

## University of Sargodha

Syllabi and Courses of Reading of Associate Degree in Commerce, Part I & II. The details of the scheme are given as under: -

### **Associate Degree in Commerce Part-I**

Code No.	Title of Subject.	Marks
BC-301	Business Statistics & Mathematics	100
BC-302	Computer Application in Business	100
BC-303	Economics	100
BC-304	Financial Accounting	100
BC-305	Functional English	100
BC-306	Introduction to Business	100
BC-307	Money, Banking and Finance	100
BC-308	Islamic Studies	60
	(Ethical Behavior in lieu of Islamic Studies for Non-Muslim Students)	
Total:		760

### **Associate Degree in Commerce Part-II**

Code No.	Title of Subject	Marks
BC-401	Advanced Financial Accounting	100
BC-402	Auditing	100
BC-403	Business Communication & Report Writing	100
BC-404	Business Law	100
BC-405	Business Taxation	100
BC-406	Cost Accounting	100
BC-407	Economics of Pakistan	100
BC-408	Pakistan Studies	40
Total:		740

Associate Degree in Commerce Part-I	760
Associate Degree in Commerce Part-II	740
Total Marks	1500

(1)

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**DETAILS OF COURSES**  
**BUSINESS STATISTICS & MATHEMATICS**

**STATISTICS**

Definition, Application in Business and Commerce. Classification and Tabulation. Statistical Enquiries, Diagrams and Graphs. Measures of Central Values. Measures of Dispersion. Skewness, Simple Correlation and Regression. Lines of Regression. Method of least square and curve fitting with application to Business.

Index Numbers: Kinds of Index numbers with special emphasis to consumer price Index numbers.

2. Probability: Set theory. Definition. Laws of Probability. Conditional Probability. Independent and Dependent events; Application in Business.
3. Random Variables: Introduction, Discrete and Continuous Random variables. Probability function. Expected values of Random variables.
4. Tests of significance: Introduction, Tests for means and proportions for single and two populations.
5. Sampling, Chi-Square, Statistical Package for Social Sciences

**MATHEMATICS**

Solution of simultaneous equation. Solution of quadratic equation, sequence Series and Progression: Arithmetic & Geometric and their application in Business. Metrics and determinants: Addition, Subtraction and Multiplication of Matrices, Expansion of Determinants, Inverse of a matrix, Use of matrix in the solution of system of linear equations, Mathematics for Finance, simple and compound interest and annuities.

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

**BOOKS RECOMMENDED (Latest Editions)**

1. Syed Hassan Mirza. Business Mathematic for Management and Finance.
2. L.W. Stafford. Business Mathematics
3. Richard Lacava. Business Statistics; when & Way; Irvan, & Publication, Illinois
4. Lavin. Business Statistics. Prentice Hall Inc.
5. Nasir Ali Syed, and G.H. Gill. Statistics & Business Mathematics. Fair Publication, Lahore.
6. Zulfqar Ahmad Bowra, Business Statistics and Mathematics.
7. John Hegarty "Calculus for Management and Social Sciences", Allyn and Bacon, Inc, Boston (USA).
8. Frank S. Bundwick "Applied Mathematics for Business, Company, New York, USA

Computer Applications in Business

COM-1, Paper-302

Total Marks: 100

Theory:(70 Marks)

**Computer:** Introduction to computers, history of computers, Generations of computers, types of computers, classification of computers, hardware & software, components of computers, microprocessor & its parts, memory (RAM & ROM) & its types, input/output Devices, Storage devices.

**Software:** Definition of software, software Types (Application software and System software), Operating systems, different type of operating systems, functions of operating systems, Utility programs (compression software, diagnostic programs, backup utilities and disk-defragmentation), Programming languages (Low-level languages and high-level languages), Compiler, Interpreter, generation of languages, Procedural and nonprocedural languages, object-oriented and database query languages, Language translators (compiler, interpreter and assembler).

**Data processing:** Difference b/w data & information, types of data processing, Data processing life cycle, Needs of data processing in business organizations,

**Network and Communication:** Types of networks (LAN, MAN, WAN, VAN, VPN, PBX), Network Topologies Network Devices (Switch, routers, and modem), Communication and its types, Transmission Mediums, Transmission Direction, Security issues (Viruses, Firewall and unauthorized access etc), Communication Ports (Serial, Parallel, USB etc)

Practical:(30 Marks)

*XP*  
**Microsoft Windows:** Introduction, Features, Desktop elements, Display properties, control panel and its elements, Managing files and folders (creating, renaming, deleting etc).

**Microsoft Word:**

Introduction to MS word environment, Features of MS word, working with menus, use of different Toolbars, Formatting and its types, Methods of cut copy & paste, Undo & Redo, Columns, tabs, header & footer, hyperlink, backgrounds, Mail merge using data from spread-sheets and/or tables, borders and shadings, working with tables, resize columns, rows, captions, table of contents, table of figures and index, page layout, print formatting, Linking and embedding spread-sheet, Drawing toolbox: Shapes, lines, text boxes, aligning, distributing, grouping, Flipping objects.

**Microsoft Excel:**

Introduction to MS Excel Environment, Features of Excel, Working with menus (File, edit, view, insert, format etc), use of different Toolbars, Print / page setup, custom header/footer, Absolute & relative addressing, cell labeling, Formula, creating and copying, Use of different types of functions (statistical, Mathematical etc). Cell formatting: (border, alignments, number etc). Data types, formats, conversion tools: Sorting, filtering, Linking worksheets, pivot table, paste special Import / export of data from/to word processors, databases, text-files, charts: Bar charts, pie charts etc, conditional formatting.

**Microsoft PowerPoint:**

Introduction to MS PowerPoint environment, Features, working with menus, Use of different toolbars, Create Slide, Edit Slide, Insert Slide, Run Slide Show, Insert Pictures, Animation and its types, Slide Transitions, Formatting Slides, Add Sounds, Slide Color Scheme, Using video clips and audio files, Enter text in your slides, Insert and resize a digital image or clip art, Apply a design template, Draw lines, Draw and coloring shapes, Create 3D shapes, Create Charts / tables.

**Internet & E-mail:**

Difference between Internet, Intranet, Extranet, Services provided by internet, Advantage and Disadvantages of Internet, different types of web browser, search engine, saving information from the Internet, e-mail concept, creating free e-mail account, sending & receiving e-mails, Managing an e-mail account, Different terminologies of Internet and E-mail.

**Practical Examination**

1. A practical exam will be conducted in computer lab.
2. An external examiner appointed by the University will conduct the practical examination.
3. The practical exam will be conducted according to the above practical course outline prescribed by the university.

**RECOMMENDED BOOKS: (latest editions)**

1. Computer Fundamentals (Concepts, Systems & Applications) by Pradeep K. Sinha, Priti Sinha, (Professional Business Publication, Suite # 3, 5 Third Floor, Taj Arcade, 73-Jail Road, Lahore).
2. Dr. Liaquat Ali Chaudhary & Syed Asghar Ali Bukhari, Computer Application in Business, Syed Mobin Mahmood & Co., Lahore.
3. Srivastava, C. Fundamentals of Information Technologies, Kalyani Publisher, New Delhi.
4. Peter Norton, Microsoft 2000, Techmedia, New Delhi - 02.

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B.A.S. ECONOMICS

**Introduction:** Definition, Nature, Scope and Importance (Micro and Macro) Economics Description, Analysis and Policy: Economic Methodology.

**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.

**National Income:** Measurement of National Income: Concepts of National Income-GNP, National Income at market price; at factor Cost; Measurement of National Product in current price and in constant prices.

**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. Lloyd C. Reynolds Irwin. Micro Economics - Analysis & Policy. Irwin Homwood Illinois.
2. Nancy Smith Barrett. The Theory of Macro Economics Policy, Prentice Hall.
3. Edward Shapiro. Macro Economic Analysis, Harcourt Brace.
4. Muhammad Irshad, Economics, Naveed Publications Lahore.
5. Salman Rizavi, Economics, Syed Mobin & Company
6. Paul A. Sameulson. Economics, McGraw Hill Book Company
7. Saeed Nasir Textbook of Economics. Ilmi Kutab Khana, Lahore.
8. Sh: Manzoor Ali. Economics, Ilmi Kutab Khana, Lahore.

## Financial Accounting

1. Field of accounting. Accounting terminology. Accounting cycle. Accounting Equation.
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
5. The periodical adjustment and closing process-Accruals, pre-payments, inventory, depreciation, discounts, uncollectables. Correction of errors. Capital and Revenue. Provisions and Reserve.
6. The Worksheet and its Computerized Process.
7. Final Accounts, Income Statement, Statement of changes in owners' equity, Retained Earning Statement and Balance Sheet.
8. Partnership Accounts - Formation, Admission, Retirement, Death and Dissolution.
9. Accounting for Non-trading concerns, Receipts and Payments Account, Income and Expenditure Account.
10. Incomplete records, single entry system.

### BOOKS RECOMMENDED (Latest Editions)

1. M. Arif & Suhail Afzal, Accounting, Azim Academy Lahore.
2. Ghani, M.A. Principles of Accounting, Salman Publishers, Lahore.
3. Meigs and Meigs! Accounting. The Basis for Business Decisions. McGraw-Hill Book Company.
4. Niswonger and Fess, Accounting Principles, South-Western.
5. Ch. Muhammad Hanif and Azam Shafiq, Fundamentals of Accounting, Etisam Publishers, Lahore.
6. Horngren, Harrison JR & Robinson, Accounting.
7. William Pickles, Accounting, Pitman Publishing.
8. Frank Wood & Alan Sangster, Business Accounting, Pitman Publishing.
9. International Accounting Standards.
10. Dempsey Dupree & Matthew Marder, Principles of Accounting, Addison-wesley Publishing.

✓ (10) (5)

5: FUNCTIONAL ENGLISH

**Vocabulary:** Antonyms, Synonyms, Homonyms, One word Substitute.

**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.

**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.

**Punctuation:** Tenses - Types, Structure, Function, Conversion into negative and interrogative.

**Active and Passive voice**

**Direct and Indirect speech.**

**Articles:** Definite, Indefinite

**Composition (comprehension) Précis Writing, Essay Writing**

**Recommended Books (Latest Editions)**

1. Atta-ur-Rehman, Functional English, Furrukh & Brothers, Lahore.
2. "J. Chilver", English for Business; A Functional Approach DP Publication Limited.
3. "Wren & Martin", High School English Grammar & Composition: S. Chand & Company Limited.
4. "Michael Swan", Practical English Usage, Oxford University Press.
5. A.J. Thomson & A.V. Martinet, A Practical English Grammar:
6. "Robert E. Barry", Basic Business English, Prentice Hall Inc. Englewood Cliffs, New Jersey.

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.

**Business Risk:** Definition, Types, Methods of Handling Risk, Insurance: Meaning, Principles, Kinds (Life, Fire, Marine) Importance.

**E-Commerce:** Introduction and Significance.

**Stock Exchange:** Functions and working in Pakistan

**BOOKS RECOMMENDED (Latest Editions)**

1. Nisar-ud-Din. Business Organization. Aziz Publishers, Lahore.
2. Muhammad Irshad, Introduction to Business, Naveed Publications Lahore.
3. Khalid Mehmood Cheema, Introduction to Business, Syed Mobin Mahmood & company. Lahore.
4. Theodore J. Sielaff and John W. Aberle. Introduction to Business. Belmont, California. Wardsworth Publishing Company, Inc.
5. Asakari Zaidi S.A. Fundamentals of Business. Orient Publishers, Karachi.
6. Glass & Baker. Introduction to Business, South Western Publishing Company.
7. M.H. Ali Business Organization, PBC, Dhaka.
8. Saeed Nasir M.A. Introduction to Business. Ilmi Kutab Khana, Lahore.
9. Pickle / Abrahamson, Introduction to Business, Good Year Publishing Company California



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.  
International Monetary Systems: IMF, IBRD, Asian Development Bank, Islamic Development Bank.

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.  
Bank Accounts: Opening, Operations and Closure of Various Types of Accounts.  
Banker-Customer Relationship: Different Types of Customers, Nature of Relationship, Rights and Duties of Both Parties.  
Bank Advances: Running Finance, Cash Finance, Demand Finance, Term Finance, Discounting of Bills, Purchase of Bills, Principles, Precautions and Procedures for advancing.  
Letter of Credits: Kinds, Operations, Advantages.  
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)

1. Israr H. Siddiqui, Practice and Law of Banking in Pakistan, Royal Book Co., Karachi.
2. S.A. Menai, Banking and Finance in Pakistan, Oxford University Press, Karachi.
3. Crowther, An Outline of Money, Thomas Nelson & Sons Ltd, London.
4. M. Saeed Nasir, Money & Banking, Kitab Markaz Faisalabad.
5. Hassan Mobeen Alam, Money Banking and Financing, Syeed Mubin Mahmood & Co., Lahore.
6. Muhammad Irshad, Money & Banking, Naveed Publication, Lahore.
7. M.J. Henderson, Banking Operations, DP Publishing, Ltd.
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

AS ADOPTED FOR BA. BSC EXAMINATIONS

university of Sargodha

نصاب برائے مطالعہ اسلامیات (لازمی)

برائے اسلامیات کے طالب علموں کے لئے (کامپوز)

برائے تعلیمی سال (2009-2011)

(1) مطالعہ اسلامیات (لازمی) کے لیے 60 نمبر مختص ہوں گے۔

### نصابی خاکہ

۱۰ نمبر	قرآن مجید
۱۰ نمبر	حدیث شریف
۱۰ نمبر	سیرت النبی
۱۰ نمبر	اسلامی تہذیب
۱۰ نمبر	مسئلہ منہی سوالات

(مسئلہ منہی سوالات پورے نصاب پر مشتمل ہوں گے)

### نصابی تفصیلات

۱۔ قرآن مجید

مطالعہ قرآن مجید کی ضرورت و اہمیت

قرآن کریم سے متعلق موضوعات کے بارے میں آیتوں کی اور آیت کی تشریح کی جائے گی۔

(الف) ایمانیات (عقلی و قلبی دلائل کا مطالعہ)

توحید، رسالت، لائیکہ کتب، آخرت کے اثبات پر دلائل، ختم نبوت۔ ناموس رسالت

(ب) عبادات

نماز، زکوٰۃ، روزہ، حج، عمرہ

(ج) تنقید و تدریس

(د) خدمت خلق

(ه) مومن کی صفات

(و) دعوت دین کی ضرورت و اہمیت، دعا، امر بالمعروف و نہی عن المنکر

چونکہ  
شعبہ علوم اسلامیہ  
یونیورسٹی آف سرگودھا  
15-09-2009



- لا درهم لا ولا متاع، قال ان المفاس من امتي من ياتي يوم القيمة بصلوة وصيام و  
 زكوة، و ياتي قد شتم هذا وقداف هذا، واكل مال هذا، سفك دم هذا، فضرب هذا  
 فيطى هذا من حسنة وهذا من حسنة، فان فنيت حسنة، قبل اى يقضى ما عليه اخذ  
 من خطاياهم فطرحت عليه ثم طرح فى النار
- ٦ عن شبرمة بن سعيد قال قال رسول الله مروا الصبيان الصلوة اذا بلغ سبع سنين و اذا بلغ  
 عشر سنين فاضربوه عليها. اخرجه ابو داؤود الترمذى و لفظه علموا الصبي الصلوة، ابن  
 سبع سنين و اضربوه عليها ابن عشر (صحيح بخارى)
- ٧ عن ابى هريرة قال رسول الله ﷺ تجدون شر الناس يوم القيامة ذا الوجهين الذى  
 ياتي هولاء بوجه و هولاء بوجه (متفق عليه)
- ٨ قال رسول الله ﷺ ان اقل شىء يوضع فى ميزان المومن يوم القيامة خلق حسن،  
 و ان الله يبغض الفاحش البذيئ (ترمذى ابو الدرداء)
- ٩ عن عمر بن الخطاب قال قال رسول الله حين سئل عن الايمان ان تؤمن بالله و ملائكته  
 و كتبه و رسله و اليوم الآخر و تؤمن بالقدر و خيره و شره (متفق عليه)
- ١٠ عن العباس بن عبد المطلب انه سمع رسول الله ﷺ يقول ذاق طعم الايمان من رضى  
 بالله رباً، و بالاسلام ديناً و بمحمد رسولاً. (مسلم)
- ١١ عن انس قال قال رسول الله ﷺ و الذى نفسى بيده لا يؤمن عبد حتى يحب لا خيه ما  
 يحب لنفسه (متفق عليه)
- ١٢ عن النعمان بن بشير قال قال رسول الله ﷺ ترى المؤمنين قرى تراحمهم و نوادهم و  
 تعاطفهم كمثل الجسد اذا اشتكى عضو تداعى له سائر الجسد بالسهر و الحمى (متفق عليه)
- ١٣ عن ابن عمر رضى الله عنها قال قال رسول الله ﷺ بنى الاسلام على خمس شهادة ان  
 لا اله الا الله و ان محمداً عبده و رسوله و اقام صلوة و ايتاء الزكوة و حج البيت و  
 صوم رمضان (متفق عليه)
- ١٤ عن ابى سعيد الخدرى عن رسول الله ﷺ من راي منكم منكراً فليغيره بيده فان لم  
 يستطع فبلسانه، فان لم يستطع فبقوله و ذلك اضعف الايمان (رواه مسلم)
- ١٥ عن عبد الله بن عمر قال قال رسول الله ﷺ الا كلم راع و كلكم مسئول عن رعيته فا  
 لامام النبى على الناس راع و هو مسئول عن رعيته و الرجل داع على اهل بيت و هو

مكتوب  
 محمد بن عبد الله  
 بن محمد بن عبد الله  
 بن محمد بن عبد الله  
 15-09-2009

مسئول عن رعيتيه والمرأة راغية على بيت زوجها وولده وهي مسئولة عنهم و عبد الرجل  
راع عن مال سيده وهو مسئول عنه الا فبكلكم راع وكلكم مسئول عن رعيتيه (متفق عليه)

اؤل بيچي

کل نمبر 60

پرچہ نمبر ۱۱ (لازمی)

وقت دو گھنٹے

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- ۱۔ یہ سوال معروضی ہے۔ کوئی سے ظاہر کے جواب لکھیں۔
- (i) قرآن کریم کے محفوظ کتاب ہونے پر ایک آیت یا اس کا ترجمہ لکھیں۔
- (ii) توحید کی تعریف کیجئے۔
- (iii) قیامت کا آغاز کبلی اعتبار سے بھی ضروری ہے۔ اس کی ایک دلیل دو سطروں میں لکھیں۔
- (iv) ختم نبوت کے دو معنی لکھیں۔
- (v) نبی کریم ﷺ کے ترمیم سے پہلے اس ایک آیت تحریر کریں۔
- (vi) درود شریف پڑھنے کا کیا اثر ہے۔ ایک آیت پیش کیجئے۔
- (vii) جہاد کی تعریف کیجئے؟
- (viii) زکوٰۃ کا ابطال کیسے ہوگا؟

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سوال نمبر ۲: مندرجہ ذیل آیتوں سے دو آیات کا ترجمہ اور مختصر تشریح کریں۔

الف۔ و ان طایفتان من المومنین اقلوا فاصلحوا بینہما

ب۔ قد افلح المومنون الذین اتم فی صلاتہم خشعون

ج۔ هو الذی ارسل رسوله بالحق و دین الحق ایظہرہ علی الذین کذب

د۔ ان الذین یؤمنون باللہ و روزیوہ عنہم اللہ فی الدنیا و الاخرۃ

10

سوال نمبر ۳: مندرجہ ذیل احادیث میں سے ایک حدیث کا ترجمہ اور مختصر تشریح کریں۔

الف۔ التاجر الصدوق الامین مع امیین و الصدیقین و الشهداء

ب۔ اربع من اعطین فقد اعطی خیر الدنیا و الاخرۃ فلما شاکرا ولسانا ذاکرا و بدنا علی البلا، صابراً و زوجة

لا تبغی حوباً فی نفسہا و مالہ

سوال نمبر ۴: سیرت النبی ﷺ کی سیرت طیبہ کے مطالبے کی اہمیت واضح کریں یا

تعمیر و کردار و شخصیت کے بارے میں نبی کریم ﷺ کے طریق کار پر مضمون تحریر کریں۔

Handwritten signature and stamp.

15.09.2009

سوال نمبر ۵۔ عصری تہذیبی کشمکش کا مفہوم واضح کریں کہ مسلمانوں پر اس کے کیا اثرات مرتب ہو رہے ہیں۔

یا اسلام تہذیب کی خصوصیات پر نوٹ لکھیں۔

۳۔ سیرت النبی ﷺ

- (i) مطالعہ سیرت النبی ﷺ کی ضرورت اور اہمیت
- (ii) تزکیہ نفس اور تعمیر سیرت و شخصیت کا ادبی منہاج
- (iii) اخلاقی تغیرات
- (iv) اقامت دین کا نیا پھر قی
- (v) اقامت دین، خلافت سے راشدین کا منہاج
- (vi) اجتماعیت و تشکیل - معاشرت اور اس میں اخوت و اتحاد و امت
- (vii) قرآن مجید میں سیرت سرور عالم ﷺ کا بیان
- (viii) غزوہ ان نبوی - مقاصد و حکمت

10

۴۔ اسلامی تہذیب و تمدن

تہذیب کی تعریف

اسلامی تہذیب کی خصوصیات

اسلامی تہذیب کی بنیادی اور بنیادی خصوصیات

اسلامی تہذیب کے فکری اثرات

اسلامی تہذیب کے علمی اثرات

اسلامی تہذیب کے معاشرتی و سماجی اثرات

عصری تہذیبی کشمکش اور اسلام

10

۵۔ معروضی سوالات سے سارے سلیبس سے



15-09-2009

18: 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:
  - a. Freedom and Responsibility.
  - 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)**

1. William Lillie. An Introduction to Ethics, London Methuen & Co.
2. Titus, H.H. 'Ethics in Theory and Practice' N.Y. Thomas Y. Crowel.
3. Hill, Thomas. 'Ethics in Theory and Practice' N.Y. Thomas Y. Crowel.
4. Ameer Ali, S. 'The Ethics of Islam. Culcutta: Noor Library Publisher.
5. Donaldson, D.M. 'Studies in Muslim Ethics' London .
6. Sayed, S.M. A. (Tr.) 'Ta'aruf-e-Akhlaqiat. Karachi: BCC&T, Kar. Univ..

BC-401: Advanced Financial Accounting

1. Company Accounts, Issue of Shares, Bonds, over subscription, Refund, Issue of Bonus and right Shares.
2. Preparation of final accounts under Companies Ordinance 1984, Dividends and the payment thereof.
3. Ratio Analysis: Solvency, Profitability, Efficiency, Marketability.
4. Branch accounts.
5. Departmental Accounts.
6. Hire Purchase, Installment Sales.
7. Mergers, acquisitions and changes in financial structures, Valuation of Goodwill and Shares.
8. Liquidation of Joint Stock Companies.
9. Consignments & Joint Ventures Accounts.
10. Contract Accounts.

BOOKS RECOMMENDED (Latest Editions)

1. Meigs and Johnson, Advanced Accounting, McGraw Hill.
2. Karrenbrock and Simon Advanced Accounting, South Western Publication Co.
3. Karrenbrock & Simon, Intermediate Accounting, Southwestern Publication Co.
3. M.A. Ghani, Advanced Accounting, Sulman Publication, Lahore.
4. Aftab Ahmad Khan, Advanced Accounting, Orient Publishers, Karachi.
5. Nisar-ud-Din, Advanced Accounting, Lahore.
6. Uzair Hassan, Advanced Accounting, Karachi.
7. Carter, Advanced Accounts, Pitman Publishers, London.
8. Rup Ram Gupta, Advanced Accounting, Agra Book Store.
9. Jamshed R. Balliboi, Typical Problems in Advanced Accounting, The standard Accountancy publications, Bombay.
10. Hrishikesh Chakraborty, Advanced Accounting, Oxford University Press, Delhi.
11. Shukla & Grewal, Advanced Accounts, Union Book Stall, Karachi.
12. Muhammad Muinuddin Khan, Advanced Accounting, Ideal Library, Dhaka.
13. Arnold J. Pahler, Advanced Accounting, Concepts and Practice, The Dryden Press.



- 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.
2. Muhammad Irshad, Auditing Naveed Publication, Lahore.
3. Zafar M. Zaidi, Auditing.
4. Meigs & Larson, Principles of Auditing, University of Congress, Richard, D. Irwin.
5. Attwood and Stein, N.D. de Paula's Auditing, Principles and Practice. Pitman Publishing Ltd., London.
6. Emile Woolf, Auditing Today, Prentice Hall International.
7. Wanda A. Wallace, Auditing Macmillan Publishing Companies, New York.
8. Kamal Gupta, Contemporary Auditing, Tata McGraw-Hill Publishing Company Limited, Delhi
9. Muhammad Aslam Khan, Refresher Course on Auditing, S.A. Salam Publications, Lahore.

1. Importance of Business Communication: Introduction, Importance.
2. The Process of communication and Miscommunication: Elements of communication, General Communication, Concepts and Problems, Non-verbal Communication.
3. Principles of Business communication: Completeness, Conciseness, Consideration, Concreteness, Clarity, Courtesy, Correctness.
4. Process of Preparing effective business messages: Steps in planning effective business messages, Basic organizational plans, Beginning and endings, composition of the message.
5. Direct Requests: Organizational plan, Inquires, Claims and requests for adjustments, Request regarding routine business, Invitations, Orders, Reservations Letters.
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.
8. Sales Letters: Solicited sales letter, Unsolicited sales letter.
9. Collection Messages: Right attitude for effective collections, Collection stages.
10. Official letters: Parts and composition.
11. Business Reports: Meaning and classification, Main parts of the report, organizational and outline of report.
12. Market Reports: Definition, Scope, Importance, Contents, Market Terms.
13. Successful oral Presentation and Successful Listening: Presentation - Description and Methodology, Listening - Description.
14. Successful Informative Speaking: Purpose, Kinds, Organization and Outlines of the Informative Speech.

#### BOOKS RECOMMENDED (Latest Editions)

1. Herta A. Murphy, *Effective Business communication*, McGraw Hill.
2. Sh. Alta-ur-Rehman, *Effective Business Communication and report writing*, Farrakh Brothers, Lahore.
3. John V. Thill Courtland L. Bouee, *Excellence in Business communication*, McGraw Hill Inc.
4. Norman Sigband & David Bateman, *Communicating in Business*, Scott, Foresman and Compnay, Glenview, Illinois.
5. Raymond Lesikar & John Pettit Jr, *Business Communication*, Richard D. Irwin, Inc. Homewood, Illinois.
6. Chester Wolford & Gretchen Vanneman, *Business Communication*, The Dryden Press.

**Law of Contract**

Definitions. Formation of contract. Essentials of a Valid Contract. Performance of Contract. Discharge of Contract. Breach of Contract. Law Governing Indemnity. Guarantee, Bailment and Agency.

**Sale of Goods Act**

Definition. Types of Contract of sales. Conditions and Warranties effects of the contract of sales. Performance of the contract. Rights of Unpaid seller.

**Negotiable Instruments Act**

Definitions, Characteristics and Types of Negotiable Instruments. Negotiation, Endorsement. Liabilities of parties. Discharge from Liability.

**Carriage of Goods**

Common Carrier. Essentials of a Common Carrier, Rights, and Duties of a common Carrier. Restricted Liability of Railway. Carriage and by Sea.

**Industrial Law**

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

**BOOKS RECOMMENDED (Latest Editions)**

1. A.G. Chaudhry, Mercantile Law in Pakistan. Pakistan Publishing House, Karachi.
2. Khawaja Anjad Saeed, Mercantile Law of Pakistan, Accountancy & Taxation Services Institute, Lahore.
3. Khalid Mahmud Cheema, Business Law, Syed Mohin Mahmud & Co., Lahore.
4. Govt. of Pakistan. Relevant Acts and Ordinances
4. I.R. Hashmi. A Manual of Mercantile Law.
5. Dr. Avtar Singh, Company Law, Irfan Law Book House, Lahore.
6. Denis Keenan, Smith and Keenan's Company Law, Pitman

History of Income Tax Law in Pakistan, Taxation structure and Administration in Pakistan, Income Tax Law, Assessment procedure, Income Tax Problems of Individuals, Partnership and Joint Stock Companies, Computerized I.T. Returns of individuals, partnership and joint stock company, Wealth Tax Structure, Basic Features of Sales Tax and its application.

**BOOKS RECOMMENDED (Latest Editions)**

1. Khawaja Amjad Saeed, Income Tax Law with Practical Problems, Accountancy and Taxation Services Institute, Lahore.
2. Muhammad Muazzam Mughal, Income Tax: Principles and Practice, Syed Mobin Mahmud & Co, Lahore.
3. Muhammad Muazzam Mughal, Sales Tax, Syed Mobin Mahmud & Co, Lahore.
4. Luqman Baig, Income Tax: Problems & Solutions, Karachi.
5. R.I. Naqvi, Income Tax Law, Taxation House, Lahore.
6. R.I. Naqvi, Sales Tax Law, Taxation House, Lahore.
7. Govt. of Pakistan, Sales Tax Act.
8. Govt. of Pakistan, Income Tax Ordinance.
9. Luqman Baig, Income Tax Law, Ghazanfar Academy, Karachi.

Cost Accounting

1. Meaning, need and importance of Cost Accounting. Distinction between Cost & Financial Accounting.
2. Elements of Cost; Cost Classification and Costing systems; Cost Accounting, Cycle & Costing Techniques.
3. Voucher system and Control Accounts, Factory and General Office books.
4. Job Order Costing and its Cycle.
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. Nisaruddin. Cost Accounting, Aziz. Publishers, Urdu Bazar, Lahore.
2. Matz. A., Usry, Cost Accounting, South-Western Publishing Co. Ohio.
3. S. Qavi Ahmad, Cost Accounting; — — —
4. Horngren, Foster & Datar, Cost Accounting, A Managerial Emphasis, South-Western Publishing Co.
5. Hammer, Carter & Usry, Cost Accounting, South-Western Publishing Co.
6. Jack Gray & Ricketts, Cost and Managerial Accounting, McGraw-Hill Book Company.
7. Brock & Palmer, Cost Accounting, Principles and Applications, McGraw-Hill Book Company.
8. T. Lucey, Costing.

BC-107: 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.
7. Economic Planning, Budgeting and Debts financing.

**BOOKS RECOMMENDED (Latest Editions)**

1. M. Saeed Nasir, Economic Problems of Pakistan. Iqbal Book House, Lahore.
2. Government of Pakistan, Economic Survey.
3. Government of Pakistan, The Five-year plans.
4. Kh. Amjad Saeed, Economy of Pakistan.
5. Parvez Hasan, Pakistan's Economy at the Crossroads, past policies and present imperatives, Oxford University Press, Karachi.
7. Ishrat Hussain, Pakistan the Economy of An Elitist State, Oxford University Press, Karachi.

(As adopted for B.A./ B.Sc. Examination 2000 annexed herewith)

(کل نمبر : ۱۰۰)

دولتہ پاکستان

حصہ اول

- ۱۔ تاریخہ پاکستان :
- ۱۔ قیام پاکستان کے افسران کو نام لکھو۔
- ۲۔ تاریخہ پاکستان کے
- (الف) ترمیم و توسیع۔
- (ب) تاریخہ پاکستان اقبال اور قبالہ امداد کے ارشادات کی روشنی میں۔
- ۲۔ تاریخہ پاکستان کے بارے میں سوالات :
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- ۲۔ ترمیمی کمیٹی کے (میلنگ گولڈ - دور بند - لکھنؤ - لکھنؤ جماعت اسلام اور دیگر سیاسی جماعتی ادارے - سندھ مدرسہ - اسلامیہ کالج - پشاور)۔
- ۳۔ سولہویں جماعت کے بارے میں
- (الف) آئین اور جماعت اور مسلمان - جمہوریت اور
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- ۳۔ تاریخہ پاکستان
- ۱۔ مسامحہ اور مشن دورانیہ کے بارے میں ارشاد لکھو۔
- ۲۔ مسامحہ کے آزادی کا مسئلہ اور مسلمان۔
- ۳۔ مسامحہ اقبال کا شاہیہ الہ آباد۔
- ۴۔ مسامحہ کے وقت صحن اور پاکستان کے بارے میں سوالات۔

- ۱۔ انتظامات کے لئے وہ اور کارکنوں کے حقوق کا رولہ
- ۲۔ وزارت اور پاکستان
- ۳۔ ۱۹۴۷ء سے ۱۹۷۱ء تک پاکستان کی سیاسی تاریخ
- ۴۔ پاکستان میں اسلام نظام اور اللہ کی کرشمہ
- ۵۔ قرارداد نظام
- ۶۔ ۱۹۴۷ء اور ۱۹۷۱ء کے آئین کی اسلامی دلائل
- ۷۔ اللہ کی عبادت اور عبادت
- ۸۔ ہماری ترقی، سکول اسلام اور معاشرہ کا نظام
- ۹۔ ارضی پاکستان
- ۱۰۔ پاکستان کی ترقی، تعلیم، معاشی اور سماجی اصلاحیں
- ۱۱۔ پاکستان کی ترقی
- ۱۲۔ پاکستان اور مسلم اسلام

Books Recommended :

Relevant portions of the following books :-

1. I.H. Qureshi	..	..	<i>The Struggle for Pakistan, Karachi, 1963.</i>
2. I.H. Qureshi	..	..	<i>Ulama in Politics, Karachi, 1974.</i>
3. I.H. Qureshi (Edn.)	..	..	<i>A Short History of Pakistan.</i>
4. Richard Symonds	..	..	<i>Book IV: Allen Dale and Idea of Muslim Nationalism, Karachi, 1967.</i>
5. K.U. Qureshi	..	..	<i>The Making of Pakistan, London, 1950.</i>
6. محمد حسین قریشی	..	..	<i>A Geography of Pakistan, Lahore, 1977.</i>
7. اسلام کی تاریخ اور آج	..	..	پاکستان کی تاریخ اور آج (Karachi, 1967)
8. اسلامی اور پاکستان	..	..	اسلام اور پاکستان (Lahore, 1977)