

FINANCIAL ACCOUNTING II (HEC ROADMAP PAGE # 59)

COURSE DESCRIPTION/OBJECTIVE

This course is built upon the Financial Accounting Course in the sense that it provides advanced treatment of basic techniques learned in the first course of Financial Accounting. It mainly focuses upon the company accounts and their understanding in the context of the IAS and companies ordinance 1984.

LEARNING OUTCOMES

After studying this course the student will be able to understand:

1. The formation of companies and important financial statements (balance sheet, income statement/profit and loss account, cash flow statement, statement of owner equity) of Public Limited companies.
2. Exposer about company annual report and notes to the accounts.
3. The accounting for partnership and non-profit organizations.
4. The accounting for consolidated statements.
5. Accounting for leasing and fixed assets.

COURSE CONTENT Week 1	Accounting for companies <ul style="list-style-type: none">☐ The Company☐ Types of Company☐ Formation of a Public Limited Co,☐ Classes of Shares☐ Ordinary Shares☐ Preference Shares☐ Issuance of Shares ☐ Market Value of Shares☐ Share Capital and Share Premium
Week 02	Accounting for Issuance of shares
Week 03 & 04	Company final Accounts <ul style="list-style-type: none">☐ Preparing Final Accounts<ul style="list-style-type: none">o Profit & Loss Accounto Appropriation Accounto Balance Sheet☐ Published Annual Reports
Week 05	Company final Accounts <ul style="list-style-type: none">☐ Alteration of Capital☐ Bonus Shares☐ Right Issue☐ Stock Splits
Week 06	Accounting for Dividends
Week 07	Accounting for Bonds and Debentures <ul style="list-style-type: none">☐ Issuance of Bonds and Debentures☐ Redeemable Capital
Week 08 & 09	Preparation and Interpretation of Cash Flow

Week 10 & 11	<p>Important IAS and FRS</p> <ul style="list-style-type: none"> ☒ Inventories IAS-2 ☒ Revenue recognition ☒ Research and Development ☒ Intangible Assets ☒ Revaluation of Assets ☒ Impairment of Assets ☒ Post balance sheet events
Week 12 & 13	<p>Analysis of Financial Statements</p> <ul style="list-style-type: none"> ☒ Ratios ☒ Trend analysis ☒ Common size analysis
Week 14 & 15	Accounting for consolidated statements.
Week 16	Accounting for Partnerships

TEXT/REFERENCES BOOKS:

1. By Williams, Haka, Bettner: Financial & Managerial Accounting, Latest Edition. Publisher Prentice Hall
2. Professor Muhammad Ammanullah Khan: Financial Accounting, Latest Edition
3. Frank wood, Business Accounting –II, (Latest Edition)
4. Miegs and Meigs, Accounting for Business Decision, 12th/Latest Edition

PRINCIPLES OF MACRO-ECONOMICS (HEC ROADMAP Page 132)

COURSE DESCRIPTION

This course aims at giving students knowledge about the working of a mixed economy at the aggregate level under pinning of aggregate out-put and income determination, key macro-economics problems and major policy debate. The basic themes are extended to find out how the disciplines of national income, macro economics in closed and open economy, macro-economic stabilization policies, macro-economic components (consumption, saving, private investment, interest etc.), public finance, money and banking link up with conventional macroeconomics.

INDENTED LEARNING OUTCOME

At the end of this course, students will be able to:

1. To become familiar with and readily use economic terminology.
2. To learn about the analytical approach economists take to the problem of scarcity.
3. To gain an intuitive understanding of macroeconomic theory and application.
4. To acquire better critical thinking skills through the analysis of present day economic issues.
5. To provide a foundation for possible careers in business, government, academic or other sectors.
6. To develop a conscious recognition of economics in the world around us

TEXT/REFERENCE BOOKS

1. Dornbusch and Fischer Macroeconomics, McGraw Hill, New York. (Latest Edition).
2. Mc Connell & Brue, Economic, Mc-Graw Hill, INC (Latest Edition)
3. Muhammad Hussain Choudhry, Economic Theory Volume 2, Caravan Book House, Lahore 2002.
4. Ruffin & Gregory, Principles of Economics, Scott, Foresman & Company.
5. Samuelson and Nordhaus, Economics, McGraw Hill, New York. (Latest Edition)

BUSINESS MATHEMATICS 3(3-0)

COURSE OBJECTIVES:

This course is built upon the mathematical concepts, principles and techniques that are useful in business management. The main objectives of the course are to enhance students' competency in application of mathematical concepts in solving business management problems and to improve their level of quantitative approach.

INDENTED LEARNING OUTCOMES:

Upon the successful completion of this course, you should be able to:

- Mathematical Function
- Building and solving linear and quadratic equations
- Types of functions
- Matrices and its applications
- Determinants and its applications

COURSE CONTENTS:

Preliminaries, Linear Equations, Systems of Linear Equations, Linear Functions Applications, Mathematical Functions, Quadratic & Polynomial Functions, Exponential & Logarithmic Functions, Matrix Algebra, Differentiation & Integration, Mathematics of Finance, Basic Algebra, Linear Equations and Inequalities and Graphs, Quadratic Equation and their Application, Simultaneous Equations, Progressions of Sequence, and Series and their application in Business, Ratios, Proportions and Percentages

SUGGESTED READINGS

1. Frank S. Budnick: Applied Mathematics for Business Economics and Social Sciences
2. Bowen: Mathematics with Applications in Management and Economics
3. Cheryl Cleaves, Business Maths, Pearson (Latest Edition)

PRINCIPLES OF MANAGEMENT (HEC ROADMAP PAGE #48-49)

COURSE DESCRIPTION AND GOALS

This is an introductory course about the management of organizations. It provides instructions on 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 principles learned in this course will allow the student to effectively work with and through others in an organization. The course will also encourage the students to explore and inquire the applicability of western management principles and theories in local settings. Besides, the course will discuss the Islamic perspective of managing businesses and organizations.

1. Hold informed conversations with functional specialists and understand how to draw effectively on their expertise in managing organizations.
2. Understand the relevance of the western management principles and theories, for local settings.
3. Understand the Islamic perspective of managing businesses and organizations.
4. Apply course concepts and theory in a practical context.
5. Integrate several of the disciplines studied
6. Demonstrate empirical investigative skills by producing an in-depth analysis of a management situation usually presented through case studies, resulting in recommendations for a programme of action.
7. Recognise the need to take a holistic approach to performance improvement rather than a narrowly functional approach.

RECOMMENDED TEXT BOOKS

1. Mary Coulter & Robbins, Management, International ed.

INTRODUCTION TO SOCIOLOGY 3(3-0)

COURSE OBJECTIVES:

Sociology is the systematic and scientific study of human behavior in social setup. Sociology studies culture, government institutions, economic system and how these systems affect the human behavior. Business management students cannot efficiently handle the various managerial problems unless they

have some background in sociology. The scope of sociology is an ever expanding phenomenon and a basic course in this field will help us:

- To improve the quality of our lives and establishes a society based upon justice and equity.
- To improve academic standard in this region through the generation, assimilation, and dissemination of knowledge.
- To make the students aware of recent trends in sociological thought.
- To prepare people of this area to serve as intellectual resource base in this region
- To enable the students to apply sociological knowledge for the economic and social betterment of Pakistan
- To develop high quality professionals and social scientists that the committed to pursuit of excellence, and are endowed with vision, courage, and dedication.

COURSE CONTENTS:

Introduction: Sociological Perspective, The Development of Sociology, The Role of Values In Social Research, Prejudice In Early Sociology, Theoretical Perspective In Sociology. *Culture:* Components of Symbolic Culture, Subcultures and Counter Cultures, Cultural Universals, Animals and Culture, Technology and Global Village, Sociology and New Technology. *Socialization:* Social Development of Self, Mind, and Emotions, Socialization into Gender Social Structure and Interaction, Social Institutions. *Research in Sociology:* Research Model, Research Methods. Experiments, Ethics, Bureaucracy and Formal Organizations, Rationalization of Society, Formal Organizations and Bureaucracy, Voluntary Associations Social Classes, Economy, Politics, Power and Authority, Family, Medicine, Health and Illness, Population and Urbanization, Social Movements

SUGGESTED READINGS:

1. Kendall, Sociology in our Times. Wadsworth Pub Co, 2010
2. Henslin, Sociology: A Down-to-Earth Approach, 11th edition.
3. Brgjar & Soroka, Sociology ,1992.



II. English Comprehension and Composition 2nd Semester (ENG-322)

A. Reading Comprehension Skills

- identifying main idea/topic sentences
- find specific information quickly
- distinguishing between relevant and irrelevant information according to purpose for reading
- recognizing and interpreting cohesive devices
- distinguishing between fact and opinion

B. Reading techniques- applying Skimming, Scanning, SQ3R, SPRE

C. Vocabulary Building Skills

- guessing the meanings of unfamiliar words using context clues
- using word formation rules for enhancing vocabulary
- using the dictionary for finding out meanings and use of unfamiliar words

D. Pre-writing Techniques- Brain Storming, making a list, Mind mapping.

E. Writing Techniques:

- Plan writing: identify audience, purpose and message
- Collect information in various forms such as mind maps, tables, charts, lists
- Order information such as:
 - Chronology for a narrative
 - Stages of a process
 - From general to specific and vice versa
 - From most important to least important
 - Advantages and disadvantages
 - Comparison and contrast
 - Problem solution pattern
- Write argumentative and descriptive forms of writing using different methods of developing ideas like listing, comparison, and contrast, cause and effect, for and against

F. Paragraph Writing:

- Structure & Development of Paragraph
- Write and identify good topic and supporting sentences and effective conclusions
- Use appropriate cohesive devices such as reference words and signal markers

G. Types of Writing

- Narrative
- Descriptive: describing a place, character description

- Expository
- Argumentative

H. Essay writing techniques:

- Structure and outline of an essay.
- Writing Introductions and conclusions of an essay.
- Unity and coherence in an essay

I. Paraphrasing: What is Paraphrase? Paraphrasing Techniques and how to apply

J. Précis writing

- What is Précis?
- Uses of précis writing
- Essentials of a good précis
- Method of procedure
- How to find the title
- Précis of a phrase or clause
- Précis of a Sentence
- Précis of a Paragraph
- Summarizing an article
- Writing an assignment summary

K. Expansion: Expansion of a sentence into paragraph Method of Expansion

Suggested Books:

- Exploring the World of English by Saadat Ali Shah
- College Writing: From paragraph to Essay: Zemach & Rumisek
- Reading. Upper Intermediate. Brain Tomlinson and Rod Ellis.
- Oxford Supplementary Skills. Third Impression 1992.
- Glencoe Writer's Choice: Grammar and Composition. McGraw Hill Glencoe
- College writing skills by John Langan. McGraw Hill Publishers, 2004
- Reading upper intermediate. Brain Tomlinson and Rod Ellis. Oxford supplementary skills. Third impression 1992