



## **CIRCULAR**

### **Modalities and Policies for Professional Competence Level - Modules**

Please refer to our Circular No. Edu/2k12/ 498 dated October 04, 2012 regarding Switchover Plan for the Students of CMA 2005 and CAM 2010 Syllabuses. We are pleased to inform you that August 2014 was the last Comprehensive Examination on the pattern of Syllabus 2005 for the merged students. The competent authority has approved the following modalities and policies for Professional Competence Level modules w.e.f. current session (Fall-2014):

#### **i. Eligibility for Admission:**

The students, who have passed / exempted all courses up to Managerial Level (Semester-4) examinations and have completed examination eligibility requirements of Semester-5 through coaching or DLP will be eligible to take admission in Professional Competence Level at Karachi, Lahore, Islamabad, Multan and Faisalabad or any other approved campus.

In order to get CMA Final Certificate, it is **mandatory** for all the students to complete training classes and pass all four modules. Those who have merged into Syllabus 2012 from the Syllabuses CMA-2005 and CAM-2010 are eligible to take admission and pass following applicable modules according to the circular issued on October 4, 2012:

#### **Merged from CMA-2005**

##### **Stage-3 to 6:**

**Module-1** Business Accounting

##### **Stage-1 & 2:**

**Module-1** Business Accounting

**Module-2** Business Finance

#### **Merged from CAM-2010**

##### **Semester-4:**

**Module-1** Business Accounting

##### **Semester-3:**

**Module-1** Business Accounting

**Module-2** Business Finance

##### **Semester-1 & 2:**

All four modules

Those who are residing / employed in foreign countries will be exempted from attending mandatory training classes; however, they must appear in Computer Based Examinations (CBEs) / Assessments / Demonstrations in any approved exam centres by paying prescribed exam fee. The students will prepare themselves by obtaining required knowledge and skills. There will be no pre-exam condition for appearing in Computer Based Examinations (CBEs) / Assessments / Demonstrations.

#### **ii. Duration of Professional Competence Level:**

The Professional Competence Level consists of four modules of three months each. The students will obtain the training in 3 inter-related fields of one month each, in each module as detailed below:

**Module – 1**

**Business Accounting**

- Enterprise Resource Planning – Oracle Financials
- Reporting & Analysis by Using Microsoft Excel
- Auditing

**Module – 3**

**Business Laws & Ethics**

- Taxation
- Commercial & Corporate Laws
- Business Professional Ethics

**Module –2**

**Business Finance**

- Banking
- Insurance
- Stock Exchanges

**Module – 4**

**Business Management and Leadership**

- Business Report Writing
- Presentation Skills
- Organizational Management

**iii. Eligibility to sit for the Computer Based Examinations (CBEs) / Assessments / Demonstrations:**

The students, who are enrolled in any module in a particular session, must have attended at least 50% lectures of each field / sub-module in order to become eligible to appear in the CBEs / Assessments / Demonstrations of a module.

If a student fails to attend 50% lectures of a module or any field / sub-module of a module within that session, he / she will be required to re-enrol in the next session by paying 50% course fee of the module / field / sub-module and complete the eligibility requirement.

**iv. Progression Scheme:**

- A student can appear in module-1 exam, if he / she has passed / exempted all courses up to Managerial Level (Semester-4) examinations and have completed examination eligibility requirements of Semester-5 through coaching or DLP;
- A student can appear in module-2 exam, if he / she has appeared in module-1 exam;
- A student can appear in module-3 exam, if he / she has passed module-1 exam and appeared in module-2 exam;
- A student can appear in module-4 exam, if he/she has passed module-1 and module-2 exams and appeared in module-3 exam.

**v. Examination - Computer Based Examinations (CBEs) / Assessments / Demonstrations:**

The examination will be Computer Based Examinations (CBEs) / Assessments / Demonstrations and all questions will be of the Multiple Choice Questions (MCQs) type. Each MCQ will consist of a scenario based question or an incomplete statement and four responses labeled A, B, C and D. Only one of the four responses will be a correct answer. Moreover, other types of assessments / demonstrations like projects and presentations may also be applied where deemed necessary.

**vi. Passing Percentage:**

Passing percentage in the Computer Based Examinations (CBEs) / Assessments / Demonstrations of each field / module is 50%.



**vii. Certificate:**

On successful completion of training and passing examination of each module, i.e., module I, II, III & IV, "Diploma" will be awarded to all the participants.

**viii. Fee Structure:**

Following is module wise fee structure:

Modules		Training Fee	CBEs Fee
<b>Module 1</b>	Business Accounting	16,400	1,500
<b>Module 2</b>	Business Finance	16,400	1,500
<b>Module 3</b>	Business Laws & Ethics	16,400	1,500
<b>Module 4</b>	Business Management and Leadership	16,400	1,500

**Note:** The students who have merged into Syllabus 2012 from the Syllabuses CMA-2005 and CAM-2010 are required to pay applicable fee per module according to the circular issued on October 4, 2012.

The students are advised to contact with the above approved centre for admission in module-1 – Business Accounting.

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