PUNJAB PUBLIC SERVICE COMMISSION

COMBINED COMPETITIVE EXAMINATION (CCE) SYLLABUS

COMMERCE

Total Marks: 100

FUNDAMENTALS OF ACCOUNTING

1. Introduction to Accounting, Accrual Basis of Accounting, Generally Accepted Accounting Principles, Accounting Conventions, Accounting Equation, Accounting Cycle, Cash Book, Bank Reconciliation Statement, Financial Statements, Earnings Per Share, Cash Dividend, Treasury Stock, Stock Split, Accounting for Merchandising Activities.

Suggested readings:

1. Williams, J. R., Haka, S. F., Bettner, M. S., & Carcello, J. V. (2017). *Financial and Managerial Accounting: The Basis for Business Decisions* (18th ed.). McGraw-Hill Education.
2. Cooper, D., Franklin, M., & Graybeal, P. (2019). *Principles of Accounting, Volume 1: Financial Accounting*. XanEdu Publishing Inc.
3. Ernst & Young International Financial Reporting Group. (2020). *International GAAP 2021: Generally Accepted Accounting Practice under International Financial Reporting Standards*. John Wiley & Sons.
4. Warren, C. S., Reeve, J. M., & Duchac, J. (2017). *Financial & Managerial Accounting* (14th, ed.). South Western Educational Publishing.

INTRODUCTION TO COMMERCE

2. Nature and Scope of Business, Business Organizations and Enterprise Structure, Trade and Channels of Distributions, Contemporary Business Environment and Professional Practices, Auxiliaries to Trade, Introduction to E-Commerce, Artificial Intelligence and its Applications in Commerce and Business.

Suggested readings:

1. Muhammad Irshad (2005-2006). Part I for Intermediate: Principles of Commerce. Lahore: Naveed Publications.
2. Prof. Hafiz Muhammad Sharif. Part I for Intermediate: Ideal Principles of Commerce. Lahore: Azeem Academy.
3. Maqsood Ahmed. (2005-2006). Part I for Intermediate: Principles of Commerce Usool-e-Tijarat. Lahore: Mukhtar Brothers.
4. Prof. Saeed Ahmed Siddiqui (2004-2005) Part I for Intermediate: An introduction to Principles of Commerce. Karachi: Commerce publications.
5. Muhammad Ishaq. (2007-2008). Part I for Intermediate: Principles of Commerce. Karachi Petiwala.
6. Naveed Nawab. (2007-2008). Part I for Intermediate: Principles of Commerce. Karachi: Iqra Publisher.

COST ACCOUNTING

3. The Concept of Management, Organizing Accounting, Planning and Control Models, Cost Concepts, Uses and Classifications, The Cost Accounting System, Cost of Goods Sold Statement, Job Order Costing, Process Costing, Cost of Production Report, Accounting for Materials, Labor and Factory Overheads, Cost Volume Profit Analysis, Standard Costing, Budgets and Budgetary Control, Activity Based Costing.

Suggested readings:

1. Matz, A. & Usry, F. M. (2018). *Cost Accounting Planning and Control (Latest edition)*. South-Western Publishing Company.
2. Hilton, U. H. (2018). *Cost Accounting (Latest Edition)*. McGraw Hill Education

ADVANCED ACCOUNTING

4. Company Accounts, Preparation of Final Accounts, Branch and Departmental Accounting, Valuation of Goodwill and Shares, Construction and Contract Accounts.

Suggested readings:

1. Mukherjee A. Hanif, *Modern Accountancy*, Volume I and II, 2nd edition
2. *Advanced Accounting* by Sohail Afzal and Mohammad Arif, Revised Edition
3. Javed H Zubairi, *Advanced Accounting*, 2009 or latest Petiwala Book Depot

INTRODUCTION TO BUSINESS FINANCE

5. Introduction to Business Finance, Goals of Financial Managers, Time Value of Money, Valuation of Securities, Risk & Return.

Suggested readings:

1. Gitman L. J., Juchau, R., &Flanagan, J. (2015). Principles of Managerial Finance (14th Edition). Pearson Higher Education AU.
2. Van Horne, J. C. (2009). Fundamentals of Financial Management (13th Edition). London, Prentice Hall.
3. Horne, H. J. C. (2002). Financial Management and Policy (14th Edition). Pearson Education.
4. Ross, S., Westerfield, R., & Jordan, B. (2014). Fundamentals of Corporate Finance (13th Edition). McGraw Hill.
5. Principles of Managerial Finance 14th Edition By Lawrence J. Gitman.

FINANCIAL REPORTING & ANALYSIS

6. Conceptual Framework and Accounting Standards, Preparation and Analysis of Financial Statements, Use of Financial Statements, Scope and Purpose of Financial Analysis, Horizontal Analysis, Vertical Analysis, Ratio Analysis.

Suggested readings:

1. Easton, P. D., Mcanally, M. L., Sommers, G. A., & Zhang, X.-J. (2018). *Financial Statement Analysis & Valuation* (*5th Edition*). Cambridge Business.
2. Fridson, M. S., & Alvarez, F. (2022). *Financial Statement Analysis: A Practitioner's Guide* (*5th Edition*). Wiley.
3. John J Wild, Subramanyam, K. R., & Halsey, R. F. (2005). *Financial Statement Analysis* (*9th Edition*). McGraw-Hill Higher Education.

BUSINESS ECONOMICS

7. Introduction and Fundamental Concepts of Business Economics, Basic Economics Tools, Optimization Techniques, Demand Analysis and Forecasting, Production and Cost Analysis, Market Structure and Pricing policies, Macroeconomic Environment and Business.

Suggested readings:

1. *Principles of Economics* by N. Gregory Mankiw
2. *Managerial Economics* by Dominick Salvatore
3. *Microeconomic Theory* by H.L. Ahuja
4. *Principles of Economics* (Part 1 & 2) by Prof. Habib Ullah Vaseer
5. *Economic Theory* by Chaudhry Abdul Ghani

PRINCIPLES OF AUDITING

8. Introduction and Nature of Auditing, Difference between Accounting and Auditing, Introduction to Audit Classification, Steps before Commencement of Audit, Internal Control and Risk Assessment, Verification of Assets, Audit Procedures and Evidence, Techniques for Gathering Documentation, Audit Reporting.

Suggested readings:

1. *Auditing Principles & Techniques* by S.K. Basu Latest Editions.
2. *Auditing* by Muhammad Irshad, 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.

TAXATION MANAGEMENT

9. Introduction and Scope of Income Tax Law in Pakistan, Basic Terminologies of Income Tax, Income Exempt from Tax, Income From Salary, Income from Business and Profession, Income from Property, Income from Capital Gains, Income from Other Sources, Capital and Revenue Receipts, Capital and Revenue Expenditures, Calculations of Tax Payable.

Suggested readings:

1. Mughal, M. M. (2022). *Income Tax: Principles and Practice (Latest Edition)*. Syed Mubin Mahmmud & Co.
2. Baig, L. (2018). *Income Tax Law in Pakistan (Latest Edition).* Ali Book Depot.
3. Mirza, M. H. (2021). *Synopsis of taxes in Pakistan (40th Edition). IBP Publications*

MANAGEMENT

10. Management History, Planning, Goals and Plans, Contemporary Issues in Planning. Organizational Structure, Traditional Organizational Designs, Organizing, Motivation, Leading, Controlling.

Suggested readings:

1. Robbins, S. P. & Coulter, M. (2012). *Management (11th edition).* Pearson Education: New Jersey.
2. Bartol, K. M. & Martin, D. C. (1998). *Management (3rd edition).* McGraw-Hill: New York.
3. Haas, M., & Mortensen, M. (2016). The Secrets of Great Teamwork. *Harvard Business Review*, *94*(6), 70-76.
4. Nadler, D. A., & Tushman, M. L. (1980). A Model for Diagnosing Organizational Behavior. *Organizational Dynamics*, *9*(2), 35-51.
5. Latham, G. P. (2004). The Motivational Benefits of Goal-Setting. *Academy of Management Perspectives*, *18*(4), 126-129.
6. Porter, M. E., & Kramer, M. R. (2011). Creating Shared Value: Redefining Capitalism and the Role of the Corporation in Society. *Harvard Business Review*, *89*(1/2), 62-77.
7. Kohn, A. (1993). Why Incentive Plans Cannot Work. *Harvard Business Review*, *71*(5), 54-60.
8. Chatman, J. A., & Cha, S. E. (2003). Leading by Leveraging Culture. *California Management Review*, *45*(4), 20-34.

TRADE POLICIES AND REGULATORY FRAMEWORK

11. Foundations of International Trade Policy, Instruments of Trade Policy, Trade Theories, Economic Integration, World Trade Organization (WTO), International Financial Institutions, Regional Trade Agreements (RTAs), Pakistan's Trade and Commercial Policy Framework, Trade Documents and Procedures, Corporate Regulations, Competition Laws, Intellectual Property Rights.

Suggested readings:

1. International Economics: Theory and Policy by Paul Krugman, Maurice Obstfeld, and Marc Melitz
2. *Managerial Economics* by Dominick Salvatore

Note: **The above list is only suggestive and not exhaustive. Candidates may consult other standard books and relevant material covering the prescribed syllabus.**

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