

M.Com (Two Years)

(Term System)



Department of Commerce

University of Sargodha

RATIONALE OF THE COURSES OF M.COM (Two Years)

Attached outline of courses has been revised for students of M.Com. Courses have been designed in a manner which will broaden the knowledge and comprehension of the subject concerned. Chair has been taken that due consideration for the learning strata in the area of their professional needs are properly given due consideration.

Each course has been developing in scientific manner such that fundamentals ideas context are deled with in the initial part and the higher levels are attain in a progressive manner. This will enable to apply the tools of basic knowledge for understanding and solving problems of comparatively higher and complex nature. It has also been kept in view that subject like math, states and economics. Research techniques are applied and used as tools for dealing with financial and accounting methods. In this way after studying these courses the crop of students will be well equipped in addition to their professional knowledge, with the knowledge of social values and fundamental technique of quantitative analysis/research.

According to our latest studies we have found that once again the commerce graduates have great demand by the Business and industry in Pakistan. As a matter of fact employees are once again vehement about classical degrees like M.Com and B.Com (HONS). It shows that trend for employing more and more graduate in accounting and finance is rapidly developing. This will in return result in substantially greater demand in Commerce graduate in Pakistan.

General Information

- ***Eligibility Criteria***

Under the University of Sargodha Rules for admission in M.Com, the students must have only Commerce Graduate, i.e. B.Com (two years)

- ***Paper Pattern and Evaluation***

Under the University of Sargodha Rules, as per term system regulations of evaluation for affiliated colleges available on UOS website.

- Area of Specialization

- i. Finance

- ii. Accounting

- ***Duration of the Program***

(Two years)

Scheme of Studies

| <u>Course Code:</u> | <u>Subject Name</u> | <u>Total Marks</u> | <u>Credit Hours</u> |
|--------------------------|--|--------------------|---------------------|
| <u>Year – I</u> | | | |
| <u>Term – I</u> | | | |
| MCM – 501 | Accounting for Decision Making | 100 | 03 |
| MCM – 502 | Business Management | 100 | 03 |
| MCM – 503 | Quantitative Analysis (Inferential Statistics) | 100 | 03 |
| MCM – 504 | Principles of Marketing | 100 | 03 |
| MCM – 505 | Managerial Economics | 100 | 03 |
| <u>Term – II</u> | | | |
| MCM – 506 | Company Law | 100 | 03 |
| MCM – 507 | Financial Management | 100 | 03 |
| MCM – 508 | Business Research Methods | 100 | 03 |
| MCM – 509 | Business Communication & Interpersonal Skills | 100 | 03 |
| MCM – 510 | Organizational Behavior | 100 | 03 |
| <u>Year – II</u> | | | |
| <u>Term – III</u> | | | |
| MCM – 601 | Human Resource Management | 100 | 03 |
| MCM – 602 | Management Accounting | 100 | 03 |
| MCM – 603 | International Business | 100 | 03 |
| MCM – 604 | Operation & Production Management | 100 | 03 |
| XXX – 605 | Elective – I | 100 | 03 |
| XXX – 606 | Elective – II | 100 | 03 |
| <u>Term – IV</u> | | | |
| MCM – 607 | Total Quality Management | 100 | 03 |
| MCM – 608 | E – Commerce | 100 | 03 |
| MCM – 609 | Investment Analysis | 100 | 03 |
| MCM – 610 | Corporate Governance | 100 | 03 |
| XXX – 611 | Elective – I | 100 | 03 |
| XXX – 612 | Elective – II | 100 | 03 |
| Total | | 2200 | 66 |

Detailed Scheme

M.COM (02 Years)

Year – I

| <u>Term - I</u> | | | |
|--------------------|--|--------------------|---------------------|
| <u>Course Code</u> | <u>Subject Name</u> | <u>Total Marks</u> | <u>Credit Hours</u> |
| MCM – 501 | <i>Accounting for Decision Making</i> | 100 | 03 |
| MCM – 502 | <i>Business Management</i> | 100 | 03 |
| MCM – 503 | <i>Quantitative Analysis (Inferential Statistics)</i> | 100 | 03 |
| MCM – 504 | <i>Principles of Marketing</i> | 100 | 03 |
| MCM – 505 | <i>Managerial Economics</i> | 100 | 03 |
| <u>Term - II</u> | | | |
| MCM – 506 | <i>Company Law</i> | 100 | 03 |
| MCM – 507 | <i>Financial Management</i> | 100 | 03 |
| MCM – 508 | <i>Business Research Methods</i> | 100 | 03 |
| MCM – 509 | <i>Business Communication & Interpersonal Skills</i> | 100 | 03 |
| MCM – 510 | <i>Organizational Behavior</i> | 100 | 03 |

TERM - I

MCM – 501: ACCOUNTING FOR DECISION MAKING

(100 Marks)

Accounting: Information for Decision Making, Accounting Information (GAAP), Basic Financial Statements, the Accounting Cycle, Accruals and Deferrals, Adjusting Entries, the Accounting Cycle, Reporting Financial Results, Merchandising Activities, Merchandising Companies, Financial Assets, Inventory System & Cost of Goods Sold (CGS), Inventory Systems & Importance, Plant and Intangible Assets, Liabilities, Stockholders' Equity, Income and Changes in the Retained Earnings.

Recommended Books:(Latest Editions)

- 1) Financial and Managerial Accounting by “Meigs and Meigs”
- 1) Fundamentals of Accounting Principles by “John J. Wild & Kermit D. Larson”
- 2) Financial Accounting by “Horngren and Harrison”
- 3) Intermediate Accounting Comprehensive by “Harry Simons & Jay M. Smith”
- 4) International Accounting Standards (IFRS)

MCM – 502: BUSINESS MANAGEMENT

(100 Marks)

Nature of Management, the Development of Management Thought, the Environment for Management, Planning and Decision Making, Quantitative Techniques in Planning and Decision Making. Organizational Design, and Job Design, Staffing the Organization, Managing Organizational Development and Change. Leading and Motivating: Leadership, Motivation, Group Dynamics, Interpersonal and Organizational Communication.

Controlling: The Control Function, Management Information System, Operations Management, and Productivity, Organizational and Entrepreneurial Career Option, Social Responsibility, and Management Ethics. Interpersonal & Comparative Management, Cases and Problem for Decision Making in Management.

Recommended Books: (Latest Editions)

- 1) Koontz & Weirick. Management – McGraw Hills Co.
- 2) Boone, L. E. & Kutz D. L. Management, McGraw – Hill
- 3) Pearce. J. A. & Robinson R. B., Management, McGraw – Hill
- 4) Gellermen, S. W., Cases and Problems for Decision in Management, McGraw – Hill.
- 5) Stephen P. Robins, Principles of Management
- 6) Bovee, Management.

MCM – 503: QUANTITATIVE ANALYSIS (Inferential Statistics)

(100 Marks)

Probability and Decision Making

Definitions and Basic Rules of Probability — Marginal, Joint and Conditional Probability: Definition and calculation
Applications of Probability in Business Situations — Bayes' Rule — Combinatorics: Definition and use in calculating probability — Expected Value: Use as decision rules in assessment of the value of perfect and imperfect information
Other Decision Rules: Maximin Rule, Maximax Rule, Minimax Rule, Hurwicz Criterion

Decision Trees

Definition, Structure, Drawing, Interpretation of Decision Tree — Use of Decision Tree in calculating probabilities.

Statistical Inference

Need and Significance of Statistical Inference in Business — Sampling: Introduction and types — Point and Interval Estimation — Testing of hypothesis: Related Terminology, One Sample and Two Sample tests of Population Means for small and large population(s) — Tests based on Chi-Square Distribution — Statistical Process Control by means of Control Charts

Linear Correlation and Regression

Methodology and calculation — Least Square Principle — Rank Correlation

Multiple and Non-linear Regression

Normal Equation and Matrix approaches of estimation — Non-linear models: Exponential, Logarithmic and Learning Curves

Forecasting- Time Series Analysis

Definition and Application — Moving Average — Exponential Smoothing — Decomposition of Time Series — Use of Regression in Time Series Analysis — Use of Moving Averages in Time Series Analysis

Recommended Books:(Latest Editions)

- 1) Statics for Management by “Levin D. & Rubin D.”
- 2) Lucey, T. (2004), “Quantitative Techniques”, Thomson Asia Pte Ltd. Bangalore.
- 3) Srivastava, S.C. and Srivastava, S.S., “Quantitative Techniques”, Anmol Publications.
- 4) Tulsian, P. C. & Pandly, V., “Quantitative Techniques: Theory and Problems”, Pearson Education.
- 5) Statistical Techniques in Business and Economics by “Mason R. D. & Lined D. A.”

MCM – 504: PRINCIPLES OF MARKETING

(100 Marks)

Marketing Creating & Capturing Customer Value, Understanding the Customer Needs, Understanding the Marketing Environment, Consumer Markets and Consumer Buyer Behavior, Business Markets and Business Buyer Behavior, and Market Segmentation. Product: Product, Services and Branding Strategies, New Product Development (NPD) and Product Life Cycle Strategies. Price: Factors to Consider in Setting Prices, and Pricing Strategies, Place: Nature and Importance of Distribution Channel, Channel Behavior and Organization, Channel Design Decisions, and Channel Management Decisions, Promotion: Advertising, Personal Selling, Sales Promotion, and Public Relationships (PR).

Recommended Books:(Latest Editions)

- 1) Principles of Marketing by “Philip Kotler”
- 2) Fundamentals of Marketing by “William J. Stanton”

MCM – 505: MANAGERIAL ECONOMICS

(100 Marks)

Nature and Scope of Managerial Economics: Definition, Theory of the Firm, Profit Measurement, Business Ethics. Importance of Managerial Economics, Demand & Supply (Basic concepts),

Demand Theory: Demand Curve (Individual Demand Curve, Market Demand Curve, Exceptional Demand Curve and Firm’s Demand Curve), Measurement of Price, Income and Cross Elasticity of Demand (Theoretical and Mathematical Analysis), The Relationship of Price Elasticity, Total Revenue and Marginal Revenue, Policy Implications of Elasticities in Managerial Decision Making.

Demand Estimation: Regression Analysis (Simple Regression), Steps Involved in Regression Analysis for Estimation of Demand, Case Application.

Theory of Consumer Choice: Consumer’s Optimal Consumption, Price Effect, Income Effect, Substitution Effect, Derivation of Ordinary Demand Curve with the help of PCC.

Production and Cost Analysis: The Organization of Production and Production Function, The Production Function with One Variable Input, The Production Function with Two Variable Inputs, Optimal Input Combination for

Minimizing Costs or Maximizing Output. Basic Concepts of Cost, Short Run Cost Curves, Long Run Cost Curves, Learning Cost Curves.

Market Structure and Pricing: Price and Output Determination under Perfect Competition, Monopoly and Monopolistic Competition in Short Run and Long Run, Short Run Supply Curve of the Competitive Firm, Duopoly & Oligopoly Models (Cournot Model, Sweezy Model).

Optimization (Mathematical Analysis): Profit Maximization (TR, TC Approach & MR, MC Approach). Profit Maximization and Government Intervention, Constrained Optimization.

Linear Programming: Simplex Approach (Maximization) Dual and Graphic Approach (Maximization & Minimization), Shadow Prices

Decision Making under Risk and Uncertainty:- Utility Theory and Risk Aversion, The Maximin Criterion, The Minimax Regret Criterion

Recommended Books:-

1. Salvatore, D. "Managerial Economics in a Global Economy", McGraw Hill, 5th Edition.
2. Gondal, A. Shabbir : "Text Book of Economics". Imtiaz Book Depot. Lahore, Jadeed Book Centre, Sargodha.
3. Hirschey, M. "Managerial Economics." 10th Edition.
4. Dowling T. Edward ." Theory and Problems of Mathematics for Economists ". Shaum's Series, McGraw Hill Company.
5. Chiang C. Alpha "Fundamental Methods of Mathematical Economics" McGraw Hill Company.

TERM – II

MCM – 506: COMPANY LAW

(100 Marks)

The companies Ordinance 1984:- Incorporation of company, Memorandum and articles of the association, Prospectus, Officers of the company; directors, chief executive, secretary and auditors. Offer of shares, underwriting, brokerage discount and premium on shares, listing with stock exchanges, listing rules of stock exchanges, applications and allotment of shares, issuance of shares, letters of regret, share certificates, transfer and transmission of shares, flotation of corporate securities, issuance and redemption of debentures. Types of meetings, company and directors meetings, annual general meeting, notice of meetings, agenda of meetings, minutes of the meetings, quorum of meetings, voting, proxies, resolutions, declaration of dividend, dividend warrants, bonus and rights issue.

The securities and exchange commission of Pakistan Act 1997, and the Securities and exchange Commission of Pakistan Regulation 2000:- Filing of returns with SECP and other agencies, maintenance of statutory books, register of shareholders, registration of mortgages and charges, books of accounts and financial reports, service of documents, receiving of deposits by company, Central Depository Company and its regulations (Stock Exchange Regulations and CDC Act-1997); Secretarial organisation and management; appointment of secretary, qualifications of secretary; functions and legal obligations of secretary. Working procedure of Securities and Exchange Commission of Pakistan (SECP), audit and investigation.

Non-Banking Finance Companies (Establishment & Regulation) Rules 2003 (Introduction only). Secretarial Practices:- Secretarial organisation and management; appointment of secretary, qualifications of secretary; functions and legal obligations of secretary. Working procedure of Securities and Exchange Commission of Pakistan (SECP), audit and investigation.

Recommended Books:(Latest Editions)

- 1) Nazir Ahmad Shaheen Corporate Laws & Secretarial Practices, Petiwala Book Depot Karachi.
- 2) Bare Acts, Govt. of Pakistan Publisher, Karachi
- 3) Manual of Corporate Governance, SECP Islamabad
- 4) Company Law By LuqmanBeig

MCM – 507: FINANCIAL MANAGEMENT

(100 Marks)

The Role of Financial management, The Business, Tax and Financial Environments, The Time Value of Money, The Valuation of Long-Term Securities, Risk and Return, Overview of Working Capital Management: Cash and Marketable Securities Management, Accounts Receivable and Inventory management, Short-Term Financing, Capital Budgeting and Estimating Cash Flows, Capital Budgeting Techniques, and Operating and Financial Leverage.

Recommended Books:(Latest Editions)

- 1) Fundamentals of Financial Management by “James C. Van Horne”, Latest Edition.
- 2) Principles of Managerial Finance by “Lawrence J. Gitman”.
- 3) Fundamentals of Financial Management by “Brigham and Houston”.
- 4) Financial Management by “Khan and Jains”.

MCM – 508: BUSINESS RESEARCH METHODS

(100 Marks)

Introduction to Research (Types of research, Manager and Research, Planning Drivers Business Research, How research Industry Works). Scientific Investigation (Hallmarks of Scientific Investigation, Hypothetic-Deductive Research, Deduction and Induction, Action Research and Case study research). Literature Review (Broad Problem Area, Preliminary Data Collection, Literature Survey process, Problem Definition)

Qualitative Research (What is Qualitative Research, The process of Qualitative Research, Qualitative Research Methodologies?). Theoretical Framework and Hypothesis Development (Need For Theoretical Framework, Types of Variables, Components of Theoretical Framework, Hypothesis Formats, Hypothesis Testing in Qualitative research), Research Design (Purpose of the Study, Study Setting, Unit of Analysis, Time Horizon), Experimental Design (Internal Validity, Factors affecting Internal Validity, Types of Experimental Design), Measuring Variables (How variables are measured, Operational Definition: Dimensions and Elements, Scales), Measurement, Scaling, Reliability and Validity (Rating and Ranking Scale, Reliability and Validity), Data Collection Methods (Sources of Data, Data collection methods), Sampling (Reason for Sampling, Representation of Sampling, Normality of Distribution, Probability and Non- Probability Sampling, Detecting Sample Size, Issues of Precision and Confidence), Data Analysis (Testing goodness of data, checking reliability, descriptive statistics and inferential statistics), Research Report (Research proposal and Report components, structuring the Research Proposal).

Recommended Books:(Latest Editions)

- 1) Business Research Methods by “Uma Sekaran”
- 2) Business Research Methods by “Donald Cooper”
- 3) Applied multivariate research: design and interpretation by “Lawrence S. Meyers”

MCM – 509: BUSINESS COMMUNICATION & INTERPERSONAL SKILLS

(100 Marks)

a) Business English

Vocabulary building (Greek and Latin roots , orthography), dictionary use, sentence structure , use of clauses, reading skills and techniques (skimming, scanning, skipping etc.) importance of listening, barriers in listening, strategies for effective listening, writing skills , process of writing, rules for writing correct English, punctuation, speaking skills and its importance & strategies.

b) Business Communication / Interpersonal Skills

Communication foundation (definition, objectives, importance in organization, level and flow of communication), nonverbal communication, barriers in communication, principles for effective communication, writing of effective business message (major plans for letters & memos, inductive and deductive approach), job seeking skills (designing a successful job application, designing resume, preparing for interviews), work team communication (team work, negotiation skills, conducting the meetings, dealing with conflict), presentation skills, presenting written reports (preparing short and formal reports).

Recommended Book:(Latest Editions)

- 1) Effective Business Communication by “Herta A. Murphy”
- 2) The Business of Communicating by “Marty Cielens Mary Aquino”
- 3) Essentials of Business Communication by “Mary Ellen Guffey& Bertha Du – Babcock”
- 4) Interpersonal Skills by “John Hayes”
- 5) Interpersonal Skills in Organization by “Suzanne”

MCM – 510: ORGANIZATIONAL BEHAVIOR

(Marks 100)

Environmental and Organizational Context, Introduction to Organizational Behavior, Environmental Context: Information Technology & Globalization, Organizational Context: Design and Culture, Cognitive Process of Organizational Behavior, Perception and Attribution, Personality and Attitudes, Motivational Needs and Processes, Dynamics of Organizational Behavior, Communication, Decision Making, Stress and Conflict, Power and Politics, Building Teams---- Group Dynamics and Teamwork, Valuing Diversity----- Individual Differences, Managing and Leading for Higher Performance, Managing Performance through Job Design and Goal Setting, Behavioral Performance Management, Effective Leadership Processes, Great Leaders: Styles, and Activities and Skills.

Recommended Books:(Latest Editions)

- 1) Organizational Behavior by “*Stephen P. Robbins*”
- 2) Luthans Fred., Organizational Behavior, 10th Edition, McGraw-Hill.
- 3) John R. Schermerhorn, Management and Organizational Behavior Essentials, Wiley & Sons
- 4) Organizational Behavior By “*Fred Luthan*”

SCHEME OF PAPER

M.COM (02 Years)

Year – II

| <u>Term - III</u> | | | |
|---------------------------|--|---------------------------|----------------------------|
| <u>Course Code</u> | <u>Subject Name</u> | <u>Total Marks</u> | <u>Credit Hours</u> |
| MCM – 601 | <i>Human Resource Management</i> | 100 | 03 |
| MCM – 602 | <i>Managerial Accounting</i> | 100 | 03 |
| MCM – 603 | <i>International Business</i> | 100 | 03 |
| MCM – 604 | <i>Operation & Production Management</i> | 100 | 03 |
| XXX – 605 | <i>Elective – I</i> | 100 | 03 |
| XXX – 606 | <i>Elective – II</i> | 100 | 03 |
| <u>Term – IV</u> | | | |
| MCM – 607 | <i>Total Quality Management</i> | 100 | 03 |
| MCM – 608 | <i>Electronic Commerce</i> | 100 | 03 |
| MCM – 609 | <i>Investment Analysis</i> | 100 | 03 |
| MCM – 610 | Corporate Governance | 100 | 03 |
| XXX – 611 | <i>Elective – I</i> | 100 | 03 |
| XXX – 612 | <i>Elective – II</i> | 100 | 03 |

Term - III

MCM – 601: HUMAN RESOURCE MANAGEMENT

(Marks 100)

Nature of Human Resource Management, concepts, functions, themes and controversies. HRM, Job Analysis and Job Design: Role of HR manager, Human resource planning and HR effectiveness. Job analysis techniques, job evaluation techniques, job description, job specification, job design approaches, job characteristics, approach to job design.

Business Strategy and Human Resource Strategy: Concepts and Relationship. Contemporary global trends and management of human resources. Recruitment, Selection, Training and Development: Factors affecting recruitment, sources of recruitment (internal and external), basic selection model, psychological tests for selection. Requirement of a good test for selection. Training and Development. Performance appraisal: Objectives, PA process, comparing actual performance with standards, Methods of appraisal.

Diversity at Work: Managing diversity, causes of diversity, the paradox of diversity, diversity with special reference to handicapped, women and aging. Empowerment and gender issues. Compensation Management, Personnel audit and Research: Wage versus salary, determination of compensation, incentives schemes, fringe benefits and labour welfare. Personnel audit and research. Emerging horizons in HRM.

Career planning and succession concepts, approaches and issues. Human Resource information system: Developing HR information system. Employees relations: Shifting forms from industrial relation to employees relations. Handling employees' grievances. Case Studies: Some Cases relating the learning from the course to business world are required to be discussed.

Recommended Book:*(Latest Editions)*

- 1) De Cenzo and Robins, Fundamentals of Human Resource Management , 8th Edition, Prentice Hall of India.
- 2) Decenzo, David A. and Robbins, S.P. Fundamentals of Human Resource Management, 9th Edition, Wiley and Sons Ltd.
- 3) Flippo, Edwin B., Personnel Management, McGraw Hill, Tokyo.

MCM – 602: MANAGERIAL ACCOUNTING

(100 Marks)

Managerial Accounting and the Business Environment, Cost terms, concepts & classification, System Design – Job Order Costing, System Design, Process Costing, Joint & By – Product Costing, Cost Behavior, Analysis & their use, Cost - Volume - Profit (CVP) Relationships, Variable and Absorption costing, Activity Based Costing as a tool in Decision Making, Standard Costing as a tool for measuring Performance, Profit Planning, Flexible Budgets and Overhead Analysis, and Relevant Costs for Decision Making.

Recommended Book:*(Latest Editions)*

- 1) Managerial Accounting, by “Ray. H. Garrison & Eric W. Noreen” (Latest Edition)
- 2) Cost & Managerial Accounting, by “Charles T. Horngren”
- 3) Management and Cost Accounting by “Colin Drury”
- 4) Cost Accounting, by “Matz. A. Usry”, M. F. South Western Publishing Co.
- 5) Cost Management: A Strategic Emphasis, by “Edward Blocher, David Stout & Gary Cokins”

MCM – 603: INTERNATIONAL BUSINESS

(100 Marks)

International Business: Its Importance, nature and scope; Modes of entry into international business; Management of international business operations – complexities and issues; IT and international business, India's involvement in International Business.

Theoretical Foundations of International Trade: Reasons for international trade; theories of international trade; Gains from trade; Foreign trade multiplier; Terms of trade.

Instruments of Commercial Policy: Tariffs, quotas and other measures and their effects; World trade and protectionism.

Balance of Payment Account: Current and Capital Account components and accounting system; Balance of payment deficits and adjustment policies.

International Business Environment: Framework for analyzing international business environment; Domestic and foreign environments and their impact on international business decisions; World trading environment – Pattern and structure of world trade in goods and services; Counter trade.

International Financial Environment: Exchange rate mechanism and arrangement; International money and capital markets; Foreign investment flows – Pattern, structure and effects. Movements in foreign exchange and interest rates and their impact on trade and investment flows.

International Economic Institutions and Agreements: WTO, IMF, World bank, UNCTAD, Agreement on Textiles and Clothing, GSP, GSTP and other international agreements and treaties; International commodity trading and agreements – India's involvement and consequences.

Regional Economic Integration: Free trade area, customs union and common market; Theory of customs union; Trade creation and diversion effects; Regionalism vs. multilateralism; Structure and functioning of EC and NAFTA; Regional Economic Cooperation.

Multinationals (MNCs) in International Business: Issue in investment, technology transfer, pricing and regulations; International collaborations and strategic alliances.

Contemporary Developments and Issues in International Business.

Recommended Books: *(Latest Editions)*

- 1) Hill, Charles, W.L., International Business, McGraw Hill Company, New York.
- 2) Danoes, John D. Radebaugh, Lee H., and Daniel P. Sullivan International Business: Environment and Operations, Prentice Hall.
- 3) Griffin, Ricky W. and Pustay, Michael W, International Business: A Managerial Perspective, Prentice Hall.
- 4) Ball, Donald, Wendell H. McCulloch, Hichael Geringer, Michael S. Minor and Jeanne M. McNett, International Business: The Challenge of Global Competition, McGraw Hill Co.

MCM – 604: OPERATIONS & PRODUCTION MANAGEMENT**(100 Marks)**

Introduction to OPM, Importance of operation management, General Functions of OPM. Process Strategies, Operations management and corporate profitability, Manufacturing and Service Organization, Characteristics of a manufacturing system, Difference between manufacturing and service operations, Various forecasting techniques, Managing Quality, simulations and aggregate product planning for attaining TQM, Japanese style of manufacturing utilizing techniques and trends for attaining quality assurance with the use of techniques such as "kanban", Project Management. Long Range Planning-Product and Resource Planning, Factory Location, Layout Process Design, Medium Range Planning-Forecasting Aggregate, Capacity Planning, Master Scheduling, Work Design and Measurement, Short Range Planning – Independent Demand Inventory, Material requirement, Capacity requirement.

Recommended Books: (Latest Editions)

- 1) Principles of Operation management by “Barry Render & Jay Heizer”
- 2) Operations Management by “L.J. Krawjkesi and Ritzman”
- 3) Production and Operation Management by “Norman Galther”
- 4) Operation Management by “Roger G. Schroeder”
- 5) Production and Operation Management by “James D. Dilworth”

Electives**For Specialization of Finance**

| <u>Course Code:</u> | <u>Subject Name</u> | <u>Total Marks</u> | <u>Credit Hours</u> |
|----------------------------|---|---------------------------|----------------------------|
| FIM-605 | <i>International Financial Management</i> | 100 | 03 |
| FIM-606 | <i>Advanced Portfolio Management</i> | 100 | 03 |

For Specialization of Accounting

| <u>Course Code</u> | <u>Subject Name</u> | <u>Total Marks</u> | <u>Credit Hours</u> |
|---------------------------|-------------------------------------|---------------------------|----------------------------|
| ACM-605 | <i>Advanced Accounting</i> | 100 | 03 |
| ACM-606 | <i>Financial Statement Analysis</i> | 100 | 03 |

Specialization of Finance

FIM – 605 INTERNATIONAL FINANCIAL MANAGEMENT

(100 Marks)

INTERNATIONAL FINANCIAL MARKETS AND ENVIRONMENT: (The World of international finance, Unique dimensions of international finance, The benefits of studying international finance, The growing importance of international finance, Topics covered in this book)

THE MARKETS FOR FOREIGN EXCHANGE RATES: (The foreign banknote market, The spot foreign exchange market, Direct versus indirect exchange and cross exchange rates)

FORWARD EXCHANGE: (What is forward foreign exchange, Forward exchange premiums and discounts, Forward rates versus expected future spot rates, Payoff profiles on forward exchange, Out right forward exchange and swaps, The flexibility of forward exchange, Forward quotations)

CURRENCY FUTURES AND OPTIONS MARKETS: (Currency futures, Currency options, Forwards, Futures, and options compared: a summary). Currency Options Combinations (Appendix – 5B).

THE PURCHASING-POWER PARITY PRINCIPLE: (The law of one price, Absolute (or static) form of the PPP condition, The relative (or dynamic) form of PPP, Efficient markets (or speculative) form of PPP, The empirical evidence on PPP, Reasons for departures from PPP, Statistical problems of evaluating PPP, The practical importance of PPP) INTEREST PARITY: (The investment and borrowing criteria, The covered interest parity condition, Combining PPP and interest parity, Why covered interest differences persist)

THE BALANCE OF PAYMENTS: (Influences on currency supply and demand, Principles of balance of payments accounting, Balance of payments entries and the factors that influence them, Implications of the balance of payments accounting identity, The net international investment position, Objectives of economic policy)

SUPPLY-AND-DEMAND VIEW OF EXCHANGE RATES: (Imports, exports, and exchange rates, The factors affecting exchange rates, The stability of exchange rates, Short-run versus long-run trade elasticity and the J curve)

ALTERNATIVE SYSTEMS OF EXCHANGE RATES: (The classical gold standard system, The bretton woods and dollar standards, The European monetary system (EMS), Hybrid systems of exchange rates, Target zones)

THE INTERNATIONAL FINANCIAL SYSTEM: PAST, PRESENT, AND FUTURE: (The past, The present, The future, Degree of exchange-rate flexibility: fixed versus flexible exchange rates)

HEDGING RISK AND EXPOSURE: (Whether to hedge: managerial hedging versus shareholder hedging, Hedging of receivables and payables, The cost of forward hedging, The benefit of forward hedging, Financial engineering: payoff profiles of different hedging techniques, Having a company hedging policy)

EXCHANGE RATE FORECASTING AND SPECULATION: (Speculation, Market efficiency, Exchange-rate forecasting)

Recommended Books:(Latest Editions)

- 1) International Finance by “Jeff Madura”
- 2) International Finance by “Maurice D. Levi”
- 3) International Finance by “Imad A Moosa”

FIM – 606 Advanced Portfolio Management

(100 Marks)

Markowitz Portfolio Theory (MPT), Asset Pricing Models

Arbitrage Pricing Theory, Understanding the APT Model, Some Conclusions about Asset Pricing)

Common Stock Valuation: (Discounted Cash Flow Techniques, Relative Valuation Techniques, Which Approach to Use, Building Stock Portfolios, The Passive Strategy, The Active Strategy.

Market Efficiency: (The Concept of an Efficient Market, How to Test for Market Efficiency, Behavioral Finance and Market Anomalies, Earnings Announcements, Some Conclusions about Market Efficiency)

Economy/Market Analysis: (Taking a Global Perspective, assessing the Economy, Understanding the Stock Market, Making Market Forecasts)

Sector/Industry Analysis: (What is an Industry, The Importance of Sector / Industry Analysis, Analyzing Sectors / Industries, Using Sector / Industry Analysis as an Investor)

Company Analysis: (Fundamental Analysis, The Accounting Aspects of Earnings, Analyzing a Company's Profitability, Earnings Estimates, The P/E Ratio, Fundamental Security Analysis in Practice)

Technical Analysis: (What is Technical Analysis, Stock Price and Volume Techniques, Technical Indicators, Testing Technical Analysis Strategies, The EBB and Flow of Technical Analysis, Some Conclusions about Technical Analysis?)

Bond Yields and Prices: (Bond Yields, Bond Prices, Bond Price Changes)

Bonds: Analysis and Strategy: (Why Buy Bonds, Important Considerations in Managing a Bond Portfolio, Building a Fixed-Income Portfolio)

Portfolio Management: (Portfolio Management as a Process, Formulate an Appropriate Investment Policy, Determine Quantity Capital Market Expectations, Developing and Implementing Investing Strategies, Monitor Market Conditions and Investor Circumstances, Rebalancing the Portfolio, Performance Measurement)

Evaluation of Investment Performance: (A Framework for Evaluating and Assessing Portfolio Performance, Performance Measurement Issues, Risk Adjusted Measures of Performance, Style Analysis and Performance Attribution, Money Managers and Performance Presentations, An Overview on Performance Evaluation).

Recommended Books:(Latest Editions)

- 1) Investments by “Charles P. Jones”
- 2) Investment Analysis and Portfolio Management by “Frank K. Reilly & Keith C. Brown”
- 3) Fundamentals of Investments by “Gordon J. Alexander, William F. Sharpe & Jeffery V. Bailey”
- 4) Fundamentals of Investments Valuation & Management by “Charles J. Corrado&Bradford D. Jordan”

Specialization of Accounting

ACM – 605 ADVANCED ACCOUNTING

(100 Marks)

Business Combinations, Consolidated Statements-Acquisition of Subsidiary, Consolidated statements-investment carried by equity method, Consolidated Statements-Investments carried by Cost Method, Consolidated Statements-Changes in interest in subsidiary, and Accounting for lease.

Recommended Books:(Latest Editions)

- 1) Advanced Accounting, by “Simons &Karrembrock”
- 2) Accounting for Lease by “Javid. H. Zubari”

- 3) Advanced Accounting, by “Harried, Indicke, Smith, John Willey & Sons.”
- 4) Modern Advanced Accounting, by “E. John Larsen”
- 5) Advanced Accounting by “Joe Ben Hoyle”
- 6) Advanced Financial Accounting by “Richard E. Baker & Cynthia G. Jeffrey”
- 7) Advanced Accounting, by “Debra C. Jeter & Paul Chaney”
- 8) *International Accounting Standards (IRFS)*

ACM – 606 FINANCIAL STATEMENT ANALYSIS

(100 Marks)

Introduction to Financial Reporting: (Development of Generally Accepted, Accounting Principles (GAAP), Additional Input- American Institute of Certified Public Accountants (AICPA), Emerging Issues Task Force (EITF), A New Reality, Traditional Assumptions of the Accounting Model, Using the Internet)

Introduction To Financial Statements And Other Financial Reporting Topics: (The Financial Statements, The Accounting Cycle, Auditor’s Report, Summary Annual Report, The Efficient Market Hypothesis, Ethics, Harmonization of International Accounting Standards, Consolidated Statements, Accounting for Business Combinations). Balance Sheet: (Basic Elements of the Balance Sheet, Statement of Stockholders’ Equity, Problem in Balance Sheet Presentation)

Income Statement: (Basic Elements of the Income Statement, Special Income Statement Items, Earnings per Share, Retained Earnings, Dividends and Stock Splits, Legality of Distributions to Stockholders, Comprehensive Income) Basic of Analysis: (Ratio Analysis, Common-Size Analysis (Vertical and Horizontal), Year to Year Change Analysis, Financial Statement Variation by Type of Industry, Review of Descriptive Information, Comparisons, Relative Size of Firm, Other Library Sources, The Users of Financial Statements)

Liquidity of Short-Term Assets: Related Debt-Paying Ability: (Current Assets, Current Liabilities, and the operating Cycle, Current Assets Compared with Current Liabilities, Other Liquidity Considerations)

Long-Term Debt-Paying Ability: Income Statement Consideration when Determining Long-Term Debt-Paying Ability, Balance Sheet Consideration when Determining Long-Term Debt-Paying Ability, Special Items that influence a Firm’s Long-Term Debt-Paying Ability)

Profitability: (Profitability Measures, Trends in Profitability, Segment Reporting, Sales and Marketing, Gains and Losses From Prior Period Adjustments, comprehensive Income, Pro Forma Financial Information, Interim Reports)

For the Investor: (Leverage and Its Effects on Earnings, Earnings Per Common Share, Price/Earnings Ratio, Percentage of Earnings Retained, Dividend Payout, Dividend Yield, Book Value Per Share, Stock Options (Stock- Based Compensation), Stock Appreciation Right)

Statement of Cash Flows: (Basic Elements of the Statement of Cash Flows, Financial Ratios and the Statement of Cash Flows, Alternative Cash Flow, Procedures for Development of the Statement of Cash Flows)

Expanded Analysis: (Financial Ratios as Perceived by Commercial Loan Departments, Financial Ratios as Perceived by Corporate Controllers, Financial Ratios as Perceived by Certified Public Accountants, Financial Ratios as Perceived by Chartered Financial Analysts, Financial Ratios Used in Annual Reports, Degree of Conservatism and Quality of Earnings, Forecasting Financial Failure, Analytical Review Procedures, Management’s Use of Analysis, Use of LIFO Reserves, Graphing Financial Information, Management of Earnings)

Special Industries: Banks, utilities, Oil and Gas, Transportation, Insurance, Real Estate Companies

Personal Financial Statements and Accounting for Governments and Not-For Profits Organizations:
(Personal Financial Statements, Accounting for Governments, Accounting for Not for Profit Organizations
Other Than Governments)

Recommended Book:(Latest Editions)

- 1) Financial Reporting & Analysis by Charles H. Gibson (Ninth Edition)
- 2) Financial Reporting & Analysis by Lawrence Revsine, Daniel W. Collins, W. Bruce
- 3) Financial Reporting Published By PBP or SAP

Term - IV

MCM – 607: TOTAL QUALITY MANAGEMENT

(100 Marks)

- a) Foundations of Quality
- b) Tools and Methods for Analytic Studies
- c) Administrative System for Quality Management
- d) Planning and Strategic Management for Customer Value
- e) Organizing for Total Quality
- f) Control and Systems Improvements
- g) Performance Measurements Frameworks
- h) Quality Management Processes
- i) Quality Council for Export Units
- j) Total Safety System for TQM
- k) Total Quality Management Standard

Recommended Books: (Latest Editions)

- 1) Total Quality Management by Besterfield
- 2) John S. Oakland, Total Quality Management
- 3) Dr. KC Arona, QM and ISO 14000
- 4) Michael H. Stahl, Total Quality Management

MCM – 608: ELECTRONIC COMMERCE

(100 Marks)

Electronic Commerce (E-Commerce overview, History, Traditional Commerce and Electronic Commerce, International Electronic Commerce, Economic Forces and Electronic Commerce, Electronic Commerce advantages and disadvantages)

Internet and WWW (Internet and World Wide Web overview, Origins of the internet and WWW, Uses and Growth of internet, Advantages and Disadvantages of internet, Internet Protocols, Internet connection options, different types of Networks)

Selling on the Web (Web Selling Revenue Models, Revenue models in transition, Revenue Strategy Issues, Channel Conflict and Cannibalization, Creating an Effective Web Presence, Identifying and achieving Web Presence Goals, Website Usability)

Marketing on the web (Overview of Web Marketing Strategies, Market Segmentation E-Mail Marketing, Advertising on the web, Effectiveness online Advertising, Creating and Maintaining Brands on the web. Elements of Branding, Branding types, Brand Leveraging Strategies)

Online Auctions and Web portals (Auction overview, Its Origin, Types of Auctions, web portals and early web communities)

E-Commerce Application regarding business management (E-CRM overview, CRM and E-Commerce, CRM Strategies, SCM overview, Element of SCM, SCM strategies / Models)

Environmental Issues of E-Commerce (Legal Issues, Cyber Crimes and related issues, Ethical Issues, Web Privacy and obligation. Taxation Issues)

Technological Issues of E-Commerce (Web Servers overview, Importance and use of web servers, Hardware requirements of web servers, Client/ Server Architectures, Different type of server computers, Server Computer Performance and Evaluation. Software requirements for server computers, Other requirements for implementing E- Businesses) E-Commerce Software's (Basic Function of E-Commerce Software's, Web Browser Functions and features, E- Commerce Software's for small, Medium and large Businesses, Websites and internet utility programs)

E-Payment systems (E-Payments overview, Different modes of E-Payments, Advantages and Disadvantages, Internet technology and banking industry) E-Commerce Security (Overview of Security Risk, Different Security issues for clients and servers, Communication Channel security issues, Security Policies/ Measures to reduce security risks)

Advanced Topics of E-Commerce (ERP overview, Business integration with ERP systems, ERP as a complete tool for businesses, Issues regarding the implementation of ERP systems, Mobile Commerce, M-Commerce impacts on businesses)

Recommended Book:(Latest Editions)

- 1) Electronic Commerce by “Gray P. Schneider”
- 2) Electronic Commerce By “SabirShahzad”
- 3) Electronic Commerce: A Manager’s guide by Ravi Kalakota, “Andrew B. Whinston”
- 4) E-Business Essentials by “Mark Norris, Steve West & Levin Gaughan”
- 5) E-Business by “Daniel Amore”

MCM – 609 INVESTMENT ANALYSIS

(100 Marks)

Understanding Investments:(An Overall Perspective on Investing, Establishing a Framework for Investing, the Importance of Studying Investments, Understanding the Investment Decision Process, Important Considerations in the Investment Decision).

Organization and Functioning of Security Markets.

Investment Alternatives: (Organizing Financial Assets, Nonmarketable Financial Assets, Money Market Securities, Fixed-Income Securities, Equity Securities, Derivative Securities)

Indirect investing: (What is an Investment Company, types of Investment Companies, Types of Mutual Funds, The Mechanics of investing Indirectly, Investment Company Performance, Investing Internationally Through Investment Companies, The Future of Indirect Investing, and Hedge Funds?)

Securities Markets: The Importance of Financial Markets, The Primary Markets, The Secondary Markets, Stock Market Indexes, Bond Markets, Derivatives Markets, the Changing Securities Markets)

Security Market Indices (Value – Weighted Index, Price – Weighted Index, and Equal – Weighted Index).

Returns and Risks from Investing: (Return, Risk, Measuring Returns, Taking a Global Perspective, Summary, Statistics for Returns, Measuring Risk, Realized Returns and Risks from Investing)

Portfolio Theory: (Dealing with Uncertainty, Introduction to Modern Portfolio Theory, Portfolio Return and Risk, Analyzing Portfolio Risk, The Components of Portfolio Risk, Calculating Portfolio Risk, Obtaining the Data)

Portfolio Selection: (Building a portfolio Using Markowitz Principles, Alternative Methods of Obtaining the Efficient Frontier, Selecting Optimal Asset Classes- The Asset Allocation Decision, The Impact of Diversification on Risk, The Implications of Reducing Risk by Holding Portfolios)

Asset Pricing Models: (Capital Market Theory, The Equilibrium Return-Risk Trade-off, The Security Market Line, Estimating the SML, Tests of the CAPM.

Recommended Book:(Latest Editions)

- 1) Investments by “Charles P. Jones”
- 2) Investment Analysis and Portfolio Management by “Frank K. Reilly & Keith C. Brown”
- 3) Fundamentals of Investments by “Gordon J. Alexander, William F. Sharpe & Jeffery V. Bailey”
- 4) Fundamentals of Investments Valuation & Management by “Charles J. Corrado & Bradford D. Jordan”

MCM – 610: CORPORATE GOVERNANCE

(100 Marks)

Overview:

Definitions, History, Why Corporate Governance? Objectives of Corporate Governance, Scope of Corporate Governance.

Principles / Mechanism

Principles of Good Governance, Worldwide Governance Indicators, Issues Involving Corporate Governance, Parties to Corporate Governance, and Mechanism and Controls

Corporate Governance in Pakistan

Financial Reporting and Corporate Reporting

Shareholders / Stockholders

Controlling Interest, Minority Interest, Minority Protection, Participating Interest, Stakeholder, Shareholder, Significant Shareholder, and Shareholders Right

Board of Directors

Board, Independent Director, Shadow Director, Structure, Responsibilities, Functions / Duties, Board Meetings, Board Committees, and Board & Management

Audit Committee

Definition, Organization, Scope of Working, Responsibilities, Qualified Report, and Compliance Report

Corporate Governance Models

Anglo – American Model, Malaysian Model, Japanese Model.

Recommended Books:(Latest Editions)

- 1) Mr. Donald Nordberg. Corporate Governance: Principles and Issues, Sage Publications Ltd.
- 2) H. Kent Baker (Editor), Ronald Anderson (Editor), Corporate Governance: A Synthesis of Theory, Research, and Practice, Wiley.
- 3) Stavrinakes, Spyros G. Corporate Governance in Financial Institutions, the European Money and Finance Forum.
- 4) Gopalsamy N. A Guide to Corporate Governance, New Age International (P) Limited, Publishers.
- 5) Knell, Alex. Corporate Governance: How to Add Value to Your Company: A Practical Implementation Guide, Elsevier.
- 6) Colley, Jr., John L. Corporate Governance, McGraw – Hill.
- 7) Fernando, A. C. Corporate Governance: Principles, Policies, and Practices, Pearson Education.

Electives

(100 Marks)

For Specialization of Finance

| <u>Course Code:</u> | <u>Subject Name</u> | <u>Total Marks</u> | <u>Credit Hours</u> |
|----------------------------|----------------------------|---------------------------|----------------------------|
| FIM – 611 | <i>Corporate Finance</i> | 100 | 03 |
| FIM – 612 | <i>Personal Finance</i> | 100 | 03 |

For Specialization of Accounting

| <u>Course Code:</u> | <u>Subject Name</u> | <u>Total Marks</u> | <u>Credit Hours</u> |
|----------------------------|--------------------------------|---------------------------|----------------------------|
| ACM - 611 | <i>Advanced Auditing</i> | 100 | 03 |
| ACM – 612 | <i>Intermediate Accounting</i> | 100 | 03 |

Specialization of Finance**FIM – 611 CORPORATE FINANCE**

(100 Marks)

THE CORPORATION AND THE FINANCIAL MANAGER: (Investment and Financing Decisions, What is a Corporation, Who is the Financial manager, Goals of the Corporation, Careers in Finance, Topics Covered in this Book)

WHY CORPORATIONS NEED FINANCIAL MARKETS AND INSTITUTIONS: (Why Finance matters, The flow of savings to Corporations, Functions of Financial Markets and Intermediaries, Value Maximization and the Cost of Capital)

ACCOUNTING AND FINANCE: (The Balance Sheet, The Income Statement, The Statement of Cash Flows, Accounting Practice and Malpractice, Taxes, Information and the Time Value of Money, Effective Annual Interest Rates)

USING DISCOUNTED CASH FLOW ANALYSIS TO MAKE INVESTMENT DECISIONS: (Identifying Cash Flows, Calculating Cash Flow, an Example: Blooper Industries)

PROJECT ANALYSIS: (How Firms Organize the Investment Process, Some What if Questions, Break Even Analysis, Real Options and the Value of Flexibility)

INTRODUCTION TO RISK, RETURN, AND THE OPPORTUNITY COST OF CAPITAL: (Rates of Return: A Review, A Century of Capital market History, Measuring Risk, Risk and Diversification, Thinking about Risk)

RISK, RETURN, AND CAPITAL BUDGETING: (Measuring Market Risk, Risk and Return, Capital Budgeting and Project Risk)

WEIGHTED-AVERAGE COST OF CAPITAL AND COMPANY VALUATION: (Geothermal Cost of Capital, The Weighted- Average Cost of Capital, Measuring Capital Structure, Calculating Required Rates of Return, Calculating the weighted-Average Cost of Capital, Valuing Entire Businesses)

INTRODUCTION TO CORPORATE FINANCING AND GOVERNANCE: (Creating Value with Financing Decisions, Common Stock Preferred Stock, Corporate Debt, Convertible Securities, Patterns of Corporate Financing)

VENTURE CAPITAL, IPOs, AND SEASONED OFFERINGS: (Venture Capital, The initial Public Offering, The Underwriters, General Cash Offers by Public Companies, The Private Placement)

DEBT POLICY: (How Borrowing Affects Value in a tax-Free Economy, Capital Structure and Corporate Taxes, Costs of Financial Distress, Explaining Financing Choices, Bankruptcy Procedure)

PAYOUT POLICY: (How Companies Pay Out Cash to Shareholders, The Dividend Payment, Stock Repurchases, How do Companies Decide on the Payout, Why Payout Policy Should Not Matter, Why Dividends May Increase Firm Value, Why Dividends May Reduce Firm Value)

LONG-TERM FINANCIAL PLANNING: (What is Financial Planning? Financial Planning Models, Planner Beware, External Financing and Growth)

MERGERS, ACQUISITIONS, AND CORPORATE CONTROL: (The Market for Corporate Control, Sensible Motives for Mergers, Dubious Reasons for Mergers, Evaluating Mergers, Merger Tactics, Leveraged Buyouts, The Benefits and Costs of Mergers)

Recommended Book:(Latest Editions)

- 1) Fundamentals of Corporate Finance by “Brealey / Myers / Marcus”
- 2) Corporate finance by “Rose”
- 3) Financial Planning and Policy by “James C. Vane Horne”

FIM – 612 PERSONAL FINANCE

(100 Marks)

Personal Finance Basics and the Time Value of Money, Money Management Strategies: Financial Statements and Budgeting, Planning Your Tax Strategy, Managing Your Personal Finances, Financial Services: Savings Plans and Payment Accounts, Introduction to Consumer Credit, Choosing a Source of Credit: The Costs of Credit Alternatives, Making Your Purchasing Decisions, Consumer Purchasing Strategies and Legal Protection, The Housing Decision: Factors and Finances, Insuring Your Resources, Property and Motor Vehicle Insurance, Health, Disability, and Long-Term Care Insurance, and Life Insurance.

Investing Your Financial Resources, Investing Fundamentals, Investing in Mutual Funds, Investing in Real Estate and Other Investment Alternatives, Controlling Your Financial Future, Starting Early: Retirement Planning, and Estate Planning

Recommended Books:(Latest Editions)

- 1) Personal Finance by Jack R. Kapoor
- 2) Personal Finance by Robert B. Walker and Kristy walker

Specialization of Accounting

ACM – 611 ADVANCED AUDITING

(100 Marks)

Introduction & Origin of Auditing, Auditing – Before the Commencement of Audit Tasks, Controlling an Audit, Quality Policies & Procedures:

The Auditor of a Limited Company, Audit Completion Stage, Auditor's Reports, Divisible Profit and the Auditor, Professional Ethics: Applicable to All Chartered Accountants and Employed Chartered Accountants, Cost Audit, and Auditing Case – Law

Recommended Books:(Latest Editions)

- 1) Advanced Auditing by “KhawajaAmjadSaeed”
- 2) Auditing concepts and standards by “David N. Ricchiute”
- 3) Auditing Text and Manual by “Hafiz Amjad Ali &Makhdum Ali”
- 4) Auditing by Robert “Hiester Montgomery”

ACM – 612 INTERMEDIATE ACCOUNTING

(100 Marks)

The accounting process, Receivables, Inventories- cost procedures, Inventories-special valuation procedures, Investments-Stocks, Land, Building and Equipment-acquisition, use and retirement, Land, Buildings and Equipment-Depreciation and Depletion, Long-Term Liabilities, Paid-In Capital- capital upon corporate formation, Paid-In Capital- Changes Subsequent to Corporate Formation, Retained Earnings- Earnings and Earnings Distribution.

Recommended Books:(Latest Editions)

- 1) Intermediate Accounting Comprehensive Volume by Harry Simons and Jay M. Smith.
- 2) Financial Accounting By “Horngren and Harrison”
- 3) Accounting By “Maheshveri”
- 4) Accounting By “Kermit D. Larson”