list-style-type: none"> -Banking Sector Institutions -Other Financial Intermediaries ■ Regulations of the Financial System | Lecture | | PLO 2 | CLO 3 | Comprehension |

| | | | | | | |
|---|--|---------|--------------|-------|-----------|-----------------------------|
| 05 Why Do Interest Rates Mean and What is Their Role in Valuation? | | | | | | |
| <ul style="list-style-type: none"> ■ Measuring interest rates ■ Interests rates and their role in valuation | Lecture | | | PLO 2 | CLO 1 | Comprehension |
| 06 | <ul style="list-style-type: none"> ■ The distinction between real and nominal interest rates ■ The distinctions between interest rates and returns | Lecture | | PLO 2 | CLO 1 | Comprehension |
| 07 | <ul style="list-style-type: none"> ■ Numerical of Security Valuation | Lecture | | PLO 4 | CLO 4 | Comprehension & Application |
| 08 | <ul style="list-style-type: none"> ■ Interest rate, its determination and role of bank in regulating Interest rate | Lecture | | PLO 2 | CLO 3 | Comprehension |
| 09 | <ul style="list-style-type: none"> ■ Efficiency of Financial Markets. ■ Role of central bank in economy | Lecture | | PLO 2 | CLO 1 | Comprehension |
| 10 The Money Market | | | | | | |
| <ul style="list-style-type: none"> ■ Purpose and explanation of money market ■ Participants in the money market ■ Money Market Instruments ■ Comparing money market instruments | Lecture | | | PLO 2 | CLO 2 | Comprehension |
| 11 | <ul style="list-style-type: none"> ■ Valuation of Money Market Instruments (Numerical) | Lecture | Assignment 1 | PLO 4 | CLO 4 | Application |
| 12 The Bond Market | | | | | | |
| <ul style="list-style-type: none"> ■ Purpose of capital market ■ Capital Market participants ■ Capital Market Trading | Lecture | | | PLO 2 | CLO 2 & 5 | Comprehension & Analysis |

| | | | | | | |
|-----------|---|---------|--------------|-------|--------------|---------------------------------------|
| 13 | <ul style="list-style-type: none"> ■ Various types of bonds and their character | Lecture | Quiz 1 | PLO 2 | CLO 2 | Comprehension |
| 14 | <ul style="list-style-type: none"> ■ Valuation of Bond Market Instruments (Numerical) | Lecture | Assignment 2 | PLO 4 | CLO 4 | Comprehension & Application |
| 15 | The Stock Market <ul style="list-style-type: none"> ■ Types of stocks ■ Characteristics of a good market ■ Importance of secondary market ■ Types of equity/stock markets <ul style="list-style-type: none"> -National stock exchanges -Regional stock exchanges -OTC market ■ How the market sets security prices ■ Trading systems <ul style="list-style-type: none"> -Pure auction market -Dealer market | Lecture | Assignment 3 | PLO 2 | CLO 2 & 4 | Comprehension & Application |
| 16 | The Stock Market <ul style="list-style-type: none"> ■ Updated trading systems <ul style="list-style-type: none"> -Super dot -Display Book ■ Electronic communication networks (ECN) ■ Exchange traded funds (ETFs) ■ Recent consolidations ■ Stock market indices | Lecture | Presentation | PLO 2 | CLO 2, 4 & 5 | Comprehension, Application & Analysis |
| 17 | The Stock Market <ul style="list-style-type: none"> ■ Trading in the stock market <ul style="list-style-type: none"> -Exchange Membership | Lecture | | PLO 4 | CLO 4 | Application & Analysis |

- Major Types of Orders
- Margin transactions
- Exchange Market Makers

- Stock market performance in Pakistan

18 The Mortgage Markets

- What are mortgages?
- Characteristics of residential mortgage
- Types of mortgage loans
- Mortgage lending institutions
- Loan servicing

Lecture

PLO 2

CLO
2

Knowledge

- 19** ■ Valuation of mortgage instruments (Numerical)

Lecture

PLO 4

CLO
4

Application & Analysis

20 The Foreign Exchange Market

- Exchange rates in the long run
- Exchange rates in the short run: A supply and demand analysis
- Explaining changes in exchange rates

Lecture

PLO 2

CLO
2

Comprehension

- 21** ■ Solving the quantitative problems

Lecture

PLO 4

CLO
4

Comprehension

22 Banking and management of financial institutions

- The basic banking function & bank balance sheet
- General principles of bank management
 - Liquidity management
 - Asset & liability management
 - Capital Adequacy Management

Lecture

PLO 2

CLO
5

Comprehension & Analysis

23 The mutual fund industry

- Basic financial intermediation function
- Organization structure
- Types of mutual funds (open ended & close ended Mutual funds)
- Ways to earn through mutual funds
- Investment objective classes of mutual funds
 - equity funds, bond funds, hybrid funds
 - capital & money market mutual funds
- Conflict of interest
- Mutual fund industry in Pakistan

Lecture &
Discussion

Assignment 4

PLO 2

CLO
5

Comprehension & Analysis

24 The Investment Banks

- Basic financial intermediation function
- Organization structure
- Functions of Investment Banks
 - Issuance, Pricing & Management of securities
 - Underwriting (Full commitment & Best Efforts Agreements)
 - Distribution of Securities
- Role in Mergers & Acquisitions
- Conflict of interest

Lecture

Assignment 5

PLO 2

CLO
4

Comprehension & Analysis

25 Brokerage Firms

- Basic financial intermediation function

Lecture &
Discussion

PLO 2

CLO
5

Comprehension & Analysis

- Structure & Function
- Types of Brokerage (Full service & Discount Brokers)

Savings & Loan Associations/Credit Unions

- Objective & Intermediation Function
- Principle-Agent Problem
- Scope in Pakistan

26 Insurance Companies

- Basic financial Intermediation Function
- Fundamentals of Insurance
- Types of Insurance
- Adverse selection & Moral Hazard
- Techniques to prevent the Moral Hazard
- Insurance versus Takkaful Scope
- Insurance Sector in Pakistan

Lecture

Quiz 2

PLO 2

CLO
5

Comprehension & Analysis

27 Pension Funds, Finance Companies & Venture Capital Firms

- Basic intermediation function of the Above
- Types of pension funds
- Regulation of Pension funds
- Scope, opportunities & future of pension funds, finance companies & Venture Capitalists in Pakistan

Lecture & Discussion

Assignment 6

PLO 2

CLO
5

Comprehension, Analysis, Synthesis & Evaluation

28 The Conventional Versus Islamic financial Institutions

- Basic conceptual difference
- Recent Trends-Clients' shift?
- Future of Conventional Financial Institutions versus Islamic financial system
- Scope & Challenges for both in the economy of Pakistan

Lecture & Discussion

Assignment 7

PLO 2

CLO 5

Comprehension, Analysis, Synthesis & Evaluation

Semester – VI

| CODE | COURSE | CREDITS |
|----------------|---|----------------|
| ACC-345 | Audit & Assurance | 3 |
| FIN-343 | Strategic Finance | 3 |
| MGT-341 | Entrepreneurship | 3 |
| FIN-344 | Islamic Banking & Finance | 3 |
| FIN-345 | Financial Reporting & Analysis | 3 |

Course Title: Audit and Assurance

Course Code: ACC-345

Credit Hours: 3

Course Instructor:

Mode of Contact:

You can contact your course instructor in the following ways:

Email:

Meeting: By appointment via e-mail

PREREQUISITES: As an Auditing course, you must have an understanding of Financial Accounting

Textbook:

Audit & Assurance Kaplan Publisher, Latest Edition, Kaplan Publisher 2020.

Reference Material:

Auditing Concepts and Methods, Douglas R. Carmicheal, John J. Willigham, Carlo A. Schaller, 1st Edition- The McGraw Hill, 2007.

Course Description:

- This course introduces students to the principles of external auditing and other assurance services. The practical aspects of the audit process will be considered including recent developments in the organization of the profession, the regulatory framework governing practitioners and factors affecting the future evolution of the practice of auditing and other assurance services.

Course Objectives: The course objectives are

- This course introduces students to fundamental Auditing concepts, principles, and procedures. It addresses issues concerning regulations, appointments of auditors, audit risk, Materiality and characteristics of evidence, internal control, analytical procedures, Computerized audit tools, fraud, audit report and auditing theory.
- Students will acquire the necessary skills in general audit principles and procedures with a slight bias towards financial statements audits. Additionally, the coverage of internal control will provide students with a general framework which is applicable in the establishment of any properly structured business. The course will lay the foundation and as a result it is the prerequisite for both External Auditing and Internal Auditing.

Course Learning Outcomes: Upon completion of this course, students will be able to:

- Understand the fundamentals of audit principles and procedures
- Explain why external audits and other types of assurance services are conducted
- Discuss the duties of auditors and other assurance providers and how these have changed over time
- Explain the meaning of concepts that are fundamental to auditing and assurance services, such as 'independence', 'evidence', 'risk', 'materiality'
- Describe, in general terms, the processes involved in auditing and other assurance services
- Distinguish between compliance and substantive testing and describe various audit tests
- Discuss the form, content and importance of the reports provided at the end of the audit or assurance service

ASSESSMENT INSTRUMENT WITH WEIGHTS:

| SNR | ITEMS | MARKS |
|-----|-------------------------------|-------|
| 1 | Mid Term Exam | 30 |
| 2 | End Term Exam | 50 |
| 3 | Internal Evaluation Breakdown | |
| | Quiz(s) | |
| | Assignments(s) | |
| | Class Participation | |
| | Présentations | |

| | | | |
|--|----------------------------|----|-----|
| | Case Discussion | | |
| | Lab Work/Practical Project | | |
| | Any Other | | |
| | Total | 20 | 20 |
| | GRAND TOTAL | | 100 |

COURSE CONTENTS:

| Lecture | Scheduled Topic | Learning Activity | Assessment Activity | PLO ¹⁵ | CLO | Thinking Level |
|-----------|--|-------------------|---------------------|-------------------|------|----------------|
| 01 | <ul style="list-style-type: none"> Introduction to Audit & Assurance Objectives of Audit, Expectations from Auditors | Lecture | | PLO1 | CLO1 | Knowledge |
| 02 | <ul style="list-style-type: none"> General Principles governing an Audit of Financial Statements, Limitations of the Audit | Lecture | | PLO7 | CLO1 | Knowledge |
| 03 | <ul style="list-style-type: none"> Expectation Gap, Limited and reasonable Assurance | Lecture | | PLO1 | CLO1 | Knowledge |
| 04 | <ul style="list-style-type: none"> Regulatory Environment and its mechanism, Relationship between ISAs and National Standard | Lecture | | PLO1 | CLO2 | Comprehension |

| | | | | | | |
|-----------|--|---------|------------------------|------|------|---------------|
| 05 | <ul style="list-style-type: none"> Statutory Regulations governing the appointment, resignation and removal of an auditor | Lecture | | PLO1 | CLO2 | Comprehension |
| 06 | <ul style="list-style-type: none"> Fundamentals of Ethics, Integrity, Confidence, Objectivity, Self-Review, Advocacy, Familiar threats. | Lecture | Assignment 1 Quiz 1 | PLO1 | CLO3 | Comprehension |
| 07 | <ul style="list-style-type: none"> Safeguards against Threats | Lecture | | PLO1 | CLO3 | Comprehension |
| 08 | <ul style="list-style-type: none"> Components of Audit Risks, Understanding nature of entity | Lecture | | PLO1 | CLO4 | Comprehension |
| 09 | <ul style="list-style-type: none"> Analytical Procedures | Lecture | | PLO7 | CLO5 | Comprehension |
| 10 | <ul style="list-style-type: none"> Materiality Concept | Lecture | | PLO7 | CLO4 | Comprehension |
| 11 | <ul style="list-style-type: none"> Materiality Concept | Lecture | | PLO7 | CLO4 | Comprehension |
| 12 | <ul style="list-style-type: none"> Responsibility of internal and external auditor for prevention and detection of fraud | Lecture | Assignment 2 Quiz 2 | PLO1 | CLO3 | Comprehension |
| 13 | <ul style="list-style-type: none"> Importance of planning of an audit, Overall Audit Strategy and plan, Interim Audit | Lecture | | PLO1 | CLO1 | Knowledge |
| 14 | <ul style="list-style-type: none"> Assertions Contained in Financial Statements | Lecture | | PLO7 | CLO6 | Comprehension |
| 15 | <ul style="list-style-type: none"> Procedures to obtain Evidence, Quality of an Evidence | Lecture | | PLO1 | CLO4 | Comprehension |
| 16 | <ul style="list-style-type: none"> Problems in review of accounting estimates and Inventory | Lecture | | PLO7 | CLO6 | Comprehension |
| 17 | <ul style="list-style-type: none"> Payables, Bank and Cash, Liabilities | Lecture | | PLO7 | CLO6 | Comprehension |

| Procedures | | | | | |
|------------|--|---------------|------|------|---------------|
| 18 | • The Analytical Review Process, Formulating Expectations, Analytical Procedures and substantive tests | Lecture | PLO7 | CLO6 | Comprehension |
| 19 | • Computer assisted audit techniques (CAAT) and General Audit Software (GAS) | Lecture | PLO1 | CLO1 | Knowledge |
| 20 | • Significance of Going Concern | Lecture | PLO1 | CLO1 | Knowledge |
| 21 | • Importance of overall Review of Evidence obtained, Significance of uncorrected misstatements | Lecture | PLO1 | CLO4 | Comprehension |
| 22 | • Basic Elements of Audit report, Format of audit Report | Lecture | PLO1 | CLO7 | Comprehension |
| 23 | • Audit opinions in Audit Report | Lecture | PLO1 | CLO7 | Comprehension |
| 24 | • Objectives, Relevance, and importance of corporate Governance | Lecture | PLO1 | CLO1 | Knowledge |
| 25 | • Audit Committees roles and structures | Lecture | PLO1 | CLO1 | Knowledge |
| 26 | • Internal Audit and limitations of an internal audit | Lecture | PLO1 | ClO3 | Comprehension |
| 27 | • Outsourcing, advantages and disadvantages of outsourcing and internal audit | Lecture | PLO1 | CLO3 | Comprehension |
| 28 | • Summary of ISAs and IFRS | Lecture | PLO1 | CLO1 | Knowledge |
| 29 | Final Project | Presentations | PLO7 | CLO7 | Creation |
| 30 | Final Project | Presentations | PLO7 | CLO7 | Creation |

Course Title: Strategic Finance

Course Code: FIN-343

Credit Hours: 3

Course Instructor:

Mode of Contact:

You can contact your course instructor in the following ways:

Email:

Meeting: By appointment via e-mail

Prerequisites: As an advanced finance course, the student must have an understanding of Introduction to Business Finance and Financial Management.

Textbook / Reference Books:

- Financial Management: Theory and Practice by Brigham & Ehrhardt (13 ed.)
- Principles of Managerial Finance by Gitman & Zutter (13 ed.)
- The Analysis and Use of Financial Statements by White, Sondhi, & Fried (3rd ed.)
- Fundamentals of Corporate Finance by Ross, Westerfield, & Jordan (13 ed.)
- Strategic Finance by Dr. Safdar Ali Butt

Course Description:

Strategic decision-making requires managers to devise, select and implement investment strategies which fit their external and internal organizational environments. Financial information and an understanding of finance theory is key to the strategic decision making process. This course caters for all the financial decisions that influence firm value, ultimately translating into shareholder's worth.

Course Objectives:

CO 1: To provide textual theories of finance as a basis for financial decisions

CO 2: To enable students to solve strategic financial problems.

CO 3: To account for the long-term and short-term effects of financial decisions in the achievement of short-term and long-term objectives

CO 4: To enable students to strategically evaluate different decisions for enhancing value of the firm.

Course Learning Outcomes:

After completing this course, students will be able to:

CLO 1: Explain the financial theories and critique their relevance in the real-world economy.

CLO 2: Discuss, recommend and justify strategic financial decisions.

CLO 3: Understand the financial environment of the firms and make decisions to achieve the short-term and long-term objectives.

CLO 4: Evaluate the firm-level strategic decisions that affect the value of the firms.

ASSESSMENT INSTRUMENT WITH WEIGHTS:

| SNR | ITEMS | MARKS | |
|-----|-------------------------------|-------|----|
| 1 | Mid Term Exam | 30 | |
| 2 | End Term Exam | 50 | |
| 3 | Internal Evaluation Breakdown | | |
| | Quiz(s) | | |
| | Assignments(s) | | |
| | Class Participation | | |
| | Presentations | | |
| | Case Discussion | | |
| | Lab Work/Practical Project | | |
| | Any Other | | |
| | Total | 20 | 20 |
| | GRAND TOTAL | 100 | |

COURSE CONTENTS:

| Lecture | Scheduled Topic | Learning Activity | Assessment Activity | PLO¹⁶ | CLO | Thinking Level |
|----------------|--|--------------------------|----------------------------|-------------------------|------------|-----------------------|
| 01 | <ul style="list-style-type: none">• Role of Financial Theory and Evidence• Building blocks of finance, Theories of Finance,• Savings and Investment Theory, Portfolio Theory | Lecture | | PLO 1 | CLO 1 | Comprehension |
| 02 | <ul style="list-style-type: none">• Capital Structure Theories (Net Income approach, Net Operating Income approach, MM approach, traditional approach) | Lecture | | PLO 1 | CLO 1 | Comprehension |
| 03 | <ul style="list-style-type: none">• Pecking Order theory, Trade-off theory, Free Cash flow theory, Dividend Theories (The dividend valuation model, The Gordon growth model) | Lecture | | PLO 1 | CLO 1 | Comprehension |
| 04 | <ul style="list-style-type: none">• Modigliani and Miller's dividend irrelevancy theory), Clientele effect theory, bird in hand theory,• Asset Pricing Models, Efficient Capital Market Theory, Agency Theory, Signaling Theory | Lecture | | PLO 1 | CLO 1 | Comprehension |
| 05 | <ul style="list-style-type: none">• Review of Time Value of Money and Valuation• Interest Rate, Simple interest verses compound interest, Annuities verses perpetuities• Simple compounding and discounting | Lecture | | PLO 2 | CLO 2 | Knowledge |
| 06 | <ul style="list-style-type: none">• Future value of ordinary annuity and Future value annuity due, Present value of ordinary annuity and Present value of annuity due. Difference between and uneven cash flows present and future values uneven cash flows, Amortization of Loans | Lecture | Assignment 1 Quiz 1 | PLO 2 | CLO 2 | Knowledge |
| 07 | <ul style="list-style-type: none">• Case Study: A home investment decision dilemma | Case Discussion | | PLO 1 | CLO 2 | Comprehension |

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|-----------|--|---------|------------------------|-------|-------|---------------|
| 08 | <ul style="list-style-type: none"> Bond Valuation-Zero Coupon Bond, Non-Zero Coupon Bond, Yield-to-Maturity | Lecture | | PLO 2 | CLO 2 | Knowledge |
| 09 | <ul style="list-style-type: none"> Valuation and Forecasting-Chapter 19 (Book-The analysis and use of financial statements by Sondhi & White, 3rd ed.) Asset Based Valuation Models | Lecture | | PLO 2 | CLO 2 | Knowledge |
| 10 | <ul style="list-style-type: none"> Discounted cash flow valuation models The abnormal earnings or EBO Model, Forecasting models, Practice Questions | Lecture | | PLO 2 | CLO 2 | Knowledge |
| 11 | <ul style="list-style-type: none"> The Cost of Capital (Chapter 9, Financial Management: Theory and Practice-13th ed.) Cost of Debt, Cost of Preferred Stock | Lecture | | PLO 2 | CLO 2 | Knowledge |
| 12 | <ul style="list-style-type: none"> Cost of equity, WACC, The CAPM approach | Lecture | Assignment 2 Quiz 2 | PLO 2 | CLO 2 | Knowledge |
| 13 | <ul style="list-style-type: none"> Capital Structure Decisions (Chapter 15-Ehrhardt & Brigham-13th ed.) Capital Structure Theory Capital structure evidence and implications | Lecture | | PLO 1 | CLO 3 | Knowledge |
| 14 | <ul style="list-style-type: none"> Estimating the optimal capital structure Practice questions | Lecture | | PLO 2 | CLO 3 | Knowledge |
| 15 | <ul style="list-style-type: none"> Distributions to Shareholders: Dividend and Repurchases (Chapter 14, Ehrhardt & Brigham-13th ed.) An overview of cash distributions Procedure for cash distribution, Cash distribution and firm value | Lecture | | PLO 1 | CLO 3 | Knowledge |
| 16 | <ul style="list-style-type: none"> Implications for dividend stability, Residual Model in Practice A tale of two cash Distributions - Dividend versus stock repurchases Pros and cons of dividends and repurchases Stock splits and stock dividends Practice Questions | Lecture | | PLO 2 | CLO 3 | Comprehension |

| | | | | | | |
|-----------|---|---------|------------------------|-------|-------|---------------|
| 17 | <ul style="list-style-type: none"> • Long-Term Financial Planning and Growth (Chapter 4, Fundamentals of Corporate Finance by Ross, Westerfield, & Jordan-13 ed.) • What Is Financial Planning? • Growth as a Financial Management Goal • Dimensions of Financial Planning • What Can Planning Accomplish? | Lecture | | PLO 1 | CLO 3 | Comprehension |
| 18 | <ul style="list-style-type: none"> • Financial Planning Models: A First Look • The Percentage of Sales Approach • External Financing and Growth • Practice Questions | Lecture | | PLO 2 | CLO 4 | Knowledge |
| 19 | <ul style="list-style-type: none"> • Corporate Valuation, Value-based Management and Corporate Governance (Chapter 13, Ehrhardt & Brigham-13th ed.) • Overview of Corporate Valuation • The Corporate Valuation Model | Lecture | Assignment 3 Quiz 3 | PLO 1 | CLO 4 | Comprehension |
| 20 | <ul style="list-style-type: none"> • Value-based Management • Practice Questions | Lecture | | PLO 2 | CLO 4 | Knowledge |
| 21 | <ul style="list-style-type: none"> • The Basics of Capital Budgeting: Evaluating Cash Flows (Chapter 10, Ehrhardt & Brigham-13th ed.) • An Overview of Capital Budgeting • Payback Period • Net Present Value (NPV) • Internal Rate of Return (IRR) | Lecture | | PLO 2 | CLO 4 | Knowledge |
| 22 | <ul style="list-style-type: none"> • Multiple Internal Rates of Return • Reinvestment Rate Assumptions • Modified Internal Rate of Return (MIRR) • NPV Profiles | Lecture | | PLO 2 | CLO 4 | Knowledge |
| 23 | <ul style="list-style-type: none"> • Profitability Index (PI) • Decision Criteria Used in Practice • Practice Questions | Lecture | | PLO 2 | CLO 4 | Knowledge |
| 24 | <ul style="list-style-type: none"> • Mergers, LBOs, Divestitures, and Business Failure (Chapter 18, Gitman & Zutter-13th ed.) | Lecture | | PLO 1 | CLO 4 | Knowledge |

| | | | | | |
|-----------|---|---------|-------|-------|-----------|
| | <ul style="list-style-type: none"> • Merger Fundamentals • Terminology • Motives for Merging • Types of Mergers | | | | |
| 25 | <ul style="list-style-type: none"> • LBOs and Divestitures • Leveraged Buyouts (LBOs) • Divestitures | Lecture | PLO 1 | CLO 4 | Knowledge |
| 26 | <ul style="list-style-type: none"> • Analyzing and Negotiating Mergers • Valuing the Target Company • Stock Swap Transactions | Lecture | PLO 1 | CLO 4 | Knowledge |
| 27 | <ul style="list-style-type: none"> • Merger Negotiation Process • Holding Companies • International Mergers | Lecture | PLO 1 | CLO 4 | Knowledge |
| 28 | <ul style="list-style-type: none"> • Business Failure Fundamentals • Types of Business Failure • Major Causes of Business Failure • Voluntary Settlements • Practice Questions | Lecture | PLO 1 | CLO 4 | Knowledge |

Course Title: Islamic Banking and Finance

Course Code: FIN 344

Credit Hours: 3+0

Course Instructor: Dr. Fauzia Mubarik

Mode of Contact:

You can contact your course instructor in the following ways:

Email: fmubarik@numl.edu.pk

Meeting: By appointment via e-mail

Prerequisites: Nil

Textbook:

- Accounting, Auditing and Governance Standards: For Islamic Financial Institutions (1422H - 2001) - by Abdul Malik Yousef Al Hamar Publisher AAOIFI.
- An Introduction to Islamic Finance by Muhammad Taqi Usmani, Latest Edition, Quranic Studies Publishers.

Reference Material:

- Meezan Bank's Guide to Islamic banking by Muhammad Imran Ashraf Usmani, Darul Ishaat
- Understanding Islamic Finance by Muhammad Ayub, Latest Edition

Course Description: Islamic banking and finance is one of the emerging fields of Business Administration. The concept of Islamic finance is as old as the trade itself but has deepened its roots in the modern world today because of some of the striking features such as riba-free transactions, asset-backed financing, equity based transactions, prohibition of gharar (uncertainty), prohibition of speculation and investment in halal businesses. It is

pertinent to orient the students with various modes of business transactions that are dominant in the capital markets today and for that the Islamic business transactions cannot be ignored.

Course Objectives: The objectives of the course are to enable students to;

BAFCLO1) Understand the key concepts of Islamic Banking and Finance.

BAFCLO2) Explain contemporary accounting practices for Islamic Financial Institutions.

BAFCLO3) Describe the separate accounting treatment of products of Islamic Finance under AAOIFI frameworks.

BAFCLO4) Analyze the structures of Islamic products/instruments operated in capital markets.

Course Learning Outcomes: Upon completion of this course, students shall be able to:

BAFCLO1) Understand the fundamental Islamic business, finance and investment principles.

BAFCLO2) Apply the accounting standards on the Islamic products based on various business problems.

BAFCLO3) Formulate and measure the operationalization of flow of Islamic business transactions.

BAFCLO4) Analytical interpretation and evaluation of Islamic products in light of the conventional products.

Assessment Instrument with Weights:

| SNR | ITEMS | MARKS |
|-----|-------------------------------|-------|
| 1 | Mid Term Exam | 30 |
| 2 | End Term Exam | 50 |
| 3 | Internal Evaluation Breakdown | |
| | Quiz(s) | |
| | Assignments(s) | |

| | | | |
|--|----------------------------|----|-----|
| | Class Participation | | |
| | Présentations | | |
| | Case Discussion | | |
| | Lab Work/Practical Project | | |
| | Any Other | | |
| | Total | 20 | 20 |
| | GRAND TOTAL | | 100 |

COURSE CONTENTS:

| Lecture | Scheduled Topic | Learning Activity | Assessment Activity | PLO ¹⁷ | CLO | Thinking Level |
|-----------|---|-------------------|---------------------|-------------------|-------|----------------|
| | <u>Introduction to Islamic Finance</u> | | | | | |
| | Basic Principles of Islamic Economic Set-Up: Belief in Divine Guidance, Capitalist and Islamic Economy | Lecture | | PLO 1 | CLO 1 | Knowledge |
| 01 | Asset-Backed Financing, Capital and Entrepreneur, Overview on Present Practices and Performance of Islamic Banks | Lecture | | PLO 1 | CLO 1 | Knowledge |
| 02 | Introduction of AAOIFI: Alternative Fina | Lecture | | PLO 1 | CLO | Knowledge |

| | | | | | | | |
|-----------|--|-----------------------------|--------------|--|-------|-------|---------------|
| | Reporting Framework –AAOIFI, Objectives and Conceptual Framework of AAOIFI, Organizational Structure of AAOIFI | | | | | 1 | |
| 03 | Aqid, Shariah, Ibadat and Muamalat | Lecture | | | PLO 1 | CLO 1 | Knowledge |
| 04 | Contd.) Concepts of Aqid, Shariah, Ibadat and Muamalat | Lecture | | | PLO 1 | CLO 1 | Knowledge |
| 05 | Riba and its types: Prohibition of Riba in Quran and Hadith | Lecture | | | PLO 1 | CLO 1 | Knowledge |
| 06 | Riba An Nasiyah and Riba Al Fadl | Lecture | Quiz 1 | | PLO 1 | CLO 1 | Knowledge |
| 07 | Musharakah: Basic Rules of Financing, Project Financing, Securitization of Musharakah | Lecture and Case Discussion | Assignment 1 | | PLO 2 | CLO 2 | Comprehension |
| 08 | Export Financing and Import Financing, Financing of the Working Capital, | Lecture | | | PLO 3 | CLO 2 | Comprehension |
| 09 | Sharing in the Gross Profit only, | Lecture | | | PLO 3 | CLO 2 | Comprehension |
| 10 | Objections on Musharakah Financing: Risk of Loss, Dishonesty, Secrecy of the Business, Clients' Unwillingness to Share Profits | Lecture | | | PLO 2 | CLO 2 | Comprehension |

| | | | | | | |
|-----------|--|-----------------|--------------|-------|-------|---------------|
| 11 | Diminishing Musharakah: House Financing | Lecture | Quiz 2 | PLO 3 | CLO 3 | Comprehension |
| 12 | Diminishing Musharakah: Business of Service , Trade | Lecture | | PLO 3 | CLO 3 | Comprehension |
| 13 | Mudarabah, Rules of Mudarabah Financing | Lecture | | PLO 3 | CLO 3 | Knowledge |
| 14 | Combination of Musharakah and Mudarabah | Case Discussion | | PLO 3 | CLO 3 | Comprehension |
| 15 | Murabahah: Basic Rules of Sale, Bai'Muajjal | Lecture | | PLO 3 | CLO 2 | Knowledge |
| 16 | Basic Features of Murabahah Financing, Securitization, Rebate on Earlier Payment | Lecture | Assignment 2 | PLO 3 | CLO 2 | Comprehension |
| 17 | Some basic mistakes in Murabahah Financing | Lecture | | PLO 2 | CLO 2 | Knowledge |
| 18 | Ijarah: Basis Rules of Leasing | Case Discussion | | PLO 3 | CLO 2 | Knowledge |
| 19 | Lease as a Mode of Financing, Securitization of Ijarah, Head Lease | Lecture | | PLO 3 | CLO 3 | Comprehension |
| 20 | Conditions of Salam and Parallel Salam | Lecture | | PLO 3 | CLO 2 | Knowledge |

| | | | | | | |
|-----------|--|---------|--------------|-------|-------|-----------------------------|
| 21 | Recognition and Measurement of Salam and Parallel Salam | Lecture | | PLO 3 | CLO 2 | Comprehension |
| 22 | Istisna', Difference between Istisna' and Salam Difference between Istisna and Ijarah, Istisna as Mode of Financing | Lecture | | PLO 2 | CLO 2 | Knowledge |
| 23 | Islamic Investment Funds: Equity Fund, Ijarah Fund | Lecture | Assignment 3 | PLO 2 | CLO 2 | Comprehension |
| 24 | Commodity Fund, Murabahah Fund, Mixed Fund | Lecture | Quiz 3 | PLO 2 | CLO 2 | Comprehension |
| 25 | Investment accounts: Sukuk and Takaful: Understand the Treatment of Investment Accounts under AAOIFI Framework | Lecture | | PLO 4 | CLO 4 | Knowledge and Comprehension |
| 26 | Zakat Accounting, recognition and measurement of Zakat in businesses | Lecture | | PLO 4 | CLO 4 | Comprehension |
| 27 | <u>The Principle of Limited Liability, Waqf, Bait-ul-Mal and Joint Stock, Inheritance under Debt</u> | Lecture | | PLO 2 | CLO 2 | Knowledge |

Course Title: Entrepreneurship

Code: MGT-341

Credit Hours: 3+0

Course Instructor: Ms. Javeria Shabbir

jshabbir@numl.edu.pk

Room 29, 1st Floor, Ibn e Khuldoon Block

Course Description:

- This course provides the students with an introduction to the concepts and capabilities necessary to successfully commercialize new ideas.
- Entrepreneurship is about more than coming up with an idea or starting a business. It is also about identifying and validating good opportunities and then creating, communicating, and capturing value from those opportunities over time. This includes new firms as well as firms in corporate and non-profit settings.
- This course will emphasize new venture formation.

Objectives:

- To understand and handle your own business. This course will equip the students with appropriate subject knowledge and practical skills for managing business investments and fundraising for start-ups.
- A thorough emphasis on writing the winning business plan and transforming the idea into a venture
- Initiate a start-up – to provide a sound platform for a successful business which will contribute and boost economic activity in Pakistan.

- The course aims to motivate and guide students to become successful entrepreneurs in offline and online business models.

Course Learning Outcomes:

By the end of this course, students are expected to:

- Recognize the nature of entrepreneurship and entrepreneurial processes
- Generate business ideas and Evaluate business opportunities
- Learn how to identify and solve major entrepreneurial issues (Feasibility of new venture)
- Gain first-hand experience of starting a new venture via developing a business plan.

Textbooks (or Course Materials) with latest Edition:

- Entrepreneurship: Successfully Launching New Ventures, 6th Edition. Bruce R. Barringer, Oklahoma State University R. Duane Ireland, Texas A&M University ©2019 | Pearson
- Entrepreneurship, 10th Edition, Robert D. Hisrich, Michael P. Peters, Dean A. Shepherd, McGraw Hill, 2017

Reference Books:

- Innovation and Entrepreneurship by Peter F. Drucker Harper Collins publishers UK
- Pattern of Entrepreneurship, Jack M. Kaplan
- Naqi, Dr. S. M, Entrepreneurship A Recipe for Economic Development: Lahore, Naqi Hyder & Associates
- Kuratko Donald F and Hodgetts (2001) Richard M, Entrepreneurship- A

ASSESSMENT INSTRUMENT WITH WEIGHTS:

| SNR | ITEMS | MARKS |
|-----|-------------------------------|-------|
| 1 | Mid Term Exam | 30 |
| 2 | End Term Exam | 50 |
| 3 | Internal Evaluation Breakdown | |
| | Quiz(s) | |
| | Assignments(s) | |
| | Présentations | |
| | Case Discussion | |
| | Lab Work/Practical Project | |
| | Any Other | |
| | Total | 20 |
| | GRAND TOTAL | 100 |

COURSE CONTENTS:

| Lecture | Scheduled Topic | Learning Activity | Assessment Activity | PLO | CLO | Thinking Level |
|-----------|---|------------------------|--|-------|-------|----------------|
| 01 | <u>Introduction</u> <ul style="list-style-type: none"> ■ Introduction to Entrepreneurship ■ Nature and Importance of Entrepreneurship ■ Myths, Process of entrepreneurship | Lecture and Discussion | Assignment 1 (Surah e Quraish) Presentation by 2 students (Success Story) | PLO 1 | CLO 1 | Knowledge |
| 02 | Religious Perspectives in entrepreneurship <ul style="list-style-type: none"> ■ Tafseer of Surah e Quraish | Lecture and Discussion | Presentation by 2 students | PLO 6 | CLO 1 | Comprehension |

| | | | | | | |
|--|---|------------------------|--|-------|-------|---------------|
| | <ul style="list-style-type: none"> ■ Holy Prophet Hazrat Muhammad s.a.w.w as a model entrepreneur) | | (Success Story) | | | |
| 03 Ideas and Opportunities | <ul style="list-style-type: none"> ■ Recognizing Opportunities and Generating Ideas ■ Finding gaps ■ Sources and Methods of Generating Ideas | Lecture and Discussion | Assignment 2 Ideas Diary – Write 10 Ideas everyday Presentation by 2 students (Success Story) | PLO 3 | CLO 2 | Comprehension |
| 04 Ideas and Opportunities | <ul style="list-style-type: none"> ■ Brainstorming for Ideas | Brainstorming | Presentation by 2 students (Success Story) | PLO 4 | CLO 2 | Application |
| 05 Case Study Discussion Case - 1 | <ul style="list-style-type: none"> ■ Local or International | Case Study Discussion | Presentation by 2 students (Success Story) | PLO 5 | CLO 3 | Analysis |
| 06 Ideas and Opportunities | <ul style="list-style-type: none"> ■ Brainstorming for Ideas | Brainstorming | Presentation by 2 students (Success Story) | PLO 4 | CLO 2 | Application |
| 07 Feasibility Analysis | <ul style="list-style-type: none"> ■ First - Screen Analysis – The Feasibility Analysis Tool | Lecture and Discussion | Presentation by 2 students (Success Story) Quiz 1 | PLO 4 | CLO 2 | Comprehension |
| 08 Case Study Discussion Case - 2 | <ul style="list-style-type: none"> ■ <u>Local or International</u> | Case Study Discussion | Presentation by 2 students (Success Story) | PLO 5 | CLO 3 | Analysis |

| | | Assignment 3 | | | |
|-----------|---|------------------------------------|--|-------|------------------------|
| | | Interview the entrepreneurs | | | |
| 09 | <u>Feasibility Analysis</u> <ul style="list-style-type: none"> ■ Application of First Screen Analysis on the students' idea | Presentations and Discussion | Presentation by 2 students (Success Story) | PLO 4 | CLO 4 Application |
| 10 | <u>Case Study Discussion Case 3</u> <ul style="list-style-type: none"> ■ Local or International | Case Study Discussion | Presentation by 2 students (Success Story) | PLO 5 | CLO 3 Analysis |
| 11 | <u>Business Model</u> <ul style="list-style-type: none"> ■ Developing an Effective Business Model | Lecture and Discussion | Presentation by 2 students (Success Story) | PLO 4 | CLO 3 Comprehension |
| 12 | <u>Business Plan</u> <ul style="list-style-type: none"> ■ What is Business Plan ■ Why Business Plan ■ Contents of an effective business plan ■ How to write a business plan | Lecture and Discussion | Presentation by 2 students (Success Story) Quiz 2 | PLO 4 | CLO 4 Comprehension |
| 13 | <u>Business Plan</u> <ul style="list-style-type: none"> ■ Financial Plan ■ Marketing Plan ■ Operational Plan | Lecture and Discussion | Presentation by 2 students (Success Story) | PLO 4 | CLO 4 Comprehension |
| 14 | <u>Case Study Discussion Case 4</u> <ul style="list-style-type: none"> ■ Local or International | Case Study Discussion | Presentation by 2 students | PLO 5 | CLO 3 Analysis |

| (Success Story) | | | | | | |
|--|------------------------|--|-------|-------|---------------|--|
| 15 Funding and Financing for the Venture <ul style="list-style-type: none"> ■ Personal Sources ■ Love Money ■ Bootstrapping ■ Debt Financing ■ Venture Capital ■ Government Funding ■ NGOs Funding | Lecture and Discussion | Presentation by 2 students (Success Story) | PLO 1 | CLO 1 | Knowledge | |
| 16 Financial Viability of the Venture <ul style="list-style-type: none"> ■ Proforma Statements ■ Break even analysis ■ Sources and Uses of funds ■ Ratio Analysis | Lecture and Discussion | Presentation by 2 students (Success Story) Quiz 3 | PLO 4 | CLO 4 | Comprehension | |
| 17 Case Study Discussion Case 5 <ul style="list-style-type: none"> ■ Local or International | Case Study Discussion | Presentation by 2 students (Success Story) | PLO 5 | CLO 3 | Analysis | |
| 18 Intellectual Property <ul style="list-style-type: none"> ■ Why intellectual property ■ Copyrights ■ Patents ■ Trademarks ■ Geographical Indications ■ Trade Marks ■ IPO Pakistan | Lecture and Discussion | Presentation by 2 students (Success Story) | PLO 1 | CLO 1 | Knowledge | |

| | | | | | | |
|---|---|------------------------|--|-------|-------|---------------|
| 19 Case Study Discussion Case 6 | <ul style="list-style-type: none"> ■ Local or International | Lecture and Discussion | Presentation by 2 students (Success Story) | PLO 5 | CLO 3 | analysis |
| 20 Business Registration and Documentation in Pakistan | <ul style="list-style-type: none"> ■ Business Name Registration ■ NTN registration ■ Registration with SECP | Lecture and Discussion | Presentation by 2 students (Success Story) Assignment No 4 – Register your business, obtain NTN | PLO 1 | CLO 2 | Comprehension |
| 21 Case study Discussion Case 7 | <ul style="list-style-type: none"> ■ Local or International | Case Study Discussion | Presentation by 2 students (Success Story) | PLO 5 | CLO 3 | Analysis |
| 22 Franchising | <ul style="list-style-type: none"> ■ What is Franchising ■ Why franchising is important ■ Advantages and disadvantages | Lecture and Discussion | Presentation by 2 students (Success Story) Quiz 4 | PLO 1 | CLO 1 | Knowledge |

| | | | | | | |
|--|---|------------------------------|---|-------|-------|---------------|
| 23 Franchising | <ul style="list-style-type: none"> ■ Types of Franchising ■ Famous Franchising Arrangements in Pakistan | Lecture and Discussion | Presentation by 2 students (Success Story) | PLO 1 | CLO 1 | Knowledge |
| 24 Case Study Discussion Case 8 | <ul style="list-style-type: none"> ■ Local or International | Case Study Discussion | Presentation by 2 students (Success Story) | PLO 5 | CLO 3 | Analysis |
| 25 Role of SMEDA in SME development in Pakistan | | Lecture and Discussion | Presentation by 2 students (Success Story) | PLO 2 | CLO 3 | Comprehension |
| 26 Case Study Discussion Case 9 | <ul style="list-style-type: none"> ■ Local or International | Case Study Discussion | Presentation by 2 students (Success Story) | PLO 5 | CLO 3 | Analysis |
| 27 Role of Incubation Centers | | Lecture and Discussion/Visit | Visit NUML BICON | PLO 6 | CLO | Comprehension |
| 28 <u>Meet the Entrepreneurs</u> | | Seminar | | PLO 6 | CLO 4 | Comprehension |
| 29 <u>Meet The Entrepreneurs</u> | | Seminar | | PLO 6 | CLO | Comprehension |

| | | | | |
|-------------------------------|---------------|-------|----------|-----------|
| | | | 4 | |
| 30 Final Business Plan | Presentations | PLO 5 | CLO 4 | Synthesis |
| 31 Final Business Plan | Presentations | PLO 5 | CLO 4 | Synthesis |
| 32 Final Business Plan | Presentations | PLO 5 | CLO 4 | Synthesis |

Course Title: Financial Reporting and Analysis

Course Code: FIN-345

Credit Hours: 3

Course Instructor:

Mode of Contact:

You can contact your course instructor in the following ways:

Email:

Meeting: By appointment via e-mail

PREREQUISITE

Fundamentals of Accounting, Financial Accounting, Cost Accounting, Introduction to Finance, Financial Management

COURSE DESCRIPTION:

This course is an introduction to financial statement analysis, aiming to provide you the basic skills and techniques to analyse financial statements for the purpose of valuation. You will learn how to evaluate financial statements and perform prospective, credit, and equity analyses. Students will also learn how to recast and adjust financial statements to obtain a better estimate of earning power.

COURSE OBJECTIVES:

Financial reports are the primary means by which managers communicate company results to investors, creditors and analysts. These parties use the reports to judge company performance, to assess creditworthiness, to predict future financial performance, and to analyse possible acquisitions and take-overs. Users of financial statements must be able to meaningfully interpret financial reports, construct measures of financial performance and analyse the reporting choices made by companies. Also, since company managers choose accounting techniques when making their reports, users must learn to undo the effects of these accounting choices. The purpose of this course is to give the foundation for such analysis.

COURSE LEARNING OUTCOMES:

On completion of this course unit, successful students will be able to:

1. Calculate and interpret a range of accounting ratios from the financial statements of large companies.
2. Appreciate the complex nature of real-life financial statement ratio calculations.

3. Understand the role of, and draw upon, the strategic (competitive and sustainability) context of a business in interpreting that business's financial statements.
4. Effectively interpret financial statements from the perspective of the forward-looking information needs of different stakeholders.
5. Understand a range of factors that can indicate the quality and reliability of financial statement information.
6. Appreciate the various sources of data that may be useful in analyzing the position, performance, and future prospects of a firm

RECOMMENDED TEXT BOOK:

- The Analysis and use of Financial Statements (3rd Edition) By:Gerald I. White, Ashwinpaul C. Sondhi, and Dov Fried.
- Financial Statement Analysis Using Financial Accounting Information (7th Edition) By: Charles H. Gibson

ASSESSMENT INSTRUMENT WITH WEIGHTS:

| S.NO | Items | Marks |
|------|-------------------------------|------------|
| 1. | Mid Term Exam | 30 |
| 2. | End Term Exam | 50 |
| 3. | Internal Evaluation Breakdown | |
| | Quiz(s) | |
| | Assignments(s) | |
| | Class Participation | |
| | Présentations | |
| | Total | 20 |
| | Grand Total | 100 |

COURSE CONTENTS:

| Lecture | Scheduled Topic | Learning Activity | Assessment Activity | PLO¹⁸ | CLO | Thinking Level |
|----------------|---|--------------------------|----------------------------|-------------------------|------------|-----------------------|
| 01 | Introduction to Analysis of Financial Statements, Utilization and Practicality of the Course | Lecture | | PLO 1 | CLO 5 | Knowledge |
| 02 | Framework for Financial Statements Analysis Need for financial statement analysis, Users of financial statements Principal financial statements Qualitative characteristics of accounting data Chapter # 1 (Sondhi) Chapter # 1 (Gibson) | Lecture | | PLO 1 | CLO 5 | Knowledge |
| 03 | Framework for Financial Statements Analysis.... GAAP Chapter # 1 (Sondhi) Chapter # 1 (Gibson) | Lecture | | PLO 1 | CLO 4 | Comprehension |
| 04 | Accounting Policies and their Impact on Financial Analysis.... Overview of Accounting Cycle Auditor's Report and its types Chapter # 2 (Sondhi) Chapter # 2 (Gibson) | Lecture | | PLO 1 | CLO 4 | Comprehension |
| 05 | Accounting Policies and their Impact on Financial Analysis.... | Lecture | | PLO 1 | CLO 4 | Comprehension |

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|-----------|--|---------|------------------------|-------|----------|---------------|
| | The accrual concept of income Revenue recognition methods Percentage-of-Completion Method Completed contract method Chapter # 2 (Sondhi) Chapter # 2 (Gibson) | | | | | |
| 06 | Accounting Policies and their impact on Financial Analysis..... Nonrecurring items Adjustments for Nonrecurring items Management Discretion and Earnings Manipulation Chapter # 2 (Sondhi) | Lecture | Assignment 1 Quiz 1 | PLO 1 | CLO 4 | Comprehension |
| 07 | Cash Flow Statement Analysis Need for a Cash Flow Statement Importance of Cash Flow Statement Chapter # 3 (Sondhi) Chapter # 11 (Gibson) | Lecture | | PLO 4 | CLO 3 | Comprehension |
| 08 | Cash Flow Statement Analysis.... Basic Elements of Cash Flow statement Cash Flow Classification Issues Chapter # 3 (Sondhi) Chapter # 11 (Gibson) | Lecture | | PLO 4 | CLO 3 | Comprehension |
| 09 | Cash Flow Statement Analysis.... Direct and Indirect cash flow method Preparation of Cash Flow Statement Chapter # 3 (Sondhi) Chapter # 11 (Gibson) | Lecture | | PLO 4 | CLO 3 | Comprehension |
| 10 | Cash Flow Statement Analysis.... Analysis of cash flow information Free Cash Flows and Valuation Chapter # 3 (Sondhi) Chapter # 11 | Lecture | | PLO 4 | CLO 3 | Comprehension |

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|-----------|--|---------|------------------------|-------|-------|---------------|
| | (Gibson) | | | | | |
| 11 | Foundations of Ratio and Financial Analysis Purpose and use of ratio analysis Cautionary Note Chapter # 4 (Sondhi) Chapter # 5 (Gibson) | Lecture | | PLO 4 | CLO 1 | Comprehension |
| 12 | Foundations of Ratio and Financial Analysis..... Common size statements Vertical and Horizontal Analysis Case Study: Cooper Tire & Rubber Company. Chapter # 4 (Sondhi) Chapter # 5 (Gibson) | Lecture | Assignment 2 Quiz 2 | PLO 4 | CLO 1 | Comprehension |
| 13 | Foundations of Ratio and Financial cont... Categories of ratios: Liquidity analysis Chapter # 4 (Sondhi) Chapter # 5 & 7 (Gibson) | Lecture | | PLO 4 | CLO 2 | Comprehension |
| 14 | Foundations of Ratio and Financial cont... Activity analysis Profitability analysis Chapter # 4 (Sondhi) Chapter # 5 & 7 (Gibson) | Lecture | | PLO 4 | CLO 2 | Comprehension |
| 15 | Foundations of Ratio and Financial cont... Long-term debt and solvency analysis Ratios: An integrated analysis Chapter # 4 (Sondhi) Chapter # 8 & 9 (Gibson) | Lecture | | PLO 4 | CLO 2 | Comprehension |
| 16 | Foundations of Ratio and Financial cont... | Lecture | | PLO 4 | CLO | Comprehension |

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|-----------|--|---------|-------|-------|---------------|
| | Earnings per share and other ratios used in valuation | | | | 2 |
| | Trend Analysis | | | | |
| | Chapter # 4 (Sondhi) Chapter # 10 (Gibson) | | | | |
| 17 | Foundations of Ratio and Financial cont... | | | | |
| | Operating and financial leverage | | | | |
| | Leverage and its effect on earnings | Lecture | PLO 4 | CLO 2 | Comprehension |
| | Chapter # 4 (Sondhi) Chapter # 6 & 10 (Gibson) | | | | |
| 18 | Foundations of Ratio and Financial cont... | | | | |
| | Operating and financial leverage | | | | |
| | Leverage and its effect on earnings | Lecture | PLO 4 | CLO 2 | Comprehension |
| | Case Study: "The Case of the Beleaguered, Burgled Balance Sheet" | | | | |
| | Chapter # 4 (Sondhi) Chapter # 6 & 10 (Gibson) | | | | |
| 19 | Statement Analysis for Special Industries: | | | | |
| | Banks, Utilities, Oil and Gas, Transportation, Insurance, Real Estate Companies | Lecture | PLO 4 | CLO 4 | Comprehension |
| | Chapter # 15 (Gibson) | | | | |
| 20 | Statement Analysis for Special Industries: | | | | |
| | Banks, Utilities, Oil and Gas, Transportation, Insurance, Real Estate Companies | Lecture | PLO 4 | CLO 4 | Comprehension |
| | Chapter # 15 (Gibson) | | | | |
| 21 | Statement Analysis for Special Industries: | | | | |
| | Banks, Utilities, Oil and Gas, | Lecture | PLO 4 | CLO 4 | Comprehension |

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|-----------|--|---------|-------|-------|---------------|
| | Transportation, Insurance, Real Estate Companies Chapter # 15 (Gibson) | | | | |
| 22 | Statement Analysis for Special Industries: Banks, Utilities, Oil and Gas, Transportation, Insurance, Real Estate Companies Chapter # 15 (Gibson) | Lecture | PLO 4 | CLO 4 | Comprehension |
| 23 | Analysis of Inventories Inventory and cost of goods sold: Basic relationships LIFO Versus FIFO: Income, Cash flow, and working capital effect Chapter # 6 (Sondhi) Chapter # 7 (Gibson, p. 265) | Lecture | PLO 4 | CLO 5 | Comprehension |
| 24 | Analysis of Inventories Inventory and cost of goods sold: Basic relationships LIFO Versus FIFO: Income, Cash flow, and working capital effect Chapter # 6 (Sondhi) Chapter # 7 (Gibson, p. 265) | Lecture | PLO 4 | CLO 5 | Comprehension |
| 25 | Analysis of Inventories cont... Adjustments from LIFO to FIFO Financial ratio: LIFO Versus FIFO Chapter # 6 (Sondhi) Chapter # 7 (Gibson, p. 265) | Lecture | PLO 4 | CLO 5 | Comprehension |
| 26 | Analysis of Inventories cont... | Lecture | PLO 4 | CLO | Comprehension |

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|-----------|--|---------|--|-------|-------|---------------|
| | Adjustments from LIFO to FIFO | | | | 5 | |
| | Financial ratio: LIFO Versus FIFO | | | | | |
| | Chapter # 6 (Sondhi) Chapter # 7 (Gibson, p. 265) | | | | | |
| 27 | Financial Planning and Forecasting Introduction to basic financial planning models | | | | | |
| | A simple financial planning model | Lecture | | PLO 4 | CLO 6 | Comprehension |
| | The Percentage of sales approach | | | | | |
| | Chapter # 4 (Ross/Westerfield/Jordan) Chapter # 18 (Brealey/Myers/Marcus) | | | | | |
| 28 | Financial Planning and Forecasting..... Additional/External fund needed | | | | | |
| | Additional/External financing and growth | Lecture | | PLO 4 | CLO 6 | Comprehension |
| | Chapter # 4 (Ross/Westerfield/Jordan) Chapter # 18 (Brealey/Myers/Marcus) | | | | | |
| 29 | Presentations | | | PLO 4 | CLO 2 | Creation |
| 30 | Presentations | | | PLO 4 | CLO 2 | Creation |

Semester – VII

| CODE | COURSE | CREDITS |
|-----------------|--|----------------|
| FIN-446 | Investment & Portfolio Management | 3 |
| SSC-401 | Foreign Language (Chinese) | 3 |
| ACC-446 | International Financial Reporting Standards | 3 |
| LAW-481 | Elective-I Global Taxation (Morning) | 3 |
| ACCT-475 | Elective-II Accounting & Financial Information System (Mor/Aft) | 3 |
| FIN-465 | Equity Evaluation (Aft) | 3 |

Course Title: Chinese Language

Course Code: SSC 401

Credit Hours: 3+0

Course Instructor: Naghman Ahmad

Mode of Contact:

You can contact your course instructor in the following ways:

Email: ngahmad@numl.edu.pk

Meeting: By appointment via e-mail

PREREQUISITES: none

Textbook:

New Practical Chinese Reader Volume I, Beijing Language and Culture Press, by Liu Xun

Reference Material:

The instructor may provide additional cases, handouts, self-assessment quizzes and exercises, as considered necessary.

COURSE DESCRIPTION / OBJECTIVES:

Chinese Language Course aims at acquisition of the usual basic language skills of reading, writing, speaking Chinese language at beginner level. Not only has it will nourish students ability to understand basic grammar but will also let students learn Chinese characters in order to be able to communicate effectively in real Chinese situations.

Course Learning Outcomes: After successful completion of this course, students will be able to:

- Acquire basic knowledge of Chinese language phonetics.
- Read Chinese pinyin and write very basic Chinese Characters
- Understand strokes of Chinese Characters' and write Chinese characters
- Some basic level Chinese language expressions and communication skills. Understand Chinese culture

ASSESSMENT INSTRUMENT WITH WEIGHTS:

| SNR | ITEMS | MARKS |
|-----|-------------------------------|-----------|
| 1 | Mid Term Exam | 30 |
| 2 | End Term Exam | 50 |
| 3 | Internal Evaluation Breakdown | |
| | Quiz(s) | 5 |
| | Assignments(s) | 5 |
| | Class Participation | |
| | Présentations | |
| | Case Discussion | |
| | Lab Work/Practical Project | |
| | Any Other | 10 |
| | Total | 20 |
| | GRAND TOTAL | 100 |

COURSE CONTENTS:

| Lecture | Scheduled Topic | Learning Activity | Assessment Activity | PLO | CLO | Thinking Level |
|---------|-----------------|-------------------|---------------------|-----|-----|----------------|
|---------|-----------------|-------------------|---------------------|-----|-----|----------------|

| | | | | | | |
|-----------|---|---------|------------------------|-------|-------|---------------|
| 01 | Introduction to Chinese Language Course Outline& Assessment Criteria | Lecture | | PLO 1 | CLO 1 | Knowledge |
| 02 | Phonetics & Syllables Practice of Pinyin Chart | Lecture | | PLO 1 | CLO 1 | Knowledge |
| 03 | Chapter 1: Nǐ hǎo 你好。 Hello! Text, New Words Grammar: Word order in Chinese. | Lecture | | PLO 1 | CLO 1 | Knowledge |
| 04 | Text and Dialogues Exercise of 1 st Chapter | Lecture | | PLO 2 | CLO 2 | Comprehension |
| 05 | Chapter 1: Nǐ hǎo 你好。 Hello! Text, New Words Notes on important sentences | Lecture | Assignment 1 Quiz 1 | PLO 2 | CLO 2 | Comprehension |
| 06 | Chapter 2: Nǐ máng ma? 你忙吗? Are you busy? Text , New Words Notes on important sentences | Lecture | | PLO 1 | CLO 1 | Comprehension |
| 07 | Make question answers from chapter 1 and 2 | Lecture | Assignment 2 | PLO 2 | CLO 3 | Comprehension |
| 08 | Pronunciation Drills Grammar : 1. Sentence with an adjectival Phrase 2. "Yes-No" questions with "吗". Exercise of Chapter 2. | Lecture | | PLO 1 | CLO 1 | Knowledge |
| 09 | Revision of first 2 Chapters 复习第一和第二课 | Lecture | | PLO 2 | CLO | Comprehension |

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|-----------|--|---------|--------|-------|-------|---------------|
| | | | | | 2 | |
| 10 | Syllables, Initials, Finals, Tones Basic sentence structure | Lecture | | PLO 2 | CLO 3 | Comprehension |
| 11 | Chapter 3: Tā shì nǎ guó rén? 她是哪国人? What is her nationality? Text , New Words Notes Practice of Third tone Sandhi | Lecture | | PLO 2 | CLO 2 | Comprehension |
| 12 | Grammar Tone Sandhi of “不”。 Exercise of Chapter 3 | Lecture | | PLO 1 | CLO 1 | Comprehension |
| 13 | Chapter 4: Rènshí nǐ hěn gāoxìng 认识你很高兴 。 I am Glad to meet you. Text, New Words. | Lecture | | PLO 2 | CLO 3 | Knowledge |
| 14 | Lesson no 3 new words, dialogues and text | Lecture | Quiz 2 | PLO 1 | CLO 1 | Knowledge |
| 15 | Conversation practice Grammar 1. Sentences with “是” Translation practice from exercise. | Lecture | | PLO 1 | CLO 3 | Comprehension |
| 16 | Revision of first 4 Chapters 复习第一到第四课 | Lecture | | PLO | CLO 1 | Comprehension |
| 17 | Chapter 5: Cāntīng nǎr? 餐厅哪儿? Where is Dining Hall? | Lecture | | PLO 1 | CLO 2 | Comprehension |

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|--------------|--|---------|--------------|-------|-------|---------------|
| | Text, New Words, Notes | | | | | |
| 18 | Comprehensive practice. Questions with an interrogative pronoun | Lecture | | PLO 1 | CLO 1 | Knowledge |
| 19 | Chapter No.6: Wǒmen qù yóuyǒng, hǎo ma? 我们去游泳, 好吗? Shall we go swimming? New Words, Text 1 Notes | Lecture | | PLO 1 | CLO 5 | Creation |
| 20 | Chapter No.6: Wǒmen qù yóuyǒng, hǎo ma? 我们去游泳, 好吗? Shall we go swimming? New words, Text 2 | Lecture | | PLO 1 | CLO 1 | Knowledge |
| 21 | Make 15 to 20 Sentences with “是” | Lecture | Assignment 3 | PLO 2 | CLO 2 | Comprehension |
| 22 | Revision of Chapters 5 & 6 复习第五和第六课 | Lecture | | PLO 2 | CLO 2 | Comprehension |
| 23 | Chapter 7: Nǐ rèn shì bù rèn shí tā? Do you know him? New words, Texts, Notes | Lecture | | PLO 2 | CLO 3 | Creation |
| 24-25 | <ul style="list-style-type: none"> ○ Drills and practice ○ Grammar ○ V/A -not- V/A questions ○ Abbreviated sentences with “呢” The position of “也” and “都” in sentence. | Lecture | | PLO 2 | CLO 2 | Knowledge |
| 26-27 | Introduce yourself in Chinese (zi wo jieshao) | Lecture | Presentation | PLO 2 | CLO 5 | Creation |

28 Revision/ case/ discussion/ exercise

Discussion

PLO 1

CLO
5

Creation

Course Title: Investment & Portfolio Management**Course Code: FIN-446****Credit Hours: 3****Course Instructor:****Mode of Contact:**

You can contact your module instructor in the following ways:

Email:

Meeting: By appointment via e-mail

Prerequisites:

As an advanced accounting and finance course, the student must have an understanding of Principles of Accounting, Financial Accounting, Cost Accounting, Managerial Accounting, and Financial Management.

Textbook / Reference Books:

- "Investment Analysis and Portfolio Management" by Frank K. Reilly and Keith C. Brown (10th or latter edition)
- "Investments Analysis and Management" by Charles P. Jones
- "Investments" by BodieZvi, Kane Alex, and Marcus Alan

Course Description:

This course is intended to introduce the concepts and tools of security analysis and portfolio management. The course content covers market structure and trade execution, client characteristics and their effect on portfolio construction, the asset allocation decisions, the security allocation decisions by considering the risk and return, market efficiency and trading strategies. Major topics include estimation of capital market parameters, trade-off between risk and return, optimal portfolio selection, equilibrium asset pricing models, and delegated portfolio management. The course material is tilted heavily towards equity markets. In addition, selected topics related to portfolio risk management and portfolio performance evaluation will be discussed.

Course Objectives

This course aims to provide students with understanding about:

- CLO 1. The basic concepts of investment and portfolio management

- CLO 2. To study theory and empirical evidence relevant for portfolio management.
- CLO 3. To understand how an investment professional would allocate funds in a hypothetical portfolio.
- CLO 4. The development of techniques that should be part of the tool kit of those interested in becoming professional investors and/or researchers in finance.

Teaching Learning Objectives

On completion of this course students should:

- TLO1. Have an understanding of the nature of an investment, the characteristics of financial assets, the investment environment and its impact on the economy
- TLO2. . Be able to describe the investment management process and understand the role of objectives and strategy in the portfolio construction process
- TLO 3. Be familiar with the concepts of modern portfolio theory and have an intuitive understanding of asset pricing models
- TLO 4. Have an understanding of the influence of macroeconomic and microeconomic factors on securities markets and the pricing of financial assets
- TLO 5. Be able to display competence in the use of various methods of fundamental analysis to value shares
- TLO 6. Understand various approaches used in portfolio management
- TLO 7. Understand the issues associated with the evaluation of portfolio performance and apply various performance evaluation techniques.

Teaching Methodology

Lectures, applied assignments from the market data, and discussions and presentations are planned as class activities. All students are advised to participate in said activities, failing which students will suffer in respect of learning and grades. Consistent with the course objectives, lectures will address learning objectives associated with weekly topics (as outlined in the weekly schedule), including basic principles and working examples. While lectures will closely parallel material contained in assigned readings, they are not substitutes. In particular, the lectures will clarify, expand and where necessary, update the material contained in assigned readings. In addition to lectures, the following learning activities will remain the focus of students' attention.

ASSESSMENT INSTRUMENT WITH WEIGHTS:

| SNR | ITEMS | MARKS | |
|-----|-------------------------------|-------|-----|
| 1 | Mid Term Exam | 30 | |
| 2 | End Term Exam | 50 | |
| 3 | Internal Evaluation Breakdown | | |
| | Quiz(s) | | |
| | Assignments(s) | | |
| | Class Participation | | |
| | Presentations | | |
| | Case Discussion | | |
| | Lab Work/Practical Project | | |
| | Any Other | | |
| | Total | 20 | 20 |
| | GRAND TOTAL | | 100 |

Module Contents

| Lecture | Scheduled Topic | Learning Activity | Assessment Activity | PLO ¹⁹ | CLO | Thinking Level |
|----------------------------------|--|-------------------|---------------------|-------------------|-------|----------------|
| 01 The Investment Setting | <ul style="list-style-type: none"> ■ Relationship between Risk and Return ■ Revisions of Finance basics ■ What is an investment | Lecture | | PLO 8 | CLO 2 | Comprehension |
| 02 The Investment Setting | | Lecture | | PLO 8 | CLO | Comprehension |

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|---|---------|------------------------|-------|-------|---------------|
| <ul style="list-style-type: none"> ■ Investments: background and issues ■ Measuring risk and return | | | | 2 | |
| 03 The Investment Setting <ul style="list-style-type: none"> ■ Measures of historical/expected rates of return ■ Risk measures for historical/expected returns <ul style="list-style-type: none"> ▶ Determinants of required rates of return | Lecture | | PLO 8 | CLO 2 | Comprehension |
| 04 The Investment Setting <ul style="list-style-type: none"> ■ Determinants of required rates of return ■ Nominal and real risk-free rate | Lecture | | PLO 8 | CLO 2 | Comprehension |
| 05 The Investment Setting <ul style="list-style-type: none"> ■ Risk premium ■ Risk Premium and portfolio theory ■ Relationship between Risk and Return | Lecture | | PLO 8 | CLO 2 | Comprehension |
| 06 The Asset Allocation Decisions <ul style="list-style-type: none"> ■ SML line ■ Changes in the SML line ■ Individual Investor Lifecycle | Lecture | Assignment 1 Quiz 1 | PLO 8 | CLO 2 | Comprehension |
| 07 The Asset Allocation Decisions <ul style="list-style-type: none"> ■ The Portfolio Management Process ■ The need for Policy Statement | Lecture | | PLO 8 | CLO 2 | Comprehension |
| 08 The Asset Allocation Decisions <ul style="list-style-type: none"> ■ Input to the Policy Statement The importance of asset allocation ■ Objectives and Constraints of Institutional Investors | Lecture | | PLO 8 | CLO 2 | Evaluation |
| 09 Setting investment in a Global Market <ul style="list-style-type: none"> ■ The case for global investments | Lecture | | PLO 8 | CLO 2 | Evaluation |

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|--|---------|------------------------|-------|-------|------------|
| <ul style="list-style-type: none"> ■ Global Investment Choices ■ Fixed-Income Investments ■ Equity Investments | | | | | |
| 10 ■ Special Equity instruments <ul style="list-style-type: none"> ■ Options ■ Futures Contracts | Lecture | | PLO 8 | CLO 2 | Evaluation |
| 11 Special Equity instruments <ul style="list-style-type: none"> ■ Historical Risk and Return on Alternative Investments | Lecture | | PLO 8 | CLO 2 | Knowledge |
| 12 Organization and Functioning of Securities Markets <ul style="list-style-type: none"> ■ What is Market? ■ Types of Markets ■ Money Vs Capital Markets ■ Primary Vs Capital Markets ■ Debt Vs Equity Markets ■ Regional exchanges and the over-the-counter market | Lecture | Assignment 2 Quiz 2 | PLO 8 | CLO 2 | Knowledge |
| 13 Organization and Functioning of Securities Markets <ul style="list-style-type: none"> ■ Detailed Analysis of Exchange Markets ■ How Securities are traded ■ Types of Orders ■ Changes in the Securities Markets | Lecture | | PLO 8 | CLO 3 | Knowledge |
| 14 Security Market Indicator Series <ul style="list-style-type: none"> ■ Uses of Security Market Indexes ■ Differentiating Factors in Constructing Market Indexes ■ Stock Market Indicator Series | Lecture | | PLO 8 | CLO 3 | Knowledge |

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|---|--|---------|-------------------|---------------|
| 15 Security Market Indicator Series | <ul style="list-style-type: none"> ■ Value-Weighted Series ■ Price-Weighted Series ■ Un-weighted or Equal-Weighted Series | Lecture | PLO 8 CLO 3 | Knowledge |
| 16 Security Market Indicator Series | <ul style="list-style-type: none"> ■ Annual security risk-returns and correlations ■ Comparison of Indexes Over Time | Lecture | PLO 8 CLO 3 | Comprehension |
| 17 Efficient Capital Markets | <ul style="list-style-type: none"> ■ Why should capital markets be efficient? ■ Alternative efficient market hypotheses ■ Implications of efficient capital markets | Lecture | PLO 8 CLO 3 | Comprehension |
| 18 Efficient Capital Markets | <ul style="list-style-type: none"> ■ Tests and results of efficient market hypotheses ■ Weak form hypothesis: Tests and results ■ Semi-strong form hypothesis: Tests and results ■ Strong form hypothesis: Tests and results | Lecture | PLO 8 CLO 3 | Comprehension |
| 19 An Introduction to Portfolio Management | <ul style="list-style-type: none"> ■ Background assumptions ■ Markowitz portfolio theory | Lecture | PLO 8 CLO 3 | Comprehension |
| 20 An Introduction to Portfolio Management | <ul style="list-style-type: none"> ■ Risk and return of a portfolio ■ Measuring risk and return ■ Expected return for individual investment | Lecture | PLO 8 CLO 3 | Comprehension |
| 21 An Introduction to Portfolio Management | | Lecture | PLO 8 CLO | Comprehension |

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|---|---------|-------|----------|---------------|
| <ul style="list-style-type: none"> ■ Expected return for a portfolio ■ Variance and standard deviation of return for an individual investment | | | 3 | |
| 22 An Introduction to Portfolio Management <ul style="list-style-type: none"> ■ Variance and standard deviation of return for a portfolio ■ More than two assets portfolio and estimation issues | Lecture | PLO 8 | CLO 3 | Comprehension |
| 23 An Introduction to Portfolio Management <ul style="list-style-type: none"> ■ The efficient frontier ■ The efficient frontier and investor utility | Lecture | PLO 8 | CLO 3 | Comprehension |
| 24 An Introduction to Asset Pricing Model <ul style="list-style-type: none"> ■ Capital market theory: An overview ■ Risk-free asset | Lecture | PLO 8 | CLO 3 | Comprehension |
| 25 An Introduction to Asset Pricing Model <ul style="list-style-type: none"> ■ Market portfolio ■ The Capital Asset Pricing Model: Expected return and risk | Lecture | PLO 8 | CLO 3 | Comprehension |
| 26 An Introduction to Asset Pricing Model <ul style="list-style-type: none"> ■ Relaxing the assumptions | Lecture | PLO 8 | CLO 3 | Comprehension |
| 27 An Introduction to Asset Pricing Model <ul style="list-style-type: none"> ■ Differentiating borrowing and lending rate | Lecture | PLO 8 | CLO 3 | Comprehension |

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|---|---------|-------|----------|---------------|
| 28 An Introduction to Asset Pricing Model <ul style="list-style-type: none"> ■ Transaction costs ■ Heterogeneous expectations and planning periods Taxes | Lecture | PLO 8 | CLO 3 | Comprehension |
| 29 Multifactor models of risk & Return <ul style="list-style-type: none"> ■ The market portfolio: theory versus practice | Lecture | PLO 8 | CLO 3 | Comprehension |
| 30 Multifactor models of risk & Return <ul style="list-style-type: none"> ■ Arbitrage Pricing theory | Lecture | PLO 8 | CLO 3 | Comprehension |
| 31 Multifactor models of risk & Return <ul style="list-style-type: none"> ■ Practical application of APT ■ Assumptions and using APT | Lecture | PLO 8 | CLO 3 | Comprehension |
| 32 Multifactor models of risk & Return <ul style="list-style-type: none"> ■ Comparison of different theories of Risk and return ■ Practical implication of theories | Lecture | PLO 8 | CLO 3 | Comprehension |

Note: The course is planned for 30 students. In case of less or more than 30 students course plan will be changed by the instructor.

The students who earn the BSAF degree will be able to (PLOs):

- i. Understand the key concepts of accounting and finance.
- ii. Describe the financial information standards, finance theories and practices of accounting and finance.
- iii. Enhance the cognitive ability to use the techniques and technologies novel in the field of accounting and finance.
- iv. Develop the analytical and critical skills to evaluate and solve the problems of accounting and finance.
- v. Plan, construct and design the decision making aspects of the accounting and finance problems encountered locally as well as globally.
- vi. Appraise measure and interpret the accounting inferential information based on the right concepts.
- vii. Apply the ethical traits inculcated to become socially responsible accounting and finance professionals.
- viii. Foster the interpersonal skills and the teamwork attributes.

Course Title: International Financial Reporting Standards (IFRS)

Course Code: ACC-446

Credit Hours: 3+0

Course Instructor: Asad Yaqub

Mode of Contact"

You can contact your course instructor in the following ways:

Email: asad.yaqoob@numl.edu.pk

Meeting: By appointment via e-mail

PREREQUISITES: You must have an understanding of Financial Accounting

Textbook:

- Financial Accounting - Study Text from ACCA by Kaplan Publisher
- Financial Reporting – Study Text from ACCA by Kaplan Publisher

Reference Material:

- Intermediate Accounting, Donald E. Kieso / Jerry J. Weygandt / Terry D. Warfield, John Willey & Sons, Latest Edition
- Financial Accounting and Reporting II, The Institute of Chartered Accountants of Pakistan (ICAP) Text Publication.

Course Description: International Financial Reporting Standard course is an advance course for advance financial accounting and it is designed to provide students with financial reporting skills that are applicable in an international professional environment. This course is designed to enable students to fulfill the supply of professional accountants in the market. This subject is based on the International Financial Reporting Standards (IFRSs) which are issued by the International Accounting Standards Board (IASB) and many international jurisdictions have adopted or are progressively

adopting the IFRSs. The course then concentrates in depth on recording, processing, and reporting business transactions and events finally students will be requiring the preparation of simple consolidated financial statements from the individual financial statements of group incorporated entities.

Course Objectives and Learning Outcomes: Members of the accounting profession who provide assurance services for financial reports also require a good understanding of the IFRSs thus this course will enable students to draft financial statements in accordance with International Accounting Standards (IASs) which are required for preparation and presentation of financial outcomes of the entity. Moreover, the students are expected to use knowledge and understanding of more advanced financial accounting, for preparing and interpreting financial statements in the context of practice. Topics include fair value, revenue, provisions and contingencies, income tax, non-current assets, intangible assets and goodwill, leases, employee benefits and financial reporting for single and group, and accounting for financial instruments. Students will be equipped with tools to guide ethical decision making in a professional context.

The course objectives are to:

- Evaluate the uses of the international regulatory framework, including international standards of accounting and auditing and comparative accounting systems and analysis in financial reporting
- Account for transactions in accordance with International IFRS Standards
- Learn about the standard disclosures and presentations
- Prepare group financial statements, in accordance with the requirements of the Companies Act, 2017, International Financial Reporting Standards (IFRS), International Accounting Standards (IAS) and IFAC Guidelines.
- Understand how associates and joint ventures are shown in the group accounts get acquainted with complex groups and business combinations with sub-subsidiaries and their accounting treatment in the group accounts.
- Understand the reporting requirements for listed and unlisted public limited companies
- Analyze and interpret the financial reports of listed and unlisted public limited companies and financial institutions.

ASSESSMENT INSTRUMENT WITH WEIGHTS:

| SNR | ITEMS | MARKS |
|-----|---------------|-------|
| 1 | Mid Term Exam | 30 |

| | | | |
|---|-------------------------------|----|-----|
| 2 | End Term Exam | | 50 |
| 3 | Internal Evaluation Breakdown | | |
| | Quiz(s) | | |
| | Assignments(s) | | |
| | Class Participation | | |
| | Présentations | | |
| | Case Discussion | | |
| | Lab Work/Practical Project | | |
| | Any Other | | |
| | Total | 20 | 20 |
| | GRAND TOTAL | | 100 |

COURSE CONTENTS:

| Lecture | Scheduled Topic | Learning Activity | Assessment Activity | PLO | CLO | Thinking Level |
|---------|--|-------------------|---------------------|-------|-------|----------------|
| 01 | Conceptual Framework For Financial Reporting <ul style="list-style-type: none"> ■ <u>Introduction to Financial Reporting, Financial Reporting Function, Financial Statements.</u> ■ <u>Introduction to Published Financial Statements as per IAS/IFRS. Accounting standards and</u> | Lecture | | PLO 2 | CLO 1 | Comprehension |
| 02 | <ul style="list-style-type: none"> ■ <u>Explain and compare the different measures methods including historical cost, fair value/current value, net</u> | Lecture | | PLO 2 | CLO 1 | Comprehension |

realizable value (NRV) and present value (PV) of future cash flows.

■ **Describe the advantages and disadvantages of each of measurement methods.**

■ **Describe the concepts of financial and physical capital maintenance.**

03 IAS23- Borrowings

■ Describe the Borrowings as per IAS 23. Lecture
■ Accounting treatment of non-current assets as per IAS 23.

PLO 2 CLO 2 Comprehension

04 IAS20- Government Grants

■ Measurement and recognition issues relating to Governments grants as per IAS 20. Lecture

PLO 2 CLO 2 Comprehension

05 ■ Practice questions for IAS 23 and IAS 20 Lecture

PLO 2 CLO 2 Comprehension

06 IAS 41: Agriculture

■ Define key terms in relation to agriculture per IAS 41. Lecture
■ Apply the principles of IAS 41 with regard to the valuation of agriculture items.

Quiz 1

PLO 2 CLO 2 Comprehension

07 ■ Practice questions for IAS 41 Lecture

PLO 2 CLO 2 Comprehension

08 IAS 8: Accounting Policies, Changes in Account Estimates and Errors

■ Describe how IAS 8 applies the principle of comparability where an entity changes its accounting policies. Lecture

PLO 2 CLO 2 Comprehension

| | | | | | | |
|-----------|--|---------|---------------------------|--|-----------------|---------------|
| | <ul style="list-style-type: none"> Recognize and account for a prior period adjustment | | | | | |
| 09 | <ul style="list-style-type: none"> Practice questions for IAS 8 | Lecture | | | PLO 2 CLO 2 | Comprehension |
| 10 | IFRS 5: Non-Current Assets Held for Sale and Discontinued Operations <ul style="list-style-type: none"> Explain the importance of identifying and reporting the results of continuing and discontinued operations. Define non-current assets held for sale. Account for non-current assets held for sale | Lecture | Assignment 1 | | PLO 2 CLO 2 | Comprehension |
| 11 | <ul style="list-style-type: none"> Define discontinued operations. Account for discontinued operations. Identify circumstances where separate disclosure of material items of income and expense is required. | Lecture | | | PLO 2 CLO 2 | Comprehension |
| 12 | <ul style="list-style-type: none"> Practice questions for NCA held for sale and Discontinued operations | Lecture | | | PLO 2 CLO2 | Comprehension |
| 13 | IAS 33: Earnings Per Share <ul style="list-style-type: none"> Earnings Per Share: Scope, Objectives, and Implications Share issuance, Re-Issuance, Stock Options, Stock Splits | Lecture | Assignment 2 Quiz 2 | | PLO 2 CLO 2 & 6 | Comprehension |
| 14 | <ul style="list-style-type: none"> Calculating the diluted EPS in accordance with IAS 33 | Lecture | | | PLO 2 CLO 2 & 6 | Comprehension |
| 15 | IFRS 9: Financial Instruments | Lecture | | | PLO 2 CLO 2 | Comprehension |

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- Introduction to Financial assets and financial liabilities.
 - Define financial instruments in terms of financial assets and financial liabilities.
 - Distinguish between the categories of financial instruments
-

16 IAS 32: Financial Instruments presentation

- Indicate for the categories of financial instruments how they should be measured and how any gains and losses from subsequent measurement should be treated in the financial statements.
- Explain how fair value through profit or loss financial instruments should be measured and how any gains/losses from subsequent measurement should be treated in the financial statements

Lecture

PLO 2 CLO 3 Comprehension

17 IFRS 7: Financial Instruments Disclosures

- Distinguish between debt and equity capital.
- Account for the issue of redeemable preference shares and payment of preference share dividends
- Account for the issue of debt instruments with no conversion rights and the payment of interest.
- Account for compound instruments.
- Account for the de recognition of financial

Lecture

PLO 2 CLO 3 Comprehension

| | | | | | | |
|-----------|---|---|---------|-----------------|-------------|---------------|
| | | instruments, including issues surrounding factoring. | | | | |
| 18 | ■ | Practise questions related to Financial Instruments | Lecture | | PLO 2 CLO 3 | Comprehension |
| 19 | | IFRS 15: Revenue from contracts | | | | |
| | ■ | Scope and objectives, accounting requirements for revenue, the five-step model framework, recognition of revenue, contract cost, implementation guidance. | Lecture | | PLO 2 CLO 2 | Comprehension |
| 20 | ■ | Presentation of revenue from contracts in financial statements, impairment related to contracts, disclosures. | Lecture | Assignment 3 | PLO 2 CLO 3 | Comprehension |
| 21 | | IAS 21: The effects of changes in Foreign Exchange Rate | | | | |
| | ■ | Define presentation and functional currencies. | Lecture | | PLO 2 CLO 2 | Comprehension |
| | ■ | Record transactions related to a foreign currency in Accordance with IAS 21. | | | | |
| 22 | ■ | Practice questions related to IAS 21 | Lecture | | PLO 2 CLO 2 | Comprehension |
| 23 | | IFRS 10: Consolidated Financial Statements | | | | |
| | ■ | The concept of a group of companies, parent and the subsidiary company, control model, wholly owned and partially owned subsidiaries. | Lecture | | PLO 2 CLO 4 | Comprehension |

| | | | | | | |
|----|--|---------|--------|-------|-------|---------------|
| 24 | <ul style="list-style-type: none"> ■ Circumstances in which an entity is required to prepare and present consolidated financial statements. ■ Purpose and nature of consolidated FS, requirements to prepare consolidated accounts, group as a single economic entity. | Lecture | Quiz 3 | PLO 2 | CLO 4 | Comprehension |
| 25 | <ul style="list-style-type: none"> ■ Prepare a consolidated statement of financial position for a group ■ Calculation on consolidated retained earnings, pre-acquisition and post-acquisition profits other reserves, adjustment for acquisition-related costs, intangible assets and fair value adjustments. | Lecture | | PLO 2 | CLO 4 | Comprehension |
| 26 | <ul style="list-style-type: none"> ■ Prepare a consolidated statement of profit or loss for a simple group and a non-controlling interest. ■ Account for the effects of intra-group trading in the statement of profit or loss; prepare a consolidated statement of profit or loss for a simple group with an acquisition in the period and non-controlling interest, account for impairment of goodwill, prepare a consolidated statement of profit or loss | Lecture | | PLO 2 | CLO 4 | Comprehension |

and other comprehensive income.

27 IAS 28 Investments in Associates and Joint Ven

- Explain the principles and reasoning for the use of equity accounting.
- Prepare a consolidated statement of financial position to include a single subsidiary and an associate. Prepare a consolidated statement of profit or loss to include a single subsidiary and an associate.

Lecture

PLO 2 CLO 5 Comprehension

28 Interpretation of financial statements

- Analyze and interpret ratios to give an assessment of an entity's performance and financial position in comparison with another similar entity for the same period.
- Analyze and interpret ratios to give an assessment of an entity's performance and financial position in comparison with industry average ratios.
- Interpret an entity's financial statements to give advice from the perspective of different stakeholders

Lecture

PLO 6 CLO 7 Comprehension

Course Title: Equity Evaluation

Course Code: FIN-465

Credit Hours: 3

Course Instructor:

Mode of Contact:

You can contact your course instructor in the following ways:

Email: sasaeed@numl.edu.pk

Meeting: By appointment via e-mail

Prerequisites: This course is designed for the specialization of BS finance students. The course Introduction to business finance is prerequisite of this course.

Textbook / Reference Books:

- Pinto, Henry, Robinson and Stowe, **Equity Asset Valuation**, 2nd Edition, John Wiley & Sons, 2010.
- Damodaran, Aswath' **Investment Valuation: Tools and techniques for determining the value of any asset** 2nd edition, 2002, John Wiley & Sons.
- Lundholm, R. and R.Sloan. 2007. **Equity Valuation and Analysis**. 2nd Edition.

Course Description

The course aims to prepare students to analyse the financial performance of firms, to assess their prospects and to estimate their valuation. The course is structured primarily from the point of view of investors and analysts, rather than from a company perspective. The course enable the participants to

analyse the financial performance of corporations from around the world, and to show the links between accounting statements, valuation methods and investment analysis. Participants will be comfortable reading financial statements, calculating and understanding accounting ratios, extracting accounting information to make forecasts and valuations. Participants will also gain an understanding of the limitations of financial statements and methods for evaluating the quality of these statements.

Course Learning Objectives

This course aims to provide students with understanding about:

- CLO 23. The basic concepts of Equity Valuation
- CLO 24. Equity valuation process
- CLO 25. Models of Equity valuation
- CLO 26. Equity valuation of organizations
- CLO 27. Valuation of other assets
- CLO 28. Techniques of risk in equity valuation
- CLO 29. Technical valuation

Teaching Learning Objectives:

On completion of this course students should be able:

- TLO 23. To understand various concepts of Equity valuation.
- TLO 24. To understand the process of Equity valuation.

TLO 25. To know about the models used for equity valuation.

TLO 26. To do valuation of different organizations.

TLO 27. To know the valuation of other assets.

TLO 28. To apprehend techniques of risk in equity valuation.

TLO 29. To have a basic idea of technical valuation

Teaching methodology

Lectures, discussions and presentations are planned as class activities. All students are advised to participate in said activities, failing which students will suffer in respect of learning and grades. Consistent with the course objectives, lectures will address learning objectives associated with weekly topics (as outlined in the weekly schedule), including basic principles and working examples. While lectures will closely parallel material contained in assigned readings, they are not substitutes. In particular, the lectures will clarify, expand and where necessary, update the material contained in assigned readings. In addition to lectures, the following learning activities will remain the focus of students' attention.

Assessment Instruments with Weights

| | |
|----------------------------------|-----|
| Assignment----- ----- | 10% |
| Quiz/ presentation----- ----- | 10% |

| | |
|-------------------------------------|-----------------|
| Mid Term Examination ----- ----- | 30% |
| Final Examination ----- ----- | 50% |
| TOTAL ----- ----- | 100 % |

Course Contents

| Lecture | Scheduled Topic | Learning Activity | Assessment Activity | PLO ²⁰ | CLO | Thinking Level |
|-----------|--|-------------------|---------------------|-------------------|-------|----------------|
| 01 | <ul style="list-style-type: none"> ■ Introduction of equity valuation ■ Basic course outline, concepts. Importance of this course ■ Usefulness of this course | Lecture | | PLO 1 | CLO 1 | Comprehension |
| 02 | <ul style="list-style-type: none"> ■ Equity valuation principles and processes ■ What is value ■ Valuation process ■ Forecasting Company's performance ■ Analysis of Financial Reports | Lecture | | PLO 1 | CLO 2 | Comprehension |
| 03 | <ul style="list-style-type: none"> ■ Equity valuation principles and processes | Lecture | Assignment 1 | PLO 2 | CLO | Comprehension |

| | | | | | | |
|----|---|---------|--------------|-------|-------|-------------------|
| | <ul style="list-style-type: none"> ■ Forecasting Approaches ■ Absolute Valuation Method ■ Relative Valuation Method | | | | 2 | |
| 04 | <ul style="list-style-type: none"> ■ Return Concepts ■ Holding period return ■ Realized and expected return ■ Required return ■ Expected return estimation based upon intrinsic value | Lecture | | PLO 2 | CLO 2 | Comprehension |
| 05 | <ul style="list-style-type: none"> ■ Return concepts ■ Discount rate ■ Internal rate of return ■ Equity risk premium | Lecture | | PLO 2 | CLO 2 | Comprehension |
| 06 | <ul style="list-style-type: none"> ■ Models for equity valuation ■ CAPM ■ Multifactor models ■ Build up methods for required return on equity | Lecture | Quiz 1 | PLO 3 | CLO 3 | Comprehension |
| 07 | <ul style="list-style-type: none"> ■ Models for equity Valuation ■ Present Value Models ■ Valuation based on present value of future cashflows ■ Free cash flow to firms ■ Free cash flow to equity | Lecture | | PLO 3 | CLO 3 | Analyze& evaluate |
| 08 | <ul style="list-style-type: none"> ■ Models for Equity Valuation ■ Residual income model ■ Present value of FCFF ■ Present value of FCFE | Lecture | | PLO 3 | CLO 3 | Analyze& evaluate |
| 09 | <ul style="list-style-type: none"> ■ Market Models for Equity valuation ■ Price to earning | Lecture | Assignment 2 | PLO 3 | CLO 3 | Analyze& evaluate |

| | | | | | | |
|----|---|---------|--------|-------|-------|-------------------|
| | <ul style="list-style-type: none"> ■ Price to book value | | | | | |
| 10 | <ul style="list-style-type: none"> ■ Market Models for Equity valuation ■ Price to sales ■ Price to cash flows ■ Price to dividend and dividend yield | Lecture | | PLO 3 | CLO 3 | Analyze& evaluate |
| 11 | <ul style="list-style-type: none"> ■ Market Models for Enterprise valuation ■ Enterprise value to EBITDA ■ Enterprise value to cash flow ■ Enterprise value to sales | Lecture | | PLO 3 | CLO 3 | Analyze& evaluate |
| 12 | <ul style="list-style-type: none"> ■ Private Company's Valuation ■ The scope of private company valuation ■ Reasons for performing value ■ Similarities and contrasts between private and public company | Lecture | Quiz 2 | PLO 4 | CLO 4 | Comprehension |
| 13 | <ul style="list-style-type: none"> ■ Private Company's Valuation ■ Private company valuation approaches ■ Earning approach method ■ Income approach methods | Lecture | | PLO 4 | CLO 4 | Analyze& evaluate |
| 14 | <ul style="list-style-type: none"> ■ Private Company's Valuation ■ Market based approach to private company ■ Asset based approach to private company valuations | Lecture | | PLO 4 | CLO 4 | Analyze& evaluate |
| 15 | <ul style="list-style-type: none"> ■ Valuation of Start-up firms ■ Information constraints ■ New paradigm or old principles: a life cycle perspective ■ Venture capital formation | Lecture | | PLO 4 | CLO 4 | Comprehension |
| 16 | <ul style="list-style-type: none"> ■ Valuation of Start-up firms ■ value drivers ■ incentives for managers ■ incentives for investors | Lecture | | PLO 4 | CLO 4 | Comprehension |

| | | | | | | |
|----|--|------------------------|--------------|-------|-------|-------------------|
| 17 | <ul style="list-style-type: none"> ■ Valuation of real estates ■ real vs financial assets ■ discounted cash flow valuations | Lecture | | PLO 4 | CLO 4 | Comprehension |
| 18 | <ul style="list-style-type: none"> ■ Valuation of real estates ■ Comparable or relative valuations ■ Valuing real estates businesses | Lecture | Assignment 3 | PLO 4 | CLO 4 | Comprehension |
| 19 | <ul style="list-style-type: none"> ■ Valuation of other assets ■ Cash flow producing assets ■ Non-cash flow producing assets | Lecture | | PLO 4 | CLO 5 | Analyze& evaluate |
| 20 | <ul style="list-style-type: none"> ■ Valuation of other assets ■ Assets with option characteristics ■ Questions, numericals and examples | Lecture | | PLO 4 | CLO 5 | Comprehension |
| 21 | <ul style="list-style-type: none"> ■ Valuation on Acquisition and turnover ■ Background of acquisitions ■ Empirical evidence of the valuation on takeovers | Lecture | | PLO 4 | CLO 5 | Comprehension |
| 22 | <ul style="list-style-type: none"> ■ Valuation on Acquisition and turn over ■ Research article (Valuation Methods in Case of Merges and Acquisitions: A Review XiangxiangHua , YueShaob , YunwenXuc) its APA reference is ■ Hu, X., Shao, Y., &Xu, Y. (2022, March). Valuation Methods in Case of Mergers and Acquisitions: A Review. In <i>2022 7th International Conference on Financial Innovation and Economic Development (ICFIED 2022)</i> (pp. 3006-3010). Atlantis Press. The online reference of article is ■ https://www.atlantis-press.com/article/125971862.pdf | Lecture & Presentation | | PLO 6 | CLO 5 | Analyze& evaluate |
| 23 | <ul style="list-style-type: none"> ■ Valuation of equity in distress firm ■ Equity in highly leveraged distress firms ■ Implications of viewing equity as an option | Lecture | | PLO 4 | CLO 5 | Comprehension |
| 24 | <ul style="list-style-type: none"> ■ Valuation of equity in distress firm | Lecture | Quiz 3 | PLO 4 | CLO | Comprehension |

| | | | | | | |
|-----------|---|---------|--|-------|-------|-------------------|
| | <ul style="list-style-type: none"> ■ Estimating the value of equity as an option ■ Consequences of decision making | | | | 5 | |
| 25 | <ul style="list-style-type: none"> ■ Risk in Valuation ■ Probabilistic approach ■ Scenario analysis | Lecture | | PLO 4 | CLO 6 | Analyze& evaluate |
| 26 | <ul style="list-style-type: none"> ■ Risk in Valuation ■ Decision tree approach ■ Risk assessment approach: an overall probabilistic approach | Lecture | | PLO 4 | CLO 6 | Analyze& evaluate |
| 27 | <ul style="list-style-type: none"> ■ Technical Valuation ■ Technical trading | Lecture | | PLO 7 | CLO 7 | Comprehension |
| 28 | <ul style="list-style-type: none"> ■ Technical Valuation ■ Other aspects of valuation and closing thoughts | | | PLO 7 | CLO 7 | Comprehension |

Note: The course is planned for 30 students. In case of less or more than 30 students course plan will be changed by the instructor.

Course Title: Accounting & Financial Information System**Course Code: ACCT-475****Credit Hours: 3****Course Instructor:****Mode of Contact:**

You can contact your course instructor in the following ways:

Email:

Meeting: By appointment via e-mail

Prerequisites: As an advanced accounting and finance course, the student must have an understanding of Principles of Accounting, Financial Accounting, Cost Accounting, Managerial Accounting, and Financial Management.

Textbook / Reference Books:

- QuickBooks 2016 – the missing manual by Bonnie Biafore (For QuickBooks Desktop version)
- QuickBooks 2021 For Dummies by Stephen L. Nelson
- Mastering QuickBooks 2022 by Crystalynn Shelton, 3rd Edition (For QuickBooks Online version)

Course Description:

This course is based on accounting software named QuickBooks which has been designed for extensive learning and application of accounting. This course is a practical application of accounting concepts by utilizing QuickBooks software. This course mainly covers creating and maintaining company accounting information, customers and vendors database, inventory management, and payroll information, in addition to processing the accounting cycle. The course also focuses on the generation of accounting and financial reports and their application to business decisions. The course is aimed to develop an understanding of basic accounting concepts for use in a computerized accounting environment by utilizing QuickBooks and MS Excel.

Course Objectives:

CO 1: To introduce QuickBooks for setting up a company and creating backup/restore files.

CO 2: To discuss the basic financial accounting tools related to chart of accounts, customers, vendors, inventory, employees, sales, purchases, payroll, etc.

CO 3: To discuss the management of invoicing, account receivables, expenses, and inventory.

CO 4: To introduce the role of financial reports in business decision making.

Course Learning Outcomes:

CLO 1: Identify the basic QuickBooks features; basic screens, windows, and other tools used in the software.

CLO 2: Set up the chart of accounts (COAs) and manage records of customer, vendors, inventory, employees, sales, purchases, payroll, etc.

CLO 3: Managing invoicing, account receivables, expenses, and inventory.

CLO 4: Produce and evaluate the financial reports and discuss its significance for decision-making.

ASSESSMENT INSTRUMENT WITH WEIGHTS:

| SNR | ITEMS | MARKS | |
|-----|-------------------------------|-------|-----|
| 1 | Mid Term Exam | 30 | |
| 2 | End Term Exam | 50 | |
| 3 | Internal Evaluation Breakdown | | |
| | Quiz(s) | | |
| | Assignments(s) | | |
| | Class Participation | | |
| | Presentations | | |
| | Case Discussion | | |
| | Lab Work/Practical Project | | |
| | Any Other | | |
| | Total | 20 | 20 |
| | GRAND TOTAL | | 100 |

COURSE CONTENTS:

| Lecture | Scheduled Topic | Learning Activity | Assessment Activity | PLO ²¹ | CLO | Thinking Level |
|---------|--|-------------------|------------------------|-------------------|-------|----------------|
| 01 | <ul style="list-style-type: none"> Revision of accounting concepts Introduction to softwares CHAPTER 1: Introduction to QuickBooks <ul style="list-style-type: none"> Creating a Company File, Opening QuickBooks, Choosing a Start Date | Lecture | | PLO 4 | CLO 1 | Knowledge |
| 02 | <ul style="list-style-type: none"> Opening an Existing Company File Modifying Company Info File backup and restore | Lecture | | PLO 4 | CLO 1 | Knowledge |
| 03 | CHAPTER 3: Setting Up a Chart of Accounts <ul style="list-style-type: none"> Acquiring a Chart of Accounts Planning the Chart of Accounts | Lecture | | PLO 4 | CLO 2 | Comprehension |
| 04 | <ul style="list-style-type: none"> Creating Accounts and Subaccounts Working with Accounts | Lecture | | PLO 4 | CLO 2 | Comprehension |
| 05 | CHAPTER 4: Setting Up Customers and Jobs <ul style="list-style-type: none"> Working with the Customer Center Creating Customers in QuickBooks | Lecture | | PLO 4 | CLO 2 | Knowledge |
| 06 | <ul style="list-style-type: none"> Creating Jobs in QuickBooks | Lecture | Assignment 1 Quiz 1 | PLO 4 | CLO 2 | Knowledge |
| 07 | CHAPTER 4: Setting Up Vendors <ul style="list-style-type: none"> Working with the Vendor Center Creating Vendors in QuickBooks | Lecture | | PLO 4 | CLO 2 | Knowledge |
| 08 | <ul style="list-style-type: none"> Working with Customers, Jobs, and Vendors | Lecture | | PLO 4 | CLO 2 | Knowledge |
| 09 | CHAPTER 5: Setting Up Items <ul style="list-style-type: none"> What Items Do When You Don't Need Items Should You Track Inventory with Items? Planning Your Items | Lecture | | PLO 4 | CLO 2 | Knowledge |
| 10 | <ul style="list-style-type: none"> Creating Items, Service Items, Product Items, Other Types of Items | Lecture | | PLO 4 | CLO 2 | Knowledge |

- Working with Items

| | | | | | | |
|-----------|---|---------|------------------------|-------|-------|---------------|
| 11 | CHAPTER 21: Working with Sales Tax | | | | | |
| | <ul style="list-style-type: none"> • Setting Up Sales Tax • Producing Reports of the Sales Tax You Owe • Paying Sales Tax | Lecture | | PLO 4 | CLO 2 | Knowledge |
| 12 | CHAPTER 15: Doing Payroll | | | | | |
| | <ul style="list-style-type: none"> • Getting Started with Payroll • Recording Transactions from a Payroll Service | Lecture | Assignment 2 Quiz 2 | PLO 4 | CLO 2 | Knowledge |
| 13 | CHAPTER 10: Invoicing | | | | | |
| | <ul style="list-style-type: none"> • Choosing the Right Type of Form • Sales Forms and Accounts • Creating Invoices | Lecture | | PLO 4 | CLO 3 | Knowledge |
| 14 | <ul style="list-style-type: none"> • Creating Batch Invoices, Invoicing for Billable Time and Costs | Lecture | | PLO 4 | CLO 3 | Knowledge |
| 15 | CHAPTER 10: Invoicing (Contd.) | | | | | |
| | <ul style="list-style-type: none"> • Estimating Jobs • Creating Progress Invoices • Handling Customer Refunds and Credits • Modifying Invoices | Lecture | | PLO 4 | CLO 3 | Knowledge |
| 16 | CHAPTER 13: Managing Accounts Receivable | | | | | |
| | <ul style="list-style-type: none"> • Receivables Aging • Receiving Payments for Invoiced Income • Applying Credits to Invoices When You Receive Payments | Lecture | | PLO 4 | CLO 3 | Comprehension |
| 17 | CHAPTER 13: Managing Accounts Receivable (Contd.) | | | | | |
| | <ul style="list-style-type: none"> • Discounting for Early Payment • Correcting Misapplied Customer Payments | Lecture | | PLO 4 | CLO 3 | Comprehension |
| 18 | <ul style="list-style-type: none"> • Applying Finance Charges, Cash Sales, Making Deposit | Lecture | | PLO 4 | CLO 3 | Comprehension |
| 19 | CHAPTER 9: Paying for Expenses | | | | | |
| | <ul style="list-style-type: none"> • When to Pay Expenses • Entering Bills • Recording a Deposit to a Vendor • Paying Your Bills | Lecture | Assignment 3 Quiz 3 | PLO 4 | CLO 3 | Knowledge |

| | | | | | |
|-----------|--|------------|-------|-------|---------------|
| 20 | <ul style="list-style-type: none"> • Writing Checks Without Entering Bills • Producing Checks • Paying Using Other Payment Methods | Lecture | PLO 4 | CLO 3 | Knowledge |
| 21 | CHAPTER 20: Managing Inventory | | | | |
| | <ul style="list-style-type: none"> • Setting Up Inventory Items • Purchasing Inventory • Selling Inventory • Running Inventory Reports | Lecture | PLO 4 | CLO 3 | Comprehension |
| 22 | <ul style="list-style-type: none"> • Working with the Inventory Center • Performing a Physical Inventory • Adjusting Inventory in QuickBooks | Lecture | PLO 4 | CLO 3 | Comprehension |
| 23 | CHAPTER 23: Tracking Finances with Reports and Graphs | | | | |
| | <ul style="list-style-type: none"> • Finding the Right Reports • Running Reports • Adding Comments to Reports | Lecture | PLO 7 | CLO 4 | Comprehension |
| 24 | <ul style="list-style-type: none"> • Printing and Saving Reports, Customizing Reports, Memorizing Reports | Lecture | PLO 7 | CLO 4 | Comprehension |
| 25 | <ul style="list-style-type: none"> • Processing accounting cycle using Excel | Lecture | PLO 4 | CLO 4 | Comprehension |
| 26 | <ul style="list-style-type: none"> • Producing financial statements using Excel | Lecture | PLO 7 | CLO 4 | Comprehension |
| 27 | <ul style="list-style-type: none"> • Loan and lease amortization using Excel | Lecture | PLO 4 | CLO 4 | Comprehension |
| 28 | Financial Statements Analysis using Case study through Excel | | | | |
| | <ul style="list-style-type: none"> • Vertical Analysis • Horizontal Analysis • Ratios Analysis | Case study | PLO 7 | CLO 4 | Comprehension |

Course Title: Global Tax (UK)(BS&AF)

Course Code: LAW-481

Credit Hours: 3+0

Course Instructor:

Mode of Contact

You can contact your course instructor in the following ways:

Email:

Meeting:

PREREQUISITES

Textbook:

Kaplan ACCA F6/Taxation (UK). (Updated edition)

Reference Material:

7. BPP ACCA F6/Taxation (UK). (Updated edition)
8. Global Law & Practice of Income Tax Amended up to date by: Shukla and Gupta
9. The Company Act 2006

Course Description and Objectives:

The aim of the syllabus is to develop knowledge and skills relating to the tax system (Global/UK) as applicable to individuals, single companies, and groups of companies.

The course for Global Taxation / TX-UK introduces students to the subject of taxation and provides the core knowledge of the underlying principles and major technical areas of taxation as they affect the activities of individuals and businesses. Students are introduced to the rationale behind – and the functions of – the tax system. The course then considers the separate taxes that an accountant would need to have a detailed knowledge of, such as income tax from self-employment, employment and investments, the corporation tax liability of individual companies and groups of companies, the national insurance contribution liabilities of both employed and self-employed persons, the value added tax liability of businesses, the chargeable gains arising on disposals of investments by both individuals and companies, and the inheritance tax liabilities arising on chargeable lifetime transfers and on death.

Course Learning Outcomes: The course is based on a purely practical approach of global tax (UK) matters regarding corporate sector business entities. It is useful for any legal activity which involves business transactions and their impact on taxes across the globe. Upon completion of this course, students will be able to:

1. Explain the operation and scope of the tax system and the obligations of taxpayers and/or their agents and the implications of non-compliance.
2. Explain and compute the income tax liabilities of individuals and the effect of national insurance contributions (NIC) on employees, employers and the self-employed
3. Explain and compute the chargeable gains arising on individuals.
4. Explain and compute the inheritance tax liabilities of individuals.
5. Explain and compute the corporation tax liabilities of individual companies and groups of companies.
6. Explain and compute the effects of value added tax (VAT) on incorporated and unincorporated businesses.

ASSESSMENT INSTRUMENT WITH WEIGHTS:

| SNR | ITEMS | MARKS | |
|-----|-------------------------------|-------|-----|
| 1 | Mid Term Exam | 30 | |
| 2 | End Term Exam | 50 | |
| 3 | Internal Evaluation Breakdown | | |
| | Quiz(s) | | |
| | Assignments(s) | | |
| | Class Participation | | |
| | Présentations | | |
| | Case Discussion | | |
| | Lab Work/Practical Project | | |
| | Any Other | | |
| | Total | 20 | 20 |
| | GRAND TOTAL | | 100 |

COURSE CONTENTS:

| Lecture | Scheduled Topic | Learning Activity | Assessment Activity | PLO ²² | CLO | Thinking Level |
|---------|---|-------------------|---------------------|-------------------|-------|----------------|
| 01 | <u>The UK tax system and its administration</u> <ul style="list-style-type: none"> • <u>The overall function and purpose of taxation in a modern economy</u> • <u>Principal sources of revenue law and practice</u> | Lecture | | PLO 3 | CLO 1 | Knowledge |
| 02 | <u>The UK tax system and its administration (Cont.)</u> | Lecture | | PLO 3 | CLO 1 | Knowledge |

- The systems for self-assessment and the making of returns.
- The time limits for the submission of information, claims and payment of tax, including payments on account.

03 The UK tax system and its administration (Cont.)

- The procedures relating to compliance checks, appeals and disputes.
- Penalties for non-compliance

Lecture

PLO 3

CLO 1 Knowledge

04 Income tax and NIC liabilities

- The scope of income tax
- Income from employment

Lecture

PLO 3

CLO 2 Comprehension

05 Income tax and NIC liabilities (Cont.)

- Income from employment

Lecture

PLO 3

CLO 2 Comprehension

06 Income tax and NIC liabilities (Cont.)

- Income from self-employment

Lecture

Quiz 1

PLO 3

CLO 2 Comprehension

07 Income tax and NIC liabilities (Cont.)

- Property and investment income

Lecture

PLO 3

CLO 2 Comprehension

08 Income tax and NIC liabilities (Cont.)

- The comprehensive computation of taxable income and income tax liability

Lecture

PLO 3

CLO 2 Comprehension

| | | | | | |
|---|---------|--------------|--|-------|---------------------|
| 09 Income tax and NIC liabilities (Cont.) | | | | | |
| <ul style="list-style-type: none"> <u>National insurance contributions for employed and self-employed persons</u> | Lecture | | | PLO 3 | CLO 2 Comprehension |
| 10 Income tax and NIC liabilities (Cont.) | | | | | |
| <ul style="list-style-type: none"> The use of exemptions and reliefs in deferring and minimizing income tax liabilities | Lecture | Assignment 1 | | PLO 1 | CLO 2 Comprehension |
| 11 Chargeable gains for individuals | | | | | |
| <ul style="list-style-type: none"> The scope of the taxation of capital gains The basic principles of computing gains and losses | Lecture | | | PLO 3 | CLO 3 Comprehension |
| 12 Chargeable gains for individuals (Cont.) | | | | | |
| <ul style="list-style-type: none"> Gains and losses on the disposal of movable and immovable property Gains and losses on the disposal of shares and securities | Lecture | | | PLO 3 | CLO 3 Comprehension |
| 13 Chargeable gains for individuals (Cont.) | | | | | |
| <ul style="list-style-type: none"> The computation of capital gains tax Comprehensive problem on capital gains tax | Lecture | | | PLO 3 | CLO 3 Comprehension |
| 14 Chargeable gains for individuals (Cont.) | | | | | |
| <ul style="list-style-type: none"> The use of exemptions and reliefs in deferring and minimising tax liabilities arising on the disposal of capital assets. | Lecture | | | PLO 3 | CLO 3 Comprehension |
| 15 Inheritance tax | | | | | |
| <ul style="list-style-type: none"> The basic principles of computing transfers of value | Lecture | | | PLO 3 | CLO 4 Comprehension |
| 16 Inheritance tax (Cont.) | Lecture | | | PLO 3 | CLO 4 Comprehension |

- The liabilities arising on chargeable lifetime transfers and on the death of an individual

17 Inheritance tax (Cont.)

- The use of exemptions in deferring and minimising inheritance tax liabilities

Lecture

Quiz 2

PLO 3

CLO 4

Comprehension

18 Inheritance tax (Cont.)

- Payment of inheritance tax
- A comprehensive problem on Inheritance tax

Lecture

PLO 3

CLO 4

Comprehension

19 Corporation tax liabilities

- The scope of corporation tax
- Taxable total profits

Lecture

Assignment 2

PLO 3

CLO 5

Comprehension

20 Corporation tax liabilities (Cont.)

- Chargeable gains for companies

Lecture

PLO 3

CLO 5

Comprehension

21 Corporation tax liabilities (Cont.)

- **The comprehensive computation of corporation tax liability**

Lecture

Quiz 3

PLO 1

CLO 5

Comprehension

22 Corporation tax liabilities (Cont.)

- The effect of a group corporate structure for corporation tax purposes

Lecture

PLO 3

CLO 5

Comprehension

23 Corporation tax liabilities (Cont.)

- The use of exemptions and reliefs in deferring and minimising corporation tax liabilities.

Lecture

PLO 3

CLO 5

Comprehension

24 Corporation tax liabilities (Cont.)

- Comprehensive Problem on Corporation Tax.

Lecture

Assignment 3

PLO 3

CLO 5

Comprehension

25 Value added tax (VAT)

- The VAT registration requirements

Lecture

PLO 1

CLO 6

Comprehension

26 Value added tax (VAT) (Cont.)

- The computation of VAT liabilities

Lecture

PLO 3

CLO 6 Comprehension

27 Value added tax (VAT)

- **The effect of special schemes**

Lecture

PLO 1

CLO 6 Comprehension

28 Recap of the course:

-

Lecture

Semester – VIII

| CODE | COURSE | CREDITS |
|-----------------|---|----------------|
| MGT-442 | Organizational Behavior | 3 |
| SSC-411 | International Relation & Current Affairs | 3 |
| FIN-447 | Financial Risk Management | 3 |
| FIN-475 | Elective-III Accounting & Financial Information System (Mor) | 3 |
| LAW-481 | Elective-IV Global Taxation (Mor) | 3 |
| FIN-462 | Elective-III Financial Modelling (Aft) | |
| ACCT-471 | Elective-IV Advanced Auditing & Assurance (Aft) | |

Course Title: Organizational Behavior

Course Code: MGT-442

Credit Hours: 3+0

Course Instructor:

Mode of Contact:

You can contact your course instructor in the following ways:

Email: fatimashamim@numl.edu.pk

Meeting: By appointment via e-mail

PREREQUISITES: Student must have an understanding of Introduction to Business and principles of Management

Textbook:

Stephen P. Robbins, Timothy A. Judge; *Organizational Behavior, 15th edition*, PEARSON

Reference Material:

- Fred Luthans; *Organizational Behavior* 11th Edition McGraw Hill

Course Description: This course is designed to examine concepts in organizational behavior which provide students with in-depth understanding of human behavior issues in organizations. And to develop students' analytical and problem solving skills as they relate to organizational behavior issues. The course will help in developing the students' appreciation of the relevance of organizational behavior in understanding the effectiveness of organizations through analytical and problem solving skills as they relate to organizational behavior issues.

Course Objectives: The course objectives are

38. To understand how organizations identify their employees' behaviors and their wants/needs.
39. To comprehend organizational decisions, based upon the combination of individual factors including; attitudes, emotions, personalities, perceptions and motivation of self.
40. To understand organizations are aimed to meet the requirements of groups and teams collectively.
41. To understand why leadership is important in organization and to realize the positive political skills and proper use of power for effective organizations.
42. To apply key frameworks and methods, and develop analytical skills to solve organizational problems.
43. To provide you with a firm foundation in behavioral theories and practices.
44. To relate the impact of organizational behavior and its integration with Accounting and Finance.

Course Learning Outcomes: Upon completion of this course, students will be able to:

45. CLO 1. Understand the concepts of organizational behavior and its terms correctly (PLO 1).
46. CLO 2. A comprehensive understanding of the individual, group, and organizational factors of organizational behavior (PLO3).
47. CLO 3. Develop and equip themselves more effectively in their professional and personal lives according to the organizational needs (PLO 6).
48. CLO 4. Demonstrate the ability to critically evaluate organizational decisions from individual and group viewpoints, self-personality and leadership (PLO 4).
49. CLO 5. Imitate and implement the concepts of organizational behavior (PLO 2)
50. CLO 6. Demonstrate an understanding of how concepts of organizational behavior fit with the other disciplines within an organization (PLO 6).

ASSESSMENT INSTRUMENT WITH WEIGHTS:

| SNR | ITEMS | MARKS |
|-----|-------------------------------|-------|
| 1 | Mid Term Exam | 30 |
| 2 | End Term Exam | 50 |
| 3 | Internal Evaluation Breakdown | |

| | | | |
|--|----------------------------|--|-----------|
| | Quiz(s) | | 5 |
| | Assignments(s) | | 5 |
| | Class Participation | | |
| | Présentations | | |
| | Case Discussion | | |
| | Lab Work/Practical Project | | |
| | Any Other | | 10 |
| | Total | | 20 |
| | GRAND TOTAL | | 100 |

COURSE CONTENTS:

| Lecture | Scheduled Topic | Learning Activity | Assessment Activity | PLO | CLO | Thinking Level |
|-----------|--|---------------------------|---------------------|-------|-------------|----------------|
| 01 | Basic concepts of management and its relevance to OB <u>What Is Organizational Behavior?</u> <ul style="list-style-type: none"> ■ <u>Organizational Behavior Defined</u> ■ <u>Challenges and Opportunities to OB</u> | Lecture | | PLO 1 | CLO 1 | Knowledge |
| 02 | <u>What Is Organizational Behavior?</u> <ul style="list-style-type: none"> ■ <u>Developing OB Model</u> ■ <u>Case Incident 2</u> | Lecture & Case Discussion | | PLO 2 | CLO 1, 5, 6 | Comprehension |
| 03 | <u>Diversity in Organizations</u> <ul style="list-style-type: none"> ■ <u>Levels of Diversity</u> ■ <u>Discrimination</u> ■ <u>Biographical Characteristics</u> | Lecture | | PLO 1 | CLO 1 | Knowledge |

| | | | | | |
|--|----------------------|------------------------|----------|----------|---------------|
| 04 Diversity in Organizations | | | | | |
| ■ Abilities | | | | | |
| ■ Implementing Diversity Management Strategies | Lecture & Discussion | | PLO 2 | CLO 1, 5 | Comprehension |
| Case Incident 2 | | | | | |
| 05 Attitudes and Job Satisfaction | | | | | |
| ■ Components of Attitudes | Lecture | | PLO 3 | CLO 2 | Knowledge |
| ■ Major job Attitudes | | | | | |
| 06 Attitudes and Job Satisfaction | | | | | |
| ■ Job Satisfaction | Lecture & Case | | PLO 3, 6 | CLO 2, 6 | Comprehension |
| ■ Impact of Job Satisfaction | Discussion | | | | |
| Case Incident 1 | | | | | |
| 07 Emotions and Moods | | | | | |
| ■ Functions and Sources of Emotions | Lecture | Assignment 1 Quiz 1 | PLO 1, 2 | CLO 2, 3 | Knowledge |
| 08 Emotions and Moods | | | | | |
| ■ Emotional Labor, Emotional Intelligence | Lecture & Case | | PLO 1, 2 | CLO 2, 3 | Comprehension |
| ■ Emotion Regulation | Discussion | | | | |
| Case Incident 1 | | | | | |
| 09 Personality and Values | | | | | |
| ■ Personality defined | Lecture | | PLO 1 | CLO 2 | Knowledge |
| ■ MBTI, Big Five and other Types | | | | | |
| 10 Personality and Values | | | | | |
| ■ Values | Lecture | | | | |
| ■ Person-Job fit, Person-Organization Fit | & Case | | PLO 4 | CLO 2, 3 | Comprehension |
| Discussion on Ethical Dilemma | Discussion | | | | |
| 11 Perceptions | Lecture | | PLO 2 | CLO 2, 4 | Knowledge |

| | | | | | |
|--|-----------------|---------------------|----------|----------|---------------|
| <ul style="list-style-type: none"> ■ Factors influencing Perceptions ■ Common Shortcuts in judging others | | | | | |
| 12 Perceptions | | | | | |
| <ul style="list-style-type: none"> ■ Decision Making ■ Decision Making Biases and Errors | Lecture | | PLO 1 | CLO 1 | Knowledge |
| 13 Discussion on Ethical Dilemma Case Incident 2 | Case Discussion | Assignment 2 Quiz 2 | PLO 6 | CLO 2, 6 | Comprehension |
| 14 Motivation | | | | | |
| <ul style="list-style-type: none"> ■ Hierarchy of Needs ■ Theory X and Theory Y ■ Goal Setting Theory ■ Equity/ Organizational Justice Theory ■ Expectancy Theory | Lecture | | PLO 1, 4 | CLO 1, 4 | Knowledge |
| 15 Motivation | | | | | |
| <ul style="list-style-type: none"> ■ Job Characteristic Model ■ Using Rewards to Motivate Employees (Extrinsic & Intrinsic Rewards) | Lecture | | PLO 1 | CLO 1,2 | Knowledge |
| 16 Case Incident 2 | Case Discussion | | PLO 2, 3 | CLO 2,5 | Comprehension |
| 17 Groups | | | | | |
| <ul style="list-style-type: none"> ■ Stages of Group Development ■ Group Properties ■ Group Decision Making | Lecture | | PLO 1 | CLO 1 | Knowledge |
| 18 Teams | | | | | |
| <ul style="list-style-type: none"> ■ <u>Types of Teams</u> ■ <u>Creating Effective Teams</u> | Lecture | | PLO 1 | CLO 1 | Knowledge |

| | | | | | | |
|-----------|--|--------------------|------------------------|-------|----------|---------------|
| 19 | Experiential Exercise Ethical Dilemma | Case Discussion | | PLO 4 | CLO 4 | Comprehension |
| 20 | <u>Communication</u> <ul style="list-style-type: none"> ■ <u>Organizational communication</u> ■ <u>Persuasive Communication</u> ■ <u>Barriers in Communication</u> | Lecture | | PLO 1 | CLO 1, 2 | Knowledge |
| 21 | Case Incident 2 | Case Discussion | Assignment 3 Quiz 3 | PLO 4 | CLO 4 | Comprehension |
| 22 | <u>Leadership</u> <ul style="list-style-type: none"> ■ Leadership defined ■ Ethics and Leadership ■ Trust and Leadership | Lecture | | PLO 1 | CLO 2 | Knowledge |
| 23 | <u>Leadership</u> <ul style="list-style-type: none"> ■ Challenges to Leadership ■ Creating Effective Leaders | Lecture | | PLO 1 | CLO 2 | Knowledge |
| 24 | Ethical Dilemma Case Incident 2 | Case Discussion | | PLO 4 | CLO 4 | Comprehension |
| 25 | Power and Politics <ul style="list-style-type: none"> ■ Bases of Power ■ Power Tactics | Lecture | | PLO 2 | CLO 3 | Knowledge |
| 26 | Politics <ul style="list-style-type: none"> ■ Organizational Politics ■ Causes and Consequences of Politics | Lecture | | PLO 1 | CLO 1, 4 | Knowledge |
| 27 | Ethical Dilemma | Case | | PLO 4 | CLO 4 | Comprehension |

Case Incident 1

Discussion

Course Title: Financial Risk Management**Course Code: FIN-447****Credit Hours: 3****Course Instructor:****Mode of Contact:**

You can contact your course instructor in the following ways:

Email:

Meeting: By appointment via e-mail

Prerequisites: Financial Management, Financial Accounting**Textbook / Reference Books:**

- Financial Markets & Institutions: An introduction to Risk Management Approach by Anthony Saunders and Marcia Millon Cornett
- Analysis of Derivatives by Don M. Chance

Course Description:

The course explains the risk management types and techniques and its application in the financial and nonfinancial institutions. The course discusses objectives of risk management, process and matrix of risk management. Key financial risks along with their relevant formulation and quantification helps students to grasp in depth risk calculations. Along side the financial risks, operational risk comprehensions are also included. Moreover, derivatives and their valuations cover sophisticated and advanced risk management tools.

Course Learning Objectives

This course aims to provide students with:

- CLO 30. Comprehension of basic concepts and categories of risks
- CLO 31. Understanding procedure and objectives of risk management process
- CLO 32. Analyzing the various types of risks through risk assessment models
- CLO 33. Applying risk models to quantify the uncertainty and losses
- CLO 34. Evaluate the risk level based on critical and analytical results of risk models and devise the hedging strategies

Teaching & Learning Outcomes:

On completion of this course students should be able:

- TLO 30. To understand various concepts of risk types and categories.
- TLO 31. To understand the process of risk management using sophisticated models.
- TLO 32. To know about the hedging strategies and risk management techniques

Teaching Methodology

Lectures, assignments, quizzes, discussions and presentations are planned as class activities. All students are advised to participate in said activities, failing which students will suffer in respect of learning and grades. Consistent with the course objectives, lectures will address learning objectives associated with weekly topics (as outlined in the weekly schedule), including basic principles and working examples.

Assessment Instruments with weights

| SNR | ITEMS | MARKS | |
|-----|-------------------------------|-------|----|
| 1 | Mid Term Exam | 30 | |
| 2 | End Term Exam | 50 | |
| 3 | Internal Evaluation Breakdown | | |
| | Quiz(s) | | |
| | Assignments(s) | | |
| | Class Participation | | |
| | Presentations | | |
| | Case Discussion | | |
| | Lab Work/Practical Project | | |
| | Any Other | | |
| | Total | 20 | 20 |

| | | |
|--|-------------|-----|
| | GRAND TOTAL | 100 |
|--|-------------|-----|

Course Contents

| Lecture | Scheduled Topic | Learning Activity | PLO | CLO | Thinking Level |
|--|---|-------------------|----------|----------|----------------|
| 01 Overview of course | | | | | |
| | <ul style="list-style-type: none"> ■ Overview of financial markets ■ Overview of financial institutions | Lecture | PLO 1 | CLO 1 | Comprehension |
| 02 Globalization | | | | | |
| | <ul style="list-style-type: none"> ■ Globalization of financial markets and institutions ■ Financial crises and financial institutions | Lecture | PLO 1 | CLO 1 | Comprehension |
| 03 Emerging trends in global financial market | | | | | |
| | <ul style="list-style-type: none"> ■ Financial technology ■ Artificial intelligence ■ Blockchain ■ Digital banks ■ Other trends in financial markets | Lecture | PLO 1 | CLO 1 | Comprehension |
| 04 Risk | | | | | |
| | <ul style="list-style-type: none"> ■ Definition of Risk ■ Types of risks and categories of risk | Lecture | PLO 2 | CLO 1 | Comprehension |
| 05 Objectives | | | | | |
| | <ul style="list-style-type: none"> ■ Pre-loss objectives of risk management ■ Post loss objectives of risk management | Lecture | PLO 2 | CLO 2 | Comprehension |
| 06 Risk Management | | | | | |
| | <ul style="list-style-type: none"> ■ Process of Risk Management ■ Matrix of Risk Management | Lecture | PLO 2 | CLO 2 | Comprehension |

| | | | | |
|---|---------|------------|------------|---------------|
| 07 Risk Management ■ Financial Risk Management ■ Types of risks incurred by Financial Institutions | Lecture | PLO 2 | CLO 2 | Comprehension |
| 08 Risk Estimation ■ Estimation techniques of risk management | Lecture | PLO 2 | CLO 3 | Comprehension |
| 09 Risk ■ Interest rate risk | Lecture | PLO 2 | CLO 3 | Comprehension |
| 10 Interest rate risk model ■ Repricing Model ■ Weaknesses of repricing model ■ Estimation of repricing GAP model | Lecture | PLO 3,4 | CLO 3,4 | Evaluation |
| 11 Interest rate risk model ■ Duration model ■ Estimation of duration model | Lecture | PLO 3,4 | CLO 3,4 | Evaluation |
| 12 Credit Risk ■ Credit Risk ■ 5 Cs of credit risk ■ Non-performing loans and provisions | Lecture | PLO 3,4 | CLO 3,4 | Analyzing |
| 13 Returnand Risk ■ ROA ■ RAROC ■ Altman Z Score | Lecture | PLO 3,4 | CLO 3,4 | Evaluation |
| 14 Credit Risk ■ Ratios ■ Internal Credit Risk Rating System | Lecture | PLO 3,4 | CLO 3,4 | Knowledge |
| 15 Liquidity Risk ■ Causes of liquidity risk | Lecture | PLO 4 | CLO 3 | Knowledge |

- Liquidity plan

16 Liquidity Risk

- Liquidity Index
- Financing GAP and Requirement

Lecture

PLO
4

CLO
3,4,5

Anlayzing

17 Liquidity Risk and Market Risk

- Estimation of liquidity risk
- Managing Market Risk

Lecture

PLO
4

CLO
3,4,5

Evaluation

18 Market Risk

- Sources of market risk
- Value at Risk

Lecture

PLO
4

CLO
3,4

Comprehension

19 Operational risk

- Operational risk
- Types of Operational Risk
- Practical aspects of operational risk

Lecture

PLO
4

CLO
3

Comprehension

20 Derivatives

- Introduction and history of derivatives
- Pakistan's perspective of derivatives
- How derivatives are traded
- How derivatives are used

Lecture

PLO
4

CLO
3,4

Comprehension

22 Futures

- Types and advantages of futures
- Disadvantages of futures
- Generic pricing of futures

Lecture

PLO
4

CLO
3,4,5

Anlayzing

| | | | | |
|---|---------|------------|--------------|---------------|
| 24 Futures and Forward <ul style="list-style-type: none"> ■ Generic valuation of futures ■ Types and advantages of forward ■ Disadvantages of forward | Lecture | PLO 4,5 | CLO 3,4,5 | Analyzing |
| 24 Futures and Forward <ul style="list-style-type: none"> ■ Comparison of future and forward ■ Generic pricing of forward | Lecture | PLO 4,5 | CLO 4,5 | Evaluation |
| 25 Forward <ul style="list-style-type: none"> ■ Valuation of forward ■ Generic pricing of forward | Lecture | PLO 4,5 | CLO 4,5 | Evaluation |
| 26 Options <ul style="list-style-type: none"> ■ Meaning and characteristics of options ■ Types of options | Lecture | PLO 4,5 | CLO 3 | Comprehension |
| 27 Options <ul style="list-style-type: none"> ■ Hedging using options | Lecture | PLO 4,5 | CLO 5 | Application |
| 28 SWAPS <ul style="list-style-type: none"> ■ Introduction to SWAPS ■ Caps ■ Floors ■ Collars | Lecture | PLO 4,5 | CLO 3 | Comprehension |

Note: The course is planned for 30 students. In case of less or more than 30 students course plan will be changed by the instructor.

Course Title: Advanced Auditing & Assurance

Course Code: ACCT-471

Credit Hours: 3

Course Instructor:

Mode of Contact:

You can contact your course instructor in the following ways:

Email:

Meeting: By appointment via e-mail

PREREQUISITES: Auditing and Assurance

Textbook:

- **Advance Audit & Assurance Kaplan Publisher, Latest Edition, Kaplan Publisher (Updated Version)**

Reference Material:

- **Advance Audit & Assurance Kaplan Publisher, Latest Edition, Kaplan Publisher (Updated Version)**
- **Auditing Concepts and Methods, Douglas R. Carmicheal, John J. Willigham, Carlo A. Schaller, 1st Edition- The McGraw Hill, 2007.**

Course Description:

The aim of Advanced audit and assurance, is to analyse, evaluate and conclude on the assurance engagement and other audit and assurance issues in the context of best practice and current developments.

Course Objectives:

The course objectives are.

- This course introduces students to Advance Auditing concepts, principles, and procedures. It addresses issues concerning regulations, and advance issues in auditing.
- Students will acquire the advance skills in audit principles and procedures for financial statements audits. Additionally, the coverage of internal control will provide students with a general framework which is applicable in the establishment of any properly structured business. The course will enable students to have advanced audit skills and as a result it will enable students to do both External Auditing and Internal Auditing.

Course Learning Outcomes: Upon completion of this course, students will be able to:

1. Understand and apply the fundamentals of audit principles and procedures.
2. Explain the meaning of concepts that are fundamental to auditing and assurance services, such as 'independence', 'evidence', 'risk', 'materiality'
3. Distinguish between compliance and substantive testing and describe various audit tests
4. Recognize the legal and regulatory environment and its impact on audit and assurance practice.
5. Demonstrate the ability to work effectively on an assurance or other service engagement within a professional and ethical framework.
6. Assess and recommend appropriate quality control policies and procedures in practice management and recognize the auditor's position in relation to the acceptance and retention of professional appointments.
7. Evaluate findings and the results of work performed and draft suitable reports on assignments.
8. Understand the current issues and developments relating to the provision of audit related and assurance services

ASSESSMENT INSTRUMENT WITH WEIGHTS:

| SNR | ITEMS | MARKS |
|-----|-------------------------------|-------|
| 1 | Mid Term Exam | 30 |
| 2 | End Term Exam | 50 |
| 3 | Internal Evaluation Breakdown | |
| | Quiz(s) | |
| | Assignments(s) | |

| | | | |
|--|----------------------------|----|-----|
| | Class Participation | | |
| | Présentations | | |
| | Case Discussion | | |
| | Lab Work/Practical Project | | |
| | Any Other | | |
| | Total | 20 | 20 |
| | GRAND TOTAL | | 100 |

COURSE CONTENTS:

| Lecture | Scheduled Topic | Learning Activity | Assessment Activity | PLO ²³ | CLO | Thinking Level |
|-----------|---|-------------------|---------------------|-------------------|------|----------------|
| 01 | Introduction to Advance Audit and Assurance | Lecture | | PLO1 | CLO1 | Knowledge |
| 02 | Basic Concepts Audit and Assurance | | | | | |
| | <ul style="list-style-type: none"> • Expectation Gap, Limited and reasonable Assurance • Fundamentals of Ethics, Integrity, Confidentiality, Objectivity, Self-Review, Advocacy, Familiarity threats. | Lecture | | PLO7 | CLO1 | Knowledge |
| 03 | Basic Concepts Audit and Assurance | | | | | |
| | <ul style="list-style-type: none"> • Components of Audit Risks • Analytical Procedures • Materiality Concept | Lecture | | PLO1 | CLO2 | Knowledge |
| 04 | Basic Concepts Audit and Assurance | Lecture | | PLO1 | CLO3 | Comprehension |

- Responsibility of internal and external auditor for prevention and detection of fraud
- Assertions Contained in Financial Statements

05 Basic Concepts Audit and Assurance

- The Analytical Review Process, Formulating expectations, Analytical Procedures and substantive tests Lecture PLO1 CLO3 Comprehension
- Significance of Going Concern

06 Basic Concepts Audit and Assurance

- Basic Elements of Audit report, Format of audit Report Lecture Assignment 1 PLO1 CLO7 Comprehension
Quiz 1
- Audit opinions in Audit Report

07 Regulatory environment

- International regulatory frameworks for audit and assurance services Lecture PLO1 CLO4 Comprehension
- Explain the need for laws, regulations, standards, and other guidance relating to audit, assurance and related services

08 Regulatory environment

- Discuss the role of the audit committee and its impact on audit and assurance practice in relation to the relationship with the external auditor. Lecture PLO1 CLO4 Comprehension
- The appointment, removal, and monitoring of effectiveness; and the oversight and approval of the provision of non-audit services and other guidance relating to audit, assurance and related services

| | | | | | | |
|---------------------------------------|---|---------|------------------------|------|---------------|---------------|
| 09 Money laundering | <ul style="list-style-type: none"> Define 'money laundering' and Explain the scope of criminal offences of money laundering and how professional accountants may be protected from criminal and civil liability. | Lecture | PLO7 | CLO4 | Comprehension | |
| 10 Money laundering(Cont.) | <ul style="list-style-type: none"> Describe how accountants meet their obligations to help prevent and detect money laundering including record keeping and reporting of suspicion to the appropriate regulatory body also Explain the CDD and KYC | Lecture | PLO7 | CLO4 | Comprehension | |
| 11 Money laundering(Cont.) | <ul style="list-style-type: none"> Recognise potentially suspicious transactions and assess their impact on reporting duties. Describe, with reasons, the basic elements of an anti-money laundering program. | Lecture | PLO7 | CLO4 | Comprehension | |
| 12 Laws and regulations | <ul style="list-style-type: none"> Compare and contrast the respective responsibilities of management and auditors concerning compliance with laws and regulations in an audit of financial statements. Describe the auditors' considerations of compliance with laws and regulations and plan audit procedures, when possible, non-compliance is discovered. | Lecture | Assignment 2 Quiz 2 | PLO1 | CLO5 | Comprehension |
| 13 Laws and regulations(Cont.) | <ul style="list-style-type: none"> Discuss how and to whom non-compliance should be reported. | Lecture | PLO1 | CLO5 | Comprehension | |

- Recognise and recommend when withdrawal from an engagement is necessary.

14 Revision Class Before Midterms

Lecture

15 Code of Ethics for Professional Accountants

- Explain the fundamental principles and the conceptual framework approach.
- Identify, evaluate, and respond to threats to compliance with the fundamental principles.
- Discuss and evaluate the effectiveness of available safeguards.

Lecture

PLO1

CLO4

Comprehension

16 Code of Ethics for Professional Accountants(Cont.)

- Recognise and advise on conflicts in the application of fundamental principles.
- Discuss the importance of professional scepticism in planning and performing an audit.
- Consider the ethical implications of the external auditor providing non-audit services to a client including an internal audit service.

Lecture

PLO7

CLO4

Comprehension

17 Fraud and error

- Identify and develop an appropriate response to circumstances which indicate a high risk of error, irregularity, fraud or misstatement in the financial statements or a given situation.
- Compare and contrast the respective responsibilities of management and auditors for fraud and error.

Lecture

Assignment 3
Quiz 3

PLO7

CLO7

Comprehension

18 Fraud and error(Cont.)

Lecture

PLO7

CLO7

Comprehension

- Describe the matters to be considered and recommend procedures to be carried out to investigate actual and/or potential misstatements in a given situation.
- Explain how, why, when and to whom fraud and error should be reported and the circumstances in which an auditor should withdraw from an engagement
- Consider the current and possible future role of auditors in preventing, detecting, and reporting and fraud

19 Audit Quality Management

Lecture

Comprehension

- Explain the principles and purpose of quality management of audit and other assurance engagements.
- Describe the elements of a system of quality management relevant to a given firm.
- Evaluate the firm's system of quality management (SoQM) and whether this is effective in the proactive prevention and identification of deficiencies .

PLO1

CLO6

20 Advertising, tendering, and obtaining professional work and fees

Lecture

Comprehension

- Outline the determinants of fee-setting and justify the bases on which fees and commissions may and may not be charged for services.
- Discuss the ethical and other professional problems, for example, lowballing, involved in establishing and

PLO1

CLO6

- negotiating fees for a specified assignment.
- Recognise and explain the matters to be considered prior to tendering for an audit or other professional engagement and explain the information to be included in the proposal.

21 Professional appointments

Lecture

- Explain the professional and ethical matters to be considered and the procedures that an audit firm/professional accountant should carry out before accepting a specified new client/engagement or continuing with an existing engagement, including client acceptance, engagement acceptance (new and existing engagements)
- Recognise the key issues that underlie the agreement of the scope and terms of an engagement with a client.

PLO1 CLO6 Comprehension

22 Audit procedures and obtaining evidence:

Lecture

- Design appropriate audit procedures relating to: inventory (including standard costing systems), non-current assets, intangible assets, biological assets

PLO1 CLO7 Comprehension

23 Audit procedures and obtaining evidence:

Lecture

- Design appropriate audit procedures relating to: investment properties, assets held for sale and discontinued operations, financial instruments, accounting estimates including fair values, government grants, leases, impairment.

PLO1 CLO7 Comprehension

| | | | | |
|---|---------|------|------|---------------|
| <p>24 Audit procedures and obtaining evidence:</p> <ul style="list-style-type: none"> Design appropriate audit procedures relating to: provisions, contingent liabilities, and contingent assets, borrowing costs, employee benefits, share-based payment transactions, taxation (including deferred tax), related parties, revenue from contracts with customers, statement of cash flows. | Lecture | PLO1 | CLO7 | Comprehension |
| <p>25 Audit procedures and obtaining evidence:</p> <ul style="list-style-type: none"> Design appropriate audit procedures relating to: business combinations, events after the end of the reporting period, the effects of foreign exchange rates, financial statement notes and related disclosures, earnings per share, changes in accounting policy, payroll and other expenses | Lecture | PLO1 | CLO7 | Comprehension |
| <p>26 Group audits</p> <ul style="list-style-type: none"> Group financial statements, including consideration of the role and work of component auditors. | Lecture | PLO1 | CLO7 | Comprehension |
| <p>27 Group audits (Cont.)</p> | Lecture | PLO7 | CLO7 | Comprehension |
| <p>28 The audit of social, environmental, sustainability and integrated reporting</p> | Lecture | PLO7 | CLO8 | Comprehension |

Course Title: Financial Modelling

Course Code: FIN-462

Credit Hours: 3

Course Instructor:

Mode of Contact:

You can contact your course instructor in the following ways:

Email:

Meeting: By appointment via e-mail

PREREQUISITES: As a Finance course, you must understand Financial Accounting, Financial Management, Financial Risk Management.

Textbook:

- Financial modeling by SIMON BENNINGA. (3rd Edition)

Course Description & Course Objectives: This course is built on finance theory, financial strategy, and quantitative analysis taught in pre-requisite courses. The course extensively uses Microsoft EXCEL to tackle several questions faced by financial analysts. Students learn how to:

- design and develop financial models for solving complex financial questions.
- to experience hand on practices on numerical analyses, graphical illustrations, and customized formatting that arise out of applications on forecasting financial statement.
- To estimate costs of capital, constructing efficient portfolio, computing covariance matrix, measuring value at risk, pricing financial & real options, and fixed income analytics.

Course Learning Outcomes:

After learning this course students would be able to:

- Understand formulas functions and commands of Excel for financial calculations.
- Confidently apply finance theory and concepts to construct spreadsheet model.
- Gain hands on experience in designing and implementing their own financial models

ASSESSMENT INSTRUMENT WITH WEIGHTS:

| SNR | ITEMS | MARKS | |
|-----|-------------------------------|-------|----|
| 1 | Mid Term Exam | 30 | |
| 2 | End Term Exam | 50 | |
| 3 | Internal Evaluation Breakdown | | |
| | Quiz(s) | | |
| | Assignments(s) | | |
| | Class Participation | | |
| | Présentations | | |
| | Case Discussion | | |
| | Lab Work/Practical Project | | |
| | Any Other | | |
| | Total | 20 | 20 |
| | GRAND TOTAL | 100 | |

COURSE CONTENTS:

| Lecture | Scheduled Topic | Learning Activity | Assessment Activity | PLO ²⁴ | CLO | Thinking Level |
|-----------|---|-------------------|------------------------|-------------------|------|----------------|
| 01 | <u>Introduction of course and course contents:</u> Excel Basic Features and Function | Lecture | | PLO4 | CLO1 | Knowledge |
| 02 | Calculation and Operation of Arrays and Matrices Data Table Analysis | Lecture | | PLO4 | CLO1 | Knowledge |
| 03 | <u>Basic financial calculations:</u> Present value and Net Present Value, | Lecture | | PLO4 | CLO1 | Knowledge |
| 04 | Time Value of Money and Basic Valuation Future values and functions. | Lecture | | PLO4 | CLO1 | Knowledge |
| 05 | <u>Calculating the Cost of Capital:</u> The Gordon Dividend Model Supernormal Growth and Gordon Dividend M | Lecture | | PLO4 | CLO2 | Comprehension |
| 06 | Using the Capital Asset Pricing Model to Dete the Cost of Equity Calculation cost of Debt | Lecture | Assignment 1 Quiz 1 | PLO5 | CLO2 | Comprehension |
| 07 | <u>Financial Statement Modeling:</u> | Lecture | | PLO4 | CLO3 | Comprehension |

| | | | | | | |
|-----------|---|---------|------------------------|------|------|---------------|
| | Using Financial Statement Models for Valuation How Financial Models Works: Theory and Initial Example. | | | | | |
| 08 | Measuring Free Cash Flow Notes on the Valuation Procedure | Lecture | | PLO4 | CLO3 | Comprehension |
| 09 | <u>The Financial Analysis of Leasing</u> The Equivalent Loan Method The Lessor's Problem: Calculating the Highest Acceptable Lease | Lecture | | PLO5 | CLO1 | Knowledge |
| 10 | Leasing and firm financing Asset residual values and other considerations | Lecture | | PLO5 | CLO1 | Knowledge |
| 11 | <u>Portfolio Models</u> Computing Returns for a Portfolio Investment | Lecture | | PLO5 | CLO2 | Comprehension |
| 12 | Calculation Risk for a Portfolio Efficient Portfolio Calculation | Lecture | Assignment 2 Quiz 2 | PLO5 | CLO1 | Knowledge |
| 13 | <u>Estimating the CAPM model:</u> Estimating Beta and the Security Market Line | Lecture | | PLO4 | CLO2 | Knowledge |
| 14 | Testing the Security Market Line | Lecture | | PLO4 | CLO2 | Comprehension |
| 15 | <u>Estimating the CAPM model:</u> The Inefficiency of the "Market Portfolio" | Lecture | | PLO4 | CLO2 | Comprehension |
| 16 | Testing of CAPM Model | Lecture | | PLO4 | CLO2 | Comprehension |
| 17 | <u>Event Studies Analysis</u> Outline of an event study | Lecture | | PLO4 | CLO3 | Comprehension |

| | | | | | | |
|----|--|---------------|--|------|------|---------------|
| | An initial Event study | | | | | |
| 18 | A Fuller Event study Using a two-factor model for event study | Lecture | | PLO5 | CLO2 | Comprehension |
| 19 | <u>Regression Analysis</u> | Lecture | | PLO4 | CLO1 | Knowledge |
| 20 | How to calculate regression beta line, coefficient | Lecture | | PLO4 | CLO1 | Knowledge |
| 21 | <u>Testing of Regression Assumptions</u> | Lecture | | PLO4 | CLO1 | Knowledge |
| 22 | <u>Testing of Regression Assumptions</u> | Lecture | | PLO4 | CLO1 | Knowledge |
| 23 | <u>ARCH/GARCH Modeling</u> | Lecture | | PLO4 | CLO1 | Knowledge |
| 24 | <u>ARCH/GARCH Modeling</u> | Lecture | | PLO4 | CLO1 | Knowledge |
| 25 | <u>An introduction to Monte-Carlo Method:</u> Writing a VBA Method | Lecture | | PLO5 | CLO2 | Knowledge |
| 26 | Investment and Retirement Monte-Carlo method | Lecture | | PLO5 | CLO2 | Comprehension |
| 27 | <u>Value at Risk Analysis</u> Overview of VAR A really simple example | Lecture | | PLO4 | CLO3 | Comprehension |
| 28 | The three-asset pricing model Simulating data: boot strapping | Lecture | | PLO4 | CLO3 | Comprehension |
| 29 | Final Project | Presentations | | PLO5 | CLO3 | Creation |

30 **Final Project**

Presentations

PLO5

CLO3 Creation

Course Title: International Relation & Current Affairs

Code: SSC-441

Credit Hours: 3+0

Course Instructor:

Prerequisites:

Course Description:

The current debate is centered on International Relations and current affairs, its role in shaping the policies of a nation and at a larger level in affecting the trajectory of international politics. These days with the opinion split along the notions of traditional and nontraditional International Relations and current affairs as to which is more relevant to contemporary circumstances and which is more critical to design national policy and international environment.

- Evaluate the concept of International Relations and its role in the world politics.
- Analyze the international Relations beyond traditional politics.
- Evaluate the contemporary International Relations issues and their impact on global politics

Course Objectives:

- ✓ To inculcate reasoning among students to explore the realism of modern day IR in a global perspective
- ✓ To make the students compatible with the realm of survival in a globalized international structure
- ✓ Better conceptual and theoretical understanding of contemporary International Relations
- ✓ Familiarization with the Patterns of states interaction and interdependence in modern IR
- ✓ Clarity of mind and ideas to further explore the logics of the issues happening around the world

Course Learning Outcomes:

On successful completion of this course, students will be able to:

- Better conceptual and theoretical understanding of contemporary International Relations
- Familiarization with the Patterns of states interaction and interdependence in modern IR
- Clarity of mind and ideas to further explore the logics of the issues happening around the world

Textbooks (or Course Materials) :

- Jackson, Robert & Sorenson Georg, *Introduction to International Relations (6th Edition)*, UK: Oxford University Press. 2016.
- Goldstein, Joshua S., Jon C. Pevehouse, *International Relation (8th Edition)*. India: Pearson. 2011.

Reference Material:

- a. Baylis, John & Steve Smith (eds.), *The Globalization of World Politics*, (Oxford University Press, 2001).
- b. Schottle, Jan Aart, *Globalization: A critical Introduction*, Palgrave, MacMillan: 2000
- c. Hobert , Hindi., Josph Rotblat. *War No More: Eliminating Conflict in the Nuclear Age*, (London: Pluto Press, 2003)
- d. Brown, Chris. *Understanding International Relations (2nd edition)*. New York: Palgrave. 2001.
- e. Fukuyama, Francis. *The End of History and the Last Man*, London: Penguin, 1992.
- f. Huntington, S. P. *The Clash of Civilizations: Remaking of the World Order*. New York: 1993.
- g. Ali, Tariq. *The Clash of Fundamentalism: Crusades, Jihads and Modernity*. New York: Verso. 2002.
- h. Lloyd Armstrong & Redmond, "The New Regionalism", *International Organizations in World Politics*, 3r ed. (ch. 12)
- i. Oatley, T. *International Political Economy: Interests and Institutions in the Global Economy*. North Carolina: Pearson Education, USA. 2009.

ASSESSMENT INSTRUMENT WITH WEIGHTS:

| SNR | ITEMS | MARKS |
|-----|---------------|-------|
| 1 | MidTerm Exam | 30 |
| 2 | End Term Exam | 50 |

| | | | |
|---|-------------------------------|--|-----|
| 3 | Internal Evaluation Breakdown | | |
| | Quiz(s) | | |
| | Assignments(s) | | |
| | Présentations | | |
| | Case Discussion | | |
| | Lab Work/Practical Project | | |
| | AnyOther | | |
| | Total | | 20 |
| | GRAND TOTAL | | 100 |

COURSE CONTENTS:

| Week | Lecture | Scheduled Topic | Learning Activity | Assessment Activity | PLO | CLO | Thinking Level |
|-------------|----------------|---|--------------------------|----------------------------|------------|------------|-----------------------|
| 1 | 1 | <u>Introduction to International Relations</u> | Lecture | | 1 | 1, 2 | Knowledge |
| | 2 | <u>Contemporary Global Politics</u> | Case | | 2,3,6 | 3,4 | Application |
| 2 | 3 | Theoretical discourse of IR | Lecture | Quiz | 1 | 1, 2 | Knowledge |
| | 4 | Theoretical discourse of IR | Case | | 2,3,6 | 3,4 | Application |
| 3 | 5 | Positivist Approaches | Lecture | Quiz | 1 | 1, 2 | Knowledge |
| | 6 | Realism Liberalism | Case | | 2,3,6 | 3,4 | Application |
| 4 | 7 | Marxism | Lecture | Quiz | 1 | 1, 2 | Knowledge |
| | 8 | Feminism | Case | Assignment | 2,3,6 | 3,4 | Application |

| | | | | | | | |
|---------------|----|---|---------------|------|-------|------|-------------|
| 5 | 9 | Contemporary Theoretical Debates and their Implications on World Politics | Lecture | Quiz | 1 | 1, 2 | Knowledge |
| | 10 | New World Order End of History The Clash of Civilization | Case | | 2,3,6 | 3,4 | Application |
| 6 | 11 | The Complex Interdependence | Lecture | Quiz | 1 | 1, 2 | Knowledge |
| | 12 | The Coming Anarchy Challenges of Pluralism | Case | | 2,3,6 | 3,4 | Application |
| 7 | 13 | Dynamics of International Security | Lecture | | 1 | 1, 2 | Knowledge |
| | 14 | Power Transition Theory The Super Power's Rivalry: Rise of China Threat or Opportunity? | Case | | 2,3,6 | 3,4 | Application |
| MIDTERM EXAMS | | | | | | | |
| 8 | 15 | Presentations | Presentations | | 1 | 1, 2 | Knowledge |
| | 16 | Presentations | Presentations | | 2,3,6 | 3,4 | Application |
| 9 | 17 | Presentations | Presentations | | 1 | 1, 2 | Knowledge |
| | 18 | Presentations | Presentations | | 2,3,6 | 3,4 | Application |
| 10 | 19 | The Globalization debate (Political, Cultural, Ideological & Social aspects of Globalization) | Lecture | | 1 | 1, 2 | Knowledge |
| | 20 | The Globalization debate | Case | | 2,3,6 | 3,4 | Application |

| (Political, Cultural, Ideological & Social aspects of Globalization) | | | | | | |
|--|----|---|---------|---------|------|-----------------------------|
| 11 | 21 | The issue of Nuclear Non-Proliferation: Iran's Nuclear Program | Lecture | 1 | 1, 2 | Knowledge |
| | 22 | The issue of Nuclear Non-Proliferation: Iran's Nuclear Program | Case | 2,3,6 | 3,4 | Application |
| 12 | 23 | Non Traditional security: Water Crisis, Energy Crisis and Environmental Issues | Lecture | 1 | 1, 2 | Knowledge |
| | 24 | Non Traditional security: Water Crisis, Energy Crisis and Environmental Issues | Case | 2,3,6 | 3,4 | Application |
| 13 | 25 | Non Traditional security: Water Crisis, Energy Crisis and Environmental Issues | Case | 2,3,5,6 | 4, 5 | Comprehension Creativity |
| | 26 | The Clash of Civilizations: The West Vs Islam, the issue of Fundamentalism | | 2,3,5,6 | 4, 5 | Comprehension Creativity |
| 14 | 27 | The politics of North-South: Capitalism & Democracy in the Developing World | | | | Knowledge |
| | 28 | Post 9/11 Era: the Bush Doctrine & the issue of Terrorism: Its implications on the world politics | | | | Knowledge |

US Drawdown from
Afghanistan and Its
Implications, The role of
International Actors

ENDTERM EXAMS

Course Title: Global Tax (UK)(BS&AF)

Course Code: LAW-481

Credit Hours: 3+0

Course Instructor:

Mode of Contact

You can contact your course instructor in the following ways:

Email:

Meeting:

PREREQUISITES

Textbook:

Kaplan ACCA F6/Taxation (UK). (Updated edition)

Reference Material:

10. BPP ACCA F6/Taxation (UK). (Updated edition)
11. Global Law & Practice of Income Tax Amended up to date by: Shukla and Gupta
12. The Company Act 2006

Course Description and Objectives:

The aim of the syllabus is to develop knowledge and skills relating to the tax system (Global/UK) as applicable to individuals, single companies, and groups of companies.

The course for Global Taxation / TX-UK introduces students to the subject of taxation and provides the core knowledge of the underlying principles and major technical areas of taxation as they affect the activities of individuals and businesses. Students are introduced to the rationale behind – and the functions of – the tax system. The course then considers the separate taxes that an accountant would need to have a detailed knowledge of, such as income tax from self-employment, employment and investments, the corporation tax liability of individual companies and groups of companies, the national insurance contribution liabilities of both employed and self-employed persons, the value added tax liability of businesses, the chargeable gains arising on disposals of investments by both individuals and companies, and the inheritance tax liabilities arising on chargeable lifetime transfers and on death.

Course Learning Outcomes: The course is based on a purely practical approach of global tax (UK) matters regarding corporate sector business entities. It is useful for any legal activity which involves business transactions and their impact on taxes across the globe. Upon completion of this course, students will be able to:

7. Explain the operation and scope of the tax system and the obligations of taxpayers and/or their agents and the implications of non-compliance.
8. Explain and compute the income tax liabilities of individuals and the effect of national insurance contributions (NIC) on employees, employers and the self-employed
9. Explain and compute the chargeable gains arising on individuals.
10. Explain and compute the inheritance tax liabilities of individuals.
11. Explain and compute the corporation tax liabilities of individual companies and groups of companies.
12. Explain and compute the effects of value added tax (VAT) on incorporated and unincorporated businesses.

ASSESSMENT INSTRUMENT WITH WEIGHTS:

| SNR | ITEMS | MARKS |
|-----|---------------|-------|
| 1 | Mid Term Exam | 30 |

| | | | |
|---|-------------------------------|----|-----|
| 2 | End Term Exam | | 50 |
| 3 | Internal Evaluation Breakdown | | |
| | Quiz(s) | | |
| | Assignments(s) | | |
| | Class Participation | | |
| | Présentations | | |
| | Case Discussion | | |
| | Lab Work/Practical Project | | |
| | Any Other | | |
| | Total | 20 | 20 |
| | GRAND TOTAL | | 100 |

COURSE CONTENTS:

| Lecture | Scheduled Topic | Learning Activity | Assessment Activity | PLO ¹ | CLO | Thinking Level |
|-----------|---|-------------------|---------------------|------------------|-------|----------------|
| 01 | <u>The UK tax system and its administration</u> | | | | | |
| | <ul style="list-style-type: none"> <u>The overall function and purpose of taxation in a modern economy</u> <u>Principal sources of revenue law and practice</u> | Lecture | | PLO 3 | CLO 1 | Knowledge |
| 02 | <u>The UK tax system and its administration (Cont.)</u> | | | | | |
| | <ul style="list-style-type: none"> <u>The systems for self-assessment and the making of returns.</u> | Lecture | | PLO 3 | CLO 1 | Knowledge |

- The time limits for the submission of information, claims and payment of tax, including payments on account.

▪

03 The UK tax system and its administration (Cont.)

- The procedures relating to compliance checks, appeals and disputes.
- Penalties for non-compliance

Lecture

PLO 3

CLO 1 Knowledge

04 Income tax and NIC liabilities

- The scope of income tax
- Income from employment

Lecture

PLO 3

CLO 2 Comprehension

05 Income tax and NIC liabilities (Cont.)

- Income from employment

Lecture

PLO 3

CLO 2 Comprehension

06 Income tax and NIC liabilities (Cont.)

- Income from self-employment

Lecture

Quiz 1

PLO 3

CLO 2 Comprehension

07 Income tax and NIC liabilities (Cont.)

- Property and investment income

Lecture

PLO 3

CLO 2 Comprehension

08 Income tax and NIC liabilities (Cont.)

- The comprehensive computation of taxable income and income tax liability

Lecture

PLO 3

CLO 2 Comprehension

09 Income tax and NIC liabilities (Cont.)

Lecture

PLO 3

CLO 2 Comprehension

- **National insurance contributions for employed and self-employed persons**

10 Income tax and NIC liabilities (Cont.)

- The use of exemptions and reliefs in deferring and minimizing income tax liabilities

Lecture

Assignment 1

PLO 1

CLO 2

Comprehension

11 Chargeable gains for individuals

- The scope of the taxation of capital gains
- The basic principles of computing gains and losses

Lecture

PLO 3

CLO 3

Comprehension

12 Chargeable gains for individuals (Cont.)

- Gains and losses on the disposal of movable and immovable property
- Gains and losses on the disposal of shares and securities

Lecture

PLO 3

CLO 3

Comprehension

13 Chargeable gains for individuals (Cont.)

- The computation of capital gains tax
- Comprehensive problem on capital gains tax

Lecture

PLO 3

CLO 3

Comprehension

14 Chargeable gains for individuals (Cont.)

- The use of exemptions and reliefs in deferring and minimising tax liabilities arising on the disposal of capital assets.

Lecture

PLO 3

CLO 3

Comprehension

15 Inheritance tax

- The basic principles of computing transfers of value

Lecture

PLO 3

CLO 4

Comprehension

16 Inheritance tax (Cont.)

- The liabilities arising on chargeable lifetime transfers and on the death of an individual

Lecture

PLO 3

CLO 4

Comprehension

| | | | | | | |
|--|---------|--------------|-------|-------|---------------|--|
| 17 Inheritance tax (Cont.) | | | | | | |
| <ul style="list-style-type: none"> The use of exemptions in deferring and minimising inheritance tax liabilities | Lecture | Quiz 2 | PLO 3 | CLO 4 | Comprehension | |
| 18 Inheritance tax (Cont.) | | | | | | |
| <ul style="list-style-type: none"> Payment of inheritance tax A comprehensive problem on Inheritance tax | Lecture | | PLO 3 | CLO 4 | Comprehension | |
| 19 Corporation tax liabilities | | | | | | |
| <ul style="list-style-type: none"> The scope of corporation tax Taxable total profits | Lecture | Assignment 2 | PLO 3 | CLO 5 | Comprehension | |
| 20 Corporation tax liabilities (Cont.) | | | | | | |
| <ul style="list-style-type: none"> Chargeable gains for companies | Lecture | | PLO 3 | CLO 5 | Comprehension | |
| 21 Corporation tax liabilities (Cont.) | | | | | | |
| <ul style="list-style-type: none"> <u>The comprehensive computation of corporation tax liability</u> | Lecture | Quiz 3 | PLO 1 | CLO 5 | Comprehension | |
| 22 Corporation tax liabilities (Cont.) | | | | | | |
| <ul style="list-style-type: none"> The effect of a group corporate structure for corporation tax purposes | Lecture | | PLO 3 | CLO 5 | Comprehension | |
| 23 Corporation tax liabilities (Cont.) | | | | | | |
| <ul style="list-style-type: none"> The use of exemptions and reliefs in deferring and minimising corporation tax liabilities. | Lecture | | PLO 3 | CLO 5 | Comprehension | |
| 24 Corporation tax liabilities (Cont.) | | | | | | |
| <ul style="list-style-type: none"> Comprehensive Problem on Corporation Tax. | Lecture | Assignment 3 | PLO 3 | CLO 5 | Comprehension | |
| 25 Value added tax (VAT) | | | | | | |
| <ul style="list-style-type: none"> The VAT registration requirements | Lecture | | PLO 1 | CLO 6 | Comprehension | |
| 26 Value added tax (VAT) (Cont.) | | | | | | |
| <ul style="list-style-type: none"> The computation of VAT liabilities | Lecture | | PLO 3 | CLO 6 | Comprehension | |

27 Value added tax (VAT)

- **The effect of special schemes**

Lecture

PLO 1

CLO 6 Comprehension

28 Recap of the course:

-

Lecture

Course Title: Accounting & Financial Information System**Course Code: ACCT-475****Credit Hours: 3****Course Instructor:****Mode of Contact:**

You can contact your course instructor in the following ways:

Email:

Meeting: By appointment via e-mail

Prerequisites: As an advanced accounting and finance course, the student must have an understanding of Principles of Accounting, Financial Accounting, Cost Accounting, Managerial Accounting, and Financial Management.

Textbook / Reference Books:

- QuickBooks 2016 – the missing manual by Bonnie Biafore (For QuickBooks Desktop version)
- QuickBooks 2021 For Dummies by Stephen L. Nelson
- Mastering QuickBooks 2022 by Crystalynn Shelton, 3rd Edition (For QuickBooks Online version)

Course Description:

This course is based on accounting software named QuickBooks which has been designed for extensive learning and application of accounting. This course is a practical application of accounting concepts by utilizing QuickBooks software. This course mainly covers creating and maintaining company accounting information, customers and vendors database, inventory management, and payroll information, in addition to processing the accounting cycle. The course also focuses on the generation of accounting and financial reports and their application to business decisions. The course is aimed to develop an understanding of basic accounting concepts for use in a computerized accounting environment by utilizing QuickBooks and MS Excel.

Course Objectives:

CO 1: To introduce QuickBooks for setting up a company and creating backup/restore files.

CO 2: To discuss the basic financial accounting tools related to chart of accounts, customers, vendors, inventory, employees, sales, purchases, payroll, etc.

CO 3: To discuss the management of invoicing, account receivables, expenses, and inventory.

CO 4: To introduce the role of financial reports in business decision making.

Course Learning Outcomes:

CLO 1: Identify the basic QuickBooks features; basic screens, windows, and other tools used in the software.

CLO 2: Set up the chart of accounts (COAs) and manage records of customer, vendors, inventory, employees, sales, purchases, payroll, etc.

CLO 3: Managing invoicing, account receivables, expenses, and inventory.

CLO 4: Produce and evaluate the financial reports and discuss its significance for decision-making.

ASSESSMENT INSTRUMENT WITH WEIGHTS:

| SNR | ITEMS | MARKS | |
|-----|-------------------------------|-------|----|
| 1 | Mid Term Exam | 30 | |
| 2 | End Term Exam | 50 | |
| 3 | Internal Evaluation Breakdown | | |
| | Quiz(s) | | |
| | Assignments(s) | | |
| | Class Participation | | |
| | Presentations | | |
| | Case Discussion | | |
| | Lab Work/Practical Project | | |
| | Any Other | | |
| | Total | 20 | 20 |
| | GRAND TOTAL | 100 | |

COURSE CONTENTS:

| Lecture | Scheduled Topic | Learning Activity | Assessment Activity | PLO ¹ | CLO | Thinking Level |
|---------|--|-------------------|------------------------|------------------|-------|----------------|
| 01 | <ul style="list-style-type: none"> Revision of accounting concepts Introduction to softwares CHAPTER 1: Introduction to QuickBooks <ul style="list-style-type: none"> Creating a Company File, Opening QuickBooks, Choosing a Start Date | Lecture | | PLO 4 | CLO 1 | Knowledge |
| 02 | <ul style="list-style-type: none"> Opening an Existing Company File Modifying Company Info File backup and restore | Lecture | | PLO 4 | CLO 1 | Knowledge |
| 03 | CHAPTER 3: Setting Up a Chart of Accounts <ul style="list-style-type: none"> Acquiring a Chart of Accounts Planning the Chart of Accounts | Lecture | | PLO 4 | CLO 2 | Comprehension |
| 04 | <ul style="list-style-type: none"> Creating Accounts and Subaccounts Working with Accounts | Lecture | | PLO 4 | CLO 2 | Comprehension |
| 05 | CHAPTER 4: Setting Up Customers and Jobs <ul style="list-style-type: none"> Working with the Customer Center Creating Customers in QuickBooks | Lecture | | PLO 4 | CLO 2 | Knowledge |
| 06 | <ul style="list-style-type: none"> Creating Jobs in QuickBooks | Lecture | Assignment 1 Quiz 1 | PLO 4 | CLO 2 | Knowledge |
| 07 | CHAPTER 4: Setting Up Vendors <ul style="list-style-type: none"> Working with the Vendor Center Creating Vendors in QuickBooks | Lecture | | PLO 4 | CLO 2 | Knowledge |
| 08 | <ul style="list-style-type: none"> Working with Customers, Jobs, and Vendors | Lecture | | PLO 4 | CLO 2 | Knowledge |
| 09 | CHAPTER 5: Setting Up Items <ul style="list-style-type: none"> What Items Do When You Don't Need Items Should You Track Inventory with Items? Planning Your Items | Lecture | | PLO 4 | CLO 2 | Knowledge |
| 10 | <ul style="list-style-type: none"> Creating Items, Service Items, Product Items, Other Types of Items Working with Items | Lecture | | PLO 4 | CLO 2 | Knowledge |

| | | | | | | |
|-----------|---|---------|------------------------|-------|-------|---------------|
| 11 | CHAPTER 21: Working with Sales Tax | | | | | |
| | <ul style="list-style-type: none"> Setting Up Sales Tax Producing Reports of the Sales Tax You Owe Paying Sales Tax | Lecture | | PLO 4 | CLO 2 | Knowledge |
| 12 | CHAPTER 15: Doing Payroll | | | | | |
| | <ul style="list-style-type: none"> Getting Started with Payroll Recording Transactions from a Payroll Service | Lecture | Assignment 2 Quiz 2 | PLO 4 | CLO 2 | Knowledge |
| 13 | CHAPTER 10: Invoicing | | | | | |
| | <ul style="list-style-type: none"> Choosing the Right Type of Form Sales Forms and Accounts Creating Invoices | Lecture | | PLO 4 | CLO 3 | Knowledge |
| 14 | <ul style="list-style-type: none"> Creating Batch Invoices, Invoicing for Billable Time and Costs | Lecture | | PLO 4 | CLO 3 | Knowledge |
| 15 | CHAPTER 10: Invoicing (Contd.) | | | | | |
| | <ul style="list-style-type: none"> Estimating Jobs Creating Progress Invoices Handling Customer Refunds and Credits Modifying Invoices | Lecture | | PLO 4 | CLO 3 | Knowledge |
| 16 | CHAPTER 13: Managing Accounts Receivable | | | | | |
| | <ul style="list-style-type: none"> Receivables Aging Receiving Payments for Invoiced Income Applying Credits to Invoices When You Receive Payments | Lecture | | PLO 4 | CLO 3 | Comprehension |
| 17 | CHAPTER 13: Managing Accounts Receivable (Contd.) | | | | | |
| | <ul style="list-style-type: none"> Discounting for Early Payment Correcting Misapplied Customer Payments | Lecture | | PLO 4 | CLO 3 | Comprehension |
| 18 | <ul style="list-style-type: none"> Applying Finance Charges, Cash Sales, Making Deposit | Lecture | | PLO 4 | CLO 3 | Comprehension |
| 19 | CHAPTER 9: Paying for Expenses | | | | | |
| | <ul style="list-style-type: none"> When to Pay Expenses Entering Bills Recording a Deposit to a Vendor Paying Your Bills | Lecture | Assignment 3 Quiz 3 | PLO 4 | CLO 3 | Knowledge |
| 20 | <ul style="list-style-type: none"> Writing Checks Without Entering Bills | Lecture | | PLO 4 | CLO 3 | Knowledge |

- Producing Checks
- Paying Using Other Payment Methods

21 CHAPTER 20: Managing Inventory

- Setting Up Inventory Items
 - Purchasing Inventory
 - Selling Inventory
 - Running Inventory Reports
- Lecture PLO 4 CLO 3 Comprehension

- 22**
- Working with the Inventory Center
 - Performing a Physical Inventory
 - Adjusting Inventory in QuickBooks
- Lecture PLO 4 CLO 3 Comprehension

23 CHAPTER 23: Tracking Finances with Reports and Graphs

- Finding the Right Reports
 - Running Reports
 - Adding Comments to Reports
- Lecture PLO 7 CLO 4 Comprehension

- 24**
- Printing and Saving Reports, Customizing Reports, Memorizing Reports
- Lecture PLO 7 CLO 4 Comprehension

- 25**
- Processing accounting cycle using Excel
- Lecture PLO 4 CLO 4 Comprehension

- 26**
- Producing financial statements using Excel
- Lecture PLO 7 CLO 4 Comprehension

- 27**
- Loan and lease amortization using Excel
- Lecture PLO 4 CLO 4 Comprehension

28 Financial Statements Analysis using Case study through Excel

- Vertical Analysis
 - Horizontal Analysis
 - Ratios Analysis
- Case study PLO 7 CLO 4 Comprehension

THE END