



University of Management and Technology

Dr Hasan Murad School of Management (HSM)

Course Title: Accountant in Business
Course Code: MG-221
Resource Person:
Department: Banking and Finance

HSM Vision

HSM envisions its success in the sustainable contribution that it will make to the industry, academia and research in public and private sector. HSM will lead by providing professionally competent and ethically conscious human resources engaged in the global and local context to foster socio-economic growth and sustainability for the society. HSM envisages having faculty with high research potential and a deep desire for cutting edge research including collaboration with national and international partners.

HSM Mission

Being a research-oriented and student-centric business school, we emphasize research publications in impact journals as well as state-of-the-art learning methodologies. We will prepare our students to become the future ethical business leaders and the guiding post for the society, while equipping them with the knowledge and skills required by world-class professionals. We will be the leading choice for organizations seeking highly talented human resource. HSM will foster internationalization with key stakeholders and actively work to exchange best practices with business schools across Pakistan through collaborations, workshops, conferences and other means.

Program Objectives

Critical Thinking and Decision Making; Effective Communication Skills; Ethics and Sustainability; Core Business Knowledge and Competence; Effective Teamwork and Leadership Skills; Global Perspective (Internationalization).

Course Objectives

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.

Learning Objectives

- ⇒ Understand the purpose and types of business and how they interact with key stakeholders and the external environment.
- ⇒ Understand business organization structure, function and the role of corporate governance.
- ⇒ Recognize the function of accountancy and audit in communicating, reporting and assuring financial information and in effective financial controls and compliance.
- ⇒ Recognize the principles of authority and leadership and how teams and individuals are recruited, managed, motivated and developed.
- ⇒ Understand the importance of personal effectiveness as the basis for effective team and organizational behaviour.
- ⇒ Recognise that all aspects of business and finance should be conducted in a manner which complies with and is in spirit of accepted professional ethics and professional values.

Learning Outcomes

By the end of the course, students will possess a clear understanding of management functions and the foundation of individual and group behavior in organizations. They will also learn foundations of organization structure, and organizational culture. In particular, the students are expected to have attained proficiency in the following areas:

Management Functions: planning, organizing, leading, and controlling

Personality and emotions

Perception and decision making

Motivation and Leadership

Power and politics

Conflict and negotiation

Organization structure and culture

Teaching Methodology (List methodologies used -example are given below)

The resource person shall explain and discuss a topic in accordance with course outline & students shall be asked to solve various exercises, problems & cases based on those discussions. Guidance in this respect will be provided by the instructor in and outside the class during counseling hours.

STUDENTS ARE REQUIRED TO READ AND UNDERSTAND ALL ITEMS OUTLINED IN THE PARTICIPANT HANDBOOK

Class Policy:-

- **Be On Time**
You need to be at class at the assigned time. After 10 minutes past the assigned time, you will be marked absent.
- **Mobile Policy**
TURN OFF YOUR MOBILE PHONE! It is unprofessional to be texting or otherwise.
- **Email Policy**
READ YOUR EMAILS! You are responsible if you miss a deadline because you did not read your email. Participants should regularly check their university emails accounts regularly and respond accordingly.
- **Class Attendance Policy**
A minimum of 80% attendance is required for a participant to be eligible to sit in the final examination. Being sick and going to weddings are absences and will not be counted as present. You have the opportunity to use 6 absences out of 30 classes. Participants with less than 80% of attendance in a course will be given grade 'F' (Fail) and will not be allowed to take end term exams. International students who will be leaving for visa during semester should not use any days off except for visa trip. Otherwise they could reach short attendance.
- **Withdraw Policy**

Students may withdraw from a course till the end of the 12th week of the semester. Consequently, grade W will be awarded to the student which shall have no impact on the calculation of the GPA of the student. A Student withdrawing after the 12th week shall be automatically awarded "F" grade which shall count in the GPA.
- **Moodle**
UMT -LMS (Moodle) is an Open Source Course Management System (CMS), also known as a learning Management System (LMS). Participants should regularly visit the course website on MOODLE Course Management system, and fully benefit from its capabilities. If you are facing any problem using Moodle, visit <http://oit.umt.edu.pk/moodle>. For further query send your queries to moodle@umt.edu.pk
- **Harassment Policy**

Sexual or any other harassment is prohibited and is constituted as punishable offence. Sexual or any other harassment of any participant will not be tolerated. All actions categorized as sexual or any other harassment when done physically or verbally would also be considered as sexual harassment when done using electronic media such as computers, mobiles, internet, emails etc.

- **Use of Unfair Means/Honesty Policy**

Any participant found using unfair means or assisting another participant during a class test/quiz, assignments or examination would be liable to disciplinary action.

- **Plagiarism Policy**

All students are required to attach a “Turnitin” report on every assignment, big or small. Any student who attempts to bypass “Turnitin” will receive “F” grade which will count towards the CGPA. The participants submit the plagiarism report to the resource person with every assignment, report, project, thesis etc. If student attempts to cheat “Turnitin”, he/she will receive a second “F” that will count towards the CGPA. There are special rules on plagiarism for final reports etc. all outlined in your handbook.

- **Communication of Results**

The results of quizzes, midterms and assignments are communicated to the participants during the semester and answer books are returned to them. It is the responsibility of the course instructor to keep the participants informed about his/her progress during the semester. The course instructor will inform a participant at least one week before the final examination related to his or her performance in the course.

Course Outline

Course code: MG-221

Course title: Accountant in Business

Program	BS Accounting and Finance
Credit Hours	3
Duration	15 Weeks/30 sessions
Prerequisites (If any)	
Resource Person Name and Email	S
Counseling Timing (Room#)	
Contact no.	
Web Links:- (Face book, Linked In, Google Groups, Other platforms)	NA

Chairman/Director Programme signature.....Date.....

Dean's signature.....Date.....

Grade Evaluation Criteria

Following is the criteria for the distribution of marks to evaluate final grade in a semester.

Marks Evaluation	Marks in percentage
Quizzes	20 %
Assignments	10%
Mid Term	25 %
Project/Presentation	20 %
Final exam	25%
Total	100 %

Recommended Text Books:

Paper F1: Accountant in Business, BPP Learning Media

Reference Books:

Management, 10/e by Stephen. P Robbins (Prentice Hall, 2009)

Organizational Behaviour, 11/e by Stephen. P Robbins (Prentice Hall, 2009)

No	Topics to be covered in the course	Learning Objective of this topic	Expected Outcomes from Students	Teaching Method	Assessment Criteria	Deadlines and Homework
1 2	Business organizations and their stakeholders <ul style="list-style-type: none"> ○ Purpose of business organizations ○ Types of business organizations ○ Stakeholders 	.In this topic we will look at the different types of organization, their operations and procedures.	After this lecture students should be familiar with different types of organization and how they operate.	Lecture and Handouts	Assignment	Within a week
3 4	The business environment <ul style="list-style-type: none"> ○ 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 	Sustainability and Internationalization	After this lecture students should be well familiar with need and purpose of sustainability and internationalization in Business	Lecture and Case studies	Class Activity	Within a week
5 6	The macro-economic environment <ul style="list-style-type: none"> ○ 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 	In this chapter we present an overview of the goals of macroeconomic policy concentrating on fiscal policy and monetary policy. .	Students should be able to define macro-economic policy and explain its objectives. Also explain the main determinants of the level of business activity in the economy.	Lecture and Handouts	Class Activity +Assignment	Within a week

7 8	Micro-economic factors <ul style="list-style-type: none"> ○ 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 	<p>We will look at the microeconomic level of the individual firm, individual markets and consumers (or households).</p>	<p>After this lecture students should Define the concept of demand and supply for goods and services. Explain elasticity of demand and the impact of substitute and complementary goods.</p>	Lecture and Problem sets	Class Activity + Assignment	Within a week
9 10	Business organization, structure and strategy <ul style="list-style-type: none"> ○ The informal organization ○ Organizational structure ○ Levels of strategy in the organization ○ Centralization and decentralization 	<p>We will examine the importance of informal networks in shaping organizational culture. Also look into various types of organizational structures</p>	<p>Students should be able to explain the informal organization and its relationship with the formal organization and Describe different ways in which organizations may be structured:</p>	Lecture and Problem sets	Quiz	Within a week
11 12	Organizational culture and committees <ul style="list-style-type: none"> ○ What is culture ○ Organizational culture ○ Culture and structure ○ Committee 	<p>We look at how Organization's use cultures to for a distinctive way to do things. The topic concludes with a discussion of the work of committees</p>	<p>Students should be able to define organizational culture and explain the types, roles and purposes of committees</p>	Lecture and Problem sets	Assignment	Within a week
13 14	Corporate governance and social responsibility <ul style="list-style-type: none"> ○ 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 	<p>In this topic we discuss the underlying principles of corporate governance and understand the role of the board and how it communicates with shareholders.</p>	<p>Students should be able to describe the concept of agency in relation to corporate governance, good corporate governance, nomination, selection of the board.</p>	Lecture and Problem sets	Quiz	Within a week

15	NA	NA	NA	NA	Mid-term Exam	Within a week
16 17	<p>The role of accounting</p> <ul style="list-style-type: none"> ○ 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 spreadsheets 	<p>We will introduce some basic ideas about accounts and look at the types of accounting information, examine the main transactions and financial systems undertaken by a business, before going on to consider manual and computerised financial data.</p>	<p>Students should be able to explain the contribution of the accounting function to the formulation, implementation, and control of the organization's policies, procedures, and performance have comprehensive knowledge of overhead allocation.</p>	Lecture and Problem sets	Class Activity	Within a week
18 19	<p>Control, security and audit</p> <ul style="list-style-type: none"> ○ 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 	<p>We will look at the main elements of internal control systems that organizations operate</p>	<p>After this lecture student should be able to understand Internal controls, authorization, security and compliance within business.</p>	Lecture and Problem sets	Assignment	Within a week
20 21	<p>Identifying and preventing fraud</p> <ul style="list-style-type: none"> ○ What is fraud? ○ Potential for fraud 	<p>In this topic we consider the various types of fraud that an organisation may be</p>	<p>After this lecture student should be able to Identify different types of</p>	Lecture and Problem sets	Assignment	Within a week

	<ul style="list-style-type: none"> ○ Implications of fraud for the organization ○ Systems for detecting and preventing fraud ○ Responsibility for detecting and preventing fraud ○ Money laundering 	prone to and which may have to be investigated by internal audit.	fraud in the organization, Explain the implications of fraud and Identify methods for detecting and preventing fraud			
22 23	<p>Leading and managing people</p> <ul style="list-style-type: none"> ○ Purpose and process of management ○ Writers on management ○ Management and supervision ○ What is leadership? ○ Leadership skills and styles 	In this chapter, we attempt to get an overview of the manager's task. What is management? What do managers actually do to manage resources, activities and projects?	Students should be able to Define leadership, management and supervision and understand the different theories of management	Lecture and Problem sets	Quiz	Within a week
24 25	<p>Recruitment and selection</p> <ul style="list-style-type: none"> ○ Recruitment and selection ○ Responsibility for recruitment and selection ○ Recruitment process ○ Evaluating recruitment and selection <p>Diversity and equal opportunity</p> <ul style="list-style-type: none"> ○ Discrimination at work ○ Equal opportunity ○ The practical implications ○ Diversity 	In this chapter, we look at the process of recruitment, which is about obtaining candidates and advertising the vacancy in the labor market. Discuss diversity as a challenge in Recruitment and selection	Students should be able to Describe the recruitment and selection process and explain the stages in this process. Explain the purposes and benefits of diversity and equal opportunities policies within the human resources plan.	Lecture and Problem sets	Quiz	Within a week
26 27	<p>Performance appraisal</p> <ul style="list-style-type: none"> ○ Performance management and assessment ○ Purpose and process of performance management ○ Barriers to effective appraisal <p>Ethical considerations</p> <ul style="list-style-type: none"> ○ A framework of rules ○ Management accountability 	This chapter discusses process of appraisal or competence assessment: the measurement and evaluation of the individual's performance. We will also look at ethical codes	Students should be able to explain how organizations assess the performance of human resources. Define business ethics and explain the	Lecture and Problem sets	Class Activity	Within a week

	<ul style="list-style-type: none"> ○ The ethical environment ○ Ethics in organizations ○ Accountants and ethics ○ A code of ethics ○ Resolution of ethical conflicts 	for businesses.	importance of ethics to the organization and to the individual			
28 29	Project Presentations	NA	NA	NA	Project/Presentation	Within a week
30	Revision of the course	NA	NA	NA	NA	NA