**MG-221– Accountant in Business**

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| Resource Person: | Dr.Quratulain Zafar |
| Email: | Qurat.zafar@umt.edu.pk |
| Contact Hours: | To be shared in class |
| Office Address: | 3N/09 |
| Programme: | BS Accounting and Finance |
| Section: | G/H |
| Semester: | Fall 2023 |
| Course Pre-requisites: |  |
| Credit Hours: | 1.5 hrs (2 per weeks) |
| Course Type: | On campus |
| Venue/Day/Time: | Wednesday/Saturday |
| Course URL (if any): | N/A |

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| **Course Description:** |
| All business organizations aim to achieve some objectives in order to grow and succeed in a competitive environment. To perform well, managers need to achieve high productivity from their employees, and at the same time, low absenteeism and turnover. These goals are difficult to achieve if people in the organization are not satisfied and less motivated. This course helps us understanding management functions and how organizational goals can be achieved by studying the impact that individuals, groups, and organizational structure have on behaviour within organizations, for the purpose of applying such knowledge towards improving an organizations’ effectiveness. |

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| **Course Teaching Methodology:** |
| We will be conducting classes on campus and classes will follow a basic structure of introduction to topics and coverage of topics through class discussion, Activity. |

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| **Programme Educational Objectives (POs):** | |
| PO-1 | Critical Thinking and Decision Making |
| PO-2 | Effective Communication Skills |
| PO-3 | Ethics and Sustainability |
| PO-4 | Core Business Knowledge and Competence |
| PO-5 | Effective Teamwork and Leadership Skills |
| PO-6 | Industry Focus |
| PO-7 | Global Perspective (Internationalization) |
| PO-8 | Market Knowledge |
| PO-9 | Professional Track |

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| **Programme Learning Outcomes (PLOs):**  **After completing this degree programme, students shall be able to:** | | |
|  | | **Mapping the PLOs with POs** |
| PLO-1 | Graduates must be able to use analytical and reflective thinking techniques to identify and analyze problems, develop viable alternatives, make effective decisions and apply appropriate quantitative and qualitative techniques in solving business problems. | PO-1 |
| PLO-2 | Graduates must be able to draft effective business documents and prepare and deliver effective oral business presentations using a variety of appropriate technologies. | PO-2 |
| PLO-3 | Graduates must be able to identify and analyze ethical conflicts and sustainability issues involving different stakeholders in order to develop viable alternatives and make effective decisions relating to business ethics and sustainability. | PO-3 |
| PLO-4 | Graduates must be able to demonstrate competency in the underlying concepts, theory and tools taught in the core undergraduate curriculum. | PO-4 |
| PLO-5 | Graduates must be able to work effectively in teams and understand group processes, leadership, conflict, power and culture in organizations. | PO-5 |
| PLO-6 | Graduates must be able to understand the dynamics of local industry and understand business as an integrated system and apply strategic planning tools to coordinate among the functional areas. | PO-6 |
| PLO-7 | Graduates must be able to identify and analyze relevant global factors that influence decision-making and develop viable alternatives and make effective decisions in an international business setting. | PO-7 |
| PLO-8 | Graduates must be able to know, and work in financial markets and roles within current trends and practices at both operational and strategic levels. | PO-8 |
| PLO-9 | Graduates must be able to possess and reflect the required learning to be able to earn professional credentials in the area of Accounting and Finance including CA and ACCA. | PO-9 |

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| **Course Objectives (COs)** | |
| CO-1 | Develop an in depth understanding of various legal structures |
| CO-2 | A familiarity with laws applicable to companies registered under Companies Act, 2017 |
| CO-3 | A familiarity with secretarial practices |

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| **Course Learning Outcomes (CLOs):**  **After completing this course, students shall be able to:** | | |
|  | | **Mapping the CLOs with PLOs** |
| CLO-1 | Make decisions regarding the optimum legal structure for a given business or setup | CO-1, PLO-1, PLO-4, PLO-9 |
| CLO-2 | Understand how to incorporate a company | CO-2, PLO-1, PLO-4, PLO-9 |
| CLO-3 | Understand all legal issues and procedures surrounding capital | CO-2, CO-4, CO-6, PLO-1, PLO-4, PLO-9 |
| CLO-4 | Understand everyday legal issues governed under COCG and Listing regulations | CO-2, PLO-1, PLO-4, PLO-9 |
| CLO-5 | Understand secretarial practices and how to practically fulfill them | CO-3, PLO-1, PLO-4, PLO-9 |
| CLO-6 | Understanding of how companies can be wound up | CO-2, PLO-1, PLO-4,PLO-9 |

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| **Assurance of Learning and Assessment Items:**  *Specify Assessment Items that will assure student learning through application and achieve objectives of specific PLOs / COs / CLOs* | |
| **Assessment Item** | **Application/ Objectives**  **PLO / CO / CLO** |
| Class Activities | Various CLO, PLO-1, PLO-4, PLO-9 |
| Class Assignments | Various CLO, PLO-1, PLO-4, PLO-9 |
| Project/Presentation | CLO-1 – CLO 6, PLO-1, PLO-4, PLO-5,PLO-9 |
| Mid Term Examination | CLO-1, CLO-2, CLO-3, CLO-4, PLO-1, PLO-4, PLO-9 |
| Final Term Examination | CLO-1 – CLO 6, PLO-1, PLO-4, PLO-9 |

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| **Assessment Structure and Grading Policy\*:** | | |
| **Assessment Item** | **Weight (%)** | **Execution Plan** |
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| Class Participation | 5 | Based on attendance and class presence |
| Assignments | 10 | Spread out during the semester (N-1) |
| Class Activities | 10 | Spread out during the semester (N-1) |
| Mid-term exam | 25 | One-time assessment |
| Project / Presentation | 20 | To be conducted at the end of the semester |
| Final exam | 30 | One-time assessment |
| **Total** | **100** |  |

*\*Rubrics for all assessments (including mid and final exams) will be provided separately to the students.*

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| **Weekly Sessions Plan:** | | | |
| **Week** | **Topics / Contents** | **Activity** | **Application / Objectives**  **PLO / CO / CLO** |
| 1,2 | **Business organizations and their stakeholders**   * Purpose of business organizations * Types of business organizations * Stakeholders | Class Lecture/ Assignment | CLO-1, PLO-1,PLO-4,PLO-9/  CLO-2, PLO-1,PLO-4,PLO-9 |
| 3,4 | **The business environment**   * Analysing the business environment * Political and legal environment * Employment protection * Data protection and security * Health and safety * Consumer protection * Internationalization: Social, demographic and cultural Trends * Impact of technology on organizations * Competitive advantage * Sustainability | Class Lecture/ Class Activity | CLO-3, PLO-1,PLO-4,PLO-9 |
| 5,6 | **The macro-economic environment**   * Structure and objectives of economy * Factors affecting economy * Determination of national income * Business cycle * Inflation and its consequences * Unemployment * Objective of economic growth * Fiscal and monetary policies   Balance of payments | Class Lecture/ Class Activity | CLO-6, PLO-1,PLO-4,PLO-9 |
| 7,8 | **Micro-economic factors**   * The micro environment * Internal and external micro and macro environments * Concept of a market * Demand schedule * Supply schedule * Equilibrium price * Demand and supply analysis * Maximum and minimum prices | Class Lecture/ Class Activity | CLO-3, PLO-1,PLO-4,PLO-9 |
| 9,10 | **Business organization, structure and strategy**   * The informal organization * Organizational structure * Levels of strategy in the organization * Centralization and decentralization | Class Lecture/ Class Activity | CLO-1,2, PLO-3,PLO-4,PLO-9 |
| 11,12 | **Organizational culture and committees**   * What is culture * Organizational culture * Culture and structure, Committee | Class Lecture/ Assignment | CLO-1, CLO-2, CLO-4, PLO-4, PLO-5 |
| 13,14 | **Corporate governance and social responsibility**   * Principles of corporate governance * Developments in corporate governance * Role of the board * Reporting on corporate governance * Corporate social responsibility * Ethics, law, governance and social responsibility | Class Lecture/ Assignment | CLO-1, CLO-2, CLO-4, PLO-4, PLO-5 |
| 15 | **Mid Term** | Exam | CLO-1, CLO-3, CLO-4, CLO-5,CLO-6,PLO-1, PLO-4, PLO-9 |
| 16,17 | **The role of accounting**   * Purpose of accounting information * Nature, principles and scope of accounting * Regulatory system * Internal and external financial information * Control over business transactions * Main business financial systems * Manual and computerized accounting systems * Database and spreadsheet | Class Lecture/ Class Activity | CLO-5, PLO-1,PLO-4,PLO-9 |
| 18,19 | **Control, security and audit**   * Internal control systems * Internal control environment and procedures * Internal audit and internal control * External audit * IT systems security and safety * Building controls into an information system | Class Lecture/ Class Activity | CLO-6, PLO-1,PLO-4,PLO-9 |
| 20,21 | **Identifying and preventing fraud**   * What is fraud? * Potential for fraud * Implications of fraud for the organization * Systems for detecting and preventing fraud * Responsibility for detecting and preventing fraud * Money laundering | Class Lecture/ Class Activity | CLO-4, PLO-1,PLO-4,PLO-9 |
| 22,23 | **Leading and managing people**   * Purpose and process of management * Writers on management * Management and supervision * What is leadership? * Leadership skills and styles | Class Lecture/ Assignment | CLO-1, CLO-2, CLO-4, PLO-4, PLO-5 |
| 24,25 | **Recruitment and selection**   * Recruitment and selection * Responsibility for recruitment and selection * Recruitment process * Evaluating recruitment and selection   **Diversity and equal opportunity**   * Discrimination at work * Equal opportunity * The practical implications | Class Lecture/ Assignment | CLO-1, CLO-2, CLO-4, PLO-4, PLO-5,PLO6,PLO7 |
| 26,27 | **Performance appraisal**   * Performance management and assessment * Purpose and process of performance management * Barriers to effective appraisal   **Ethical considerations**   * A framework of rules * Management accountability * The ethical environment * Ethics in organizations * Accountants and ethics * A code of ethics * Resolution of ethical conflicts | Class Lecture/ Assignment | CLO-1, CLO-2, CLO-4, PLO-4, PLO-5, PLO6,PLO7 |
| 28,29 | Project Presentations | Project submission and Presentation | CLO-1, CLO-2, CLO-3, CLO-4, CLO-5,CLO-6,PLO-1, PLO-5, PLO-4, PLO-9 |
| 30 | Revision and class practice |  | CLO-1, CLO-6, CLO-4, CLO-5,CLO-6,PLO-1, PLO-4, PLO-9 |

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| **Primary Text Book (s):** |
| * Handout and Presentation slides * Recommended Text Books:   Paper F1: Accountant in Business, BPP Learning Media (ACCA)   * Reference Books:   Management, 10/e by Stephen. P Robbins (Prentice Hall, 2009)   * Organizational Behaviour, 11/e by Stephen. P Robbins (Prentice Hall, 2009) |

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| **Reference / Supplementary Reading (s):** |
| * Case Studies * Pakistan stock Exchange |

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| **Useful Online / Web Resources:** |
| Multinational companies’ websites  Youtube clips  Instagram reels |