Syllabus for B. Com. (2012 and onward)

Government College University Faisalabad.
www.gcuf.edu.pk
Syllabi and Courses of Reading of B.Com. Part I & II (New I.T Scheme) Two year Pass Course Examination.

The details of the scheme are given as under:

### B.Com Part-I

<table>
<thead>
<tr>
<th>Code No.</th>
<th>Title of Subject</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>BC-301</td>
<td>Business Statistics &amp; Mathematics</td>
<td>100</td>
</tr>
<tr>
<td>BC-302</td>
<td>Computer Application in Business</td>
<td>100</td>
</tr>
<tr>
<td>BC-303</td>
<td>Economics</td>
<td>100</td>
</tr>
<tr>
<td>BC-304</td>
<td>Financial Accounting</td>
<td>100</td>
</tr>
<tr>
<td>BC-305</td>
<td>Functional English</td>
<td>100</td>
</tr>
<tr>
<td>BC-306</td>
<td>Introduction to Business</td>
<td>100</td>
</tr>
<tr>
<td>BC-307</td>
<td>Money, Banking and Finance</td>
<td>100</td>
</tr>
<tr>
<td>BC-308</td>
<td>Islamic Studies <em>(Ethical Behavior in lieu of Islamic Studies for Non-Muslim Students)</em></td>
<td>60</td>
</tr>
</tbody>
</table>

**Total:** 760

### B.Com Part-II

<table>
<thead>
<tr>
<th>Code No.</th>
<th>Title of Subject</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>BC-401</td>
<td>Advanced Financial Accounting</td>
<td>100</td>
</tr>
<tr>
<td>BC-402</td>
<td>Auditing</td>
<td>100</td>
</tr>
<tr>
<td>BC-403</td>
<td>Business Communication &amp; Report Writing</td>
<td>100</td>
</tr>
<tr>
<td>BC-404</td>
<td>Business Law</td>
<td>100</td>
</tr>
<tr>
<td>BC-405</td>
<td>Business Taxation</td>
<td>100</td>
</tr>
<tr>
<td>BC-406</td>
<td>Cost Accounting</td>
<td>100</td>
</tr>
<tr>
<td>BC-407</td>
<td>Economics of Pakistan</td>
<td>100</td>
</tr>
<tr>
<td>BC-408</td>
<td>Pakistan Studies</td>
<td>40</td>
</tr>
</tbody>
</table>

**Total:** 740

**Total Marks:** B.Com Part-I (760) and B.Com Part-II (740) = 1500

### Practical Training

Two months practical training with a reputed Business, Information Technology and Commercial organization will be an integral part of the B.Com Programme. The students would be required to complete this training after appearing in the appearing in the B.Com Part-II Examination.
DETAILS OF COURSES

BC-301 BUSINESS STATISTICS & MATHEMATICS
5. Sampling, Chi-Square, Statistical Package for Social Sciences

MATHEMATICS

Note: At least two questions from each part will have to be answered.

BOOKS RECOMMENDED (Latest Editions)
2. L.W. Stafford. Business Mathematics
8. Frank S. Bundwick "Applied Mathematics for Business, Company, New York, USA
PAPER: BC. 302 COMPUTER APPLICATION IN BUSINESS


2. Data processing: Difference between Data & Information, Data Processing, Life cycle of data processing, How data become information. The need of data processing in business organizations.

3. Microsoft Windows 2000: Introduction, Task bar, Display properties, Control panel (mouse, keyboard, regional settings) etc.


5. MS Office 2000 (Word, Excel and Power point).

6. Internet and E-mail: Concept of Internet, Services provided by Internet, Using a web browser, Address bar, Refresh and Stop, Use of search engine, Saving information from the Internet, E-mail concept, Creation of an E-mail account of Free Web Servers, Sending and receiving E-mails, Difference between ISP and free server mail account.

Recommended Books. (Latest Editions)


5. Robert A. Szmaski. Introduction to Computer & Information System.


BC-303: ECONOMICS


**Consumption:** Definition and meaning, Diminishing Marginal Utility, Consumer's Surplus, Law of Substitution; Indifference Curves. Consumer's Equilibrium with Indifference Curves. Price and Income effect.

**Demand & Supply:** Definition and meaning, Curves; Elasticity of Demand and its measurement. Income and Cross Elasticity. Supply, Changes in supply. Elasticity of Supply, Market Equilibrium Analysis.

**Production:** Law of variable proportions Factors of Production, Land, Labour and its mobility, Capital, its meaning, accumulation of capital, productivity of Capital, Entrepreneur, Functions of Entrepreneur.

**Costs of Production:** Fixed, Variable, Total, Average and Marginal; Costs over time period. Derivation of short and long run cost curves.

**Market:** Perfect and Imperfect Competition. Demand and Supply Relationship. Market Price determination under Perfect Competition, Monopoly and Monopolistic, Competition, Oligopoly, Duopoly (Basic Concepts).

**Factor Pricing:** Rent, Wages, Interest and Profit.


**Public Finance:** Meaning, Difference between Private and Public Finance, Kinds of Taxes and Cannons of Taxation.

**Economics in Islam:** Economic role of State in Islam, Zakat and Usher.

**Mathematical Economics:** Differentiation of functions. Partial differentiation. Application of derivatives in Business/Commerce, Optimization. (Maximization and Minimization)

**BOOKS RECOMMENDED (Latest Editions)**
1. Lioyd G. Reynolds Irwin. Micro Economics - Analysis & Policy. Irwin Homwood Illinois,
BC-304: FINANCIAL ACCOUNTING

2. Recording the business transactions: Journal, Ledger and Trial Balance.
3. Subsidiary Ledgers, Banking Transactions, Bank Reconciliation and Negotiable Instruments, Bills of Exchange etc.
4. Depreciation Methods and Accounting Treatment
10. Incomplete records, single entry system.

BOOKS RECOMMENDED (Latest Editions)

9. International Accounting Standards.
10. Dempsey Dupree & Matthew Marder, Principles of Accounting, Addison-wesley Publishing.
BC-305: FUNCTIONAL ENGLISH

1. **Vocabulary:** Antonyms, Synonyms, Homonyms, One word Substitute.
2. **Practical Grammar - Sentence Structure:** types of sentences - based on function e.g. Interrogative sentences, based on structure e.g. Compound sentences, Parts of a Sentence- subject, predicate, complements, direct indirect Objective, Rules for structuring sentences, Phrases - types and functions, Clauses - types and functions.
3. **Parts of Speech:** Major word classes, Nouns - with further classifications (regular, countable; uncountable; singular; plural), Pronouns - with further classifications, Verbs - emphasis on three forms of verbs, Adjectives - with further classification - three degrees of comparison, Adverbs - with further classifications. Minor word classes: Preposition, Conjunctions - with further classifications, Interjections, Auxiliary verbs, Determiners, Infinitive, Participle, Gerund, Genitives - types and functions.
4. **Punctuation: Tenses** - Types, Structure, Function, Conversion into negative and interrogative.
5. **Active and Passive voice**
6. **Direct and Indirect speech.**
7. **Articles:** Definite, Indefinite
8. **Composition (comprehension)** Precis Writing, Essay Writing

RECOMMENDED BOOKS (Latest Editions)
5. A.J. Thomson & A.V. Martinet, A Practical English Grammar:
BC:-306: INTRODUCTION TO BUSINESS

Business: Meaning, Nature, Scope and Importance. Problems, Functions and Qualities of a Businessman,
Sole Proprietorship: Features, Importance, Merits and Demerits.
Partnership: Features, Merits and Demerits, Co-ownership vs. Partnership; Classification of Partners; Rights, Duties and Liabilities of Partners, Dissolution of Partnership.
Joint Stock Company: Features, Merits and Demerits, Formation, Memorandum of Association; Articles of Association, Prospectus, Capital, Management, Meetings, Winding up.
Cooperative Society: Features, Kinds, Merits and Demerits.
Combination: Meaning, Causes and Purposes, Advantages and Disadvantages. Types of Combination. Forms of Combination.
Trade: Home and Foreign Import and Export Wholesales, Retail, Channels of Distribution: Meaning, Function, Kinds, Selection of Channels, Advantages,
Marketing: Definition, Functions, Types, Scope, Advantage and Disadvantage, Selling, Sales Promotion: Meaning, Objects and methods, Advertising.
E-Commerce: Introduction and Significance.
Stock Exchange: Functions and working in Pakistan

BOOKS RECOMMENDED (Latest Editions)
BC-307: MONEY, BANKING AND FINANCE

MONEY

Introduction: Evolution, forms and Issuance, Functions, Importance and Role of Money.

VALUE OF MONEY:

Determination of the Value: Quantity Theory of Money, Cash Balance Theory of Money, Modern theory of Money,

Changes in Value: Inflation, Kinds, Causes, Remedies, Deflation, Reflation, Disinflation, Stagflation.

Measurement of Changes in Value: Index Numbers, Devaluation of Money.

Foreign Exchange: Introduction, Determination of Rates of Exchange and factors involved.

Introduction to Money and Capital Markets:

Trade Cycle: Phases, Causes, Remedies, Theory of Trade Cycles.


BANKING

Introduction: Evolution, Definition, Kinds of Banks. Scope of Banking.

Commercial Bank: Functions, Importance, Role of Banks, Credit Instruments & Credit Creation, Scope of E. Banking.


Banker-Customer Relationship: Different Types of Customers, Nature of Relationship, Rights and Duties of Both Parties.


Central Bank: Functions, Monetary Policy, State Bank of Pakistan, Functions and Role in the Economic Development of Pakistan.

Banking in Pakistan: Brief History, Nationalization, Privatization, ADBP, IDBP.

Islamic Banking: Evolution of Islamic Banking System in Pakistan.

FINANCE

Importance, Kinds & Sources of Interest Based and Interest Free Financing.

BOOKS RECOMMENDED: (Latest Editions)
2. S.A. Menai, Banking and Finance in Pakistan, Oxford University Press, Karachi.
4. M. Saeed Nasir, Money & Banking, Kitab Markaz Faisalabad.
8. Zia-ud-Din, Munawar Iqbal & M. Fahim, Money and Banking in Islam, International Centre for Research in Islamic Economics, King Abdul Aziz University, Jeddah & Institute of Policy Studies, Islamabad.
9. Miller & Pulsinelli, Modern Money & Banking, McGraw Hill,
10. M.Akram Khan, Islamic Banking in Pakistan, All Pakistan Islamic Education Congress, Lahore.
11. Abdul Jabbar Khan, Five Decades of Banking in Pakistan, NBP, Karachi.
BC-308: ISLAMIC STUDIES
OR
Ethical Behaviour in lieu of Islamic Studies for Non-Muslim Students

Ethical Behaviour:
1. Meaning and Scope of Ethics,
2. Relation of Ethics with:
   a) Religion b) Science c) law
3. Historical Development of Morality:
   a. Instinctive Moral Life.
   b. Customary Morality
   c. Reflective Morality.
4. Moral Theories:
   a. Hedonism (Mill)
   b. Intuitionism (Butler)
   c. Kant's Moral Theory
5. Moral Ethics and Society:
   b. Tolerance
   c. Justice
   d. Punishment (Theories of Punishment)
6. Moral Teachings of Major Religions:
   a. Judaism
   b. Christianity
   c. Islam
7. Professional Ethics:
   a. Medical Ethics
   b. Ethics of Students
   c. Ethics of Teachers
   d. Business
8. Islam's attitude towards Minorities.

BOOKS RECOMMENDED: (Latest Editions)
B. COM. PART-II

BC-401: ADVANCED FINANCIAL ACCOUNTING

4. Branch accounts.
5. Departmental Accounts.
7. Mergers, acquisitions and changes in financial structures, Valuation of Goodwill and Shares.
8. Liquidation of Joint Stock Companies.

BOOKS RECOMMENDED (Latest Editions)

1. Meigs and Johnson, Advanced Accounting, McGraw Hill.
2. Karrenbrock and Simon Advanced Accounting, South Western Publication Co.
BC-402: AUDITING

Introduction: Definition Scope and Objects

Internal Control: Internal Audit, Internal Check, Internal Control for cash, purchases, store and sales departments.

Kinds of Audit: Continuous, Final and Interim audit. Audit Program, Test checking, Audit Working Papers, Audit Note Book.

Vouching: Techniques and Applications.

Verifications: Verification of Assets and Liabilities.

Auditors in Pakistan: Appointment, rights, duties and liabilities.

Audit Reports: Statutory, Prospectus, Annual, Unqualified and Qualified reports.

Specialized Audit: Audit of Textile, Sugar, Bank, Newspaper Cement and Insurance Companies.

Audit of computerized Accounting Records

Investigation: Meaning, difference with audit, Detection of Frauds.

BOOKS RECOMMENDED (Latest Editions)

1. Khawaja Amjad Saeed, Auditing, Accountancy & Taxation Services Institute, Lahore.
1. Importance of Business Communication: Introduction, Importance.
3. Principles of Business communication: Completeness, Conciseness Consideration, Concreteness, Clarity, Courtesy, Correctness.
6. Good news and Neutral Messages: Favourable replies to the request.
7. Bad news messages: The right attitude, Plan for bad news messages, Unfavourable replies to request.
13. Successful oral Presentation and Successful Listening: Presentation - Description and Methodology, Listening - Description.

BOOKS RECOMMENDED (Latest Editions)
1. Herta A. Murphy, Effective Business communication, McGraw Hill.
BC-404: BUSINESS LAW

Law of Contract

Sale of Goods Act

Negotiable Instruments Act

Carriage of Goods

Industrial Law
Laws relating to Factories, Workmen Compensation, Social Security, Payment of Wages.

BOOKS RECOMMENDED (Latest Editions)
2. Khawaja Amjad Saeed, Mercantile Law of Pakistan, Accountancy & Taxation Services Institute, Lahore.
4. Govt. of Pakistan. Relevant Acts and Ordinances
7. Denis Keenan, Smith and Keenan's Company Law, Pitman
BC-405: BUSINESS TAXATION


BOOKS RECOMMENDED (Latest Editions)
8. Govt. of Pakistan, Income Tax Ordinance.
BC-406: COST ACCOUNTING
2. Elements of Cost; Cost Classification and Costing systems; Cost Accounting Cycle & Costing Techniques.
5. Material Costing and Control.
6. Labour costs Accounting and Incentive Wages Plans
7. Factory Overhead Costing, Accumulation, Application and Departmentalization including variance analysis.
8. Process Costing; including treatment of addition of material in a subsequent Department.

BOOKS RECOMMENDED (Latest Editions)
1. Arshad Awan and Khalid latif, Cost Accounting, Kitab Markaz, Faisalabad.
4. S. Qavi Ahmad, Cost Accounting.
BC-407: ECONOMICS OF PAKISTAN
1. Economic Development and its Requisites. Mineral, power, water, forest and Human resources. Influence of resources on economic and social development.
2. Development of Natural Resources
3. Agricultural Development: Main products. Food problems, Price of Agricultural products and Government policies, collective and cooperative Farming; Agricultural Finance: Problems and Remedies; Marketing of Agricultural products and problems related thereto.
4. Industrial Development:
   Present position and prospects. Industrial finance and financial Institutions;
   Localization of Industries; Private and Public Investment; Large Scale, Small Scale, and Cottage Industries, SAMEDA, Marketing of Industrial Products.
5. Trade:
   Main Exports and Imports; Volume, Value and trends in foreign trade and Balance of payments; Trade agreements.
6. Transport and Communication:
   Development of means of Transport and Communication and their role in economic development.

BOOKS RECOMMENDED (Latest Editions)
5. Parvez Hasan, Pakistan's Economy at the Crossroads, past policies and present imperatives, Oxford University Press, Karachi.
BC-408: Pakistan Studies

(As adopted for B.A./B.Sc. Examination 2000 annexed herewith)
۵. پاکستان میں اسلامی افغانی ہیڈ کیٹیاں
   ۱. قرآن کی کتاب
   ۲. حسرات حقیقت
   ۳. نعت اور اصرار
   ۴. تاریخ مسلمانی شہریت

۶. اسلام کی معاشرت
   ۱. عورت کی دست
   ۲. نژاد ہیئت
   ۳. وزارت
   ۴. صلح
   ۵. افراد بند (مقدم)

Books Recommended:

Relevant portions of the following books:

1. L.H. Qureshi  The Struggle for Pakistan, Karachi 1965.
3. L.H. Qureshi (Edn.) A Short History of Pakistan.
6. کیا ہے پاکستان کا دری  کا کریم  کا کریم
7. تحریک تحریک پاکستان
8. کرامت شاہ اباد کریم