

## Modified new syllabus for B. Com. Classes

Effective Date: Syllabus shall be implemented from the session of 2006-2007 in a phased manner in all colleges holding regular classes. That is B. Com 1<sup>st</sup> year students will study this syllabus in the session of 2006-2007, B.Com 2<sup>nd</sup> year students in 2--7-2008 and B.Com 3<sup>rd</sup> year student in 2008-2009 session.

Dept. of ICDEOL May start this modified new syllabus from the session 2007-2008 in a phased manner.

- 1 The students studying vocational stream subjects will not study Business Economics 1<sup>st</sup> year, Business Law in 2<sup>nd</sup> year and Business Environment in 3<sup>rd</sup> year.
- 2 Internal Assessment of 10 Marks in each paper except paper no. 3.4 and 3.5 will also be applicable on the basis of performance of student in class test, House Test and class Attendance.
- 3 Paper setters should supply solution to the numerical problems without which paper may not be accepted.
- 4 Question Paper shall consist of 90 marks except paper no 3.4 and 3.5 Question will be set as follow.
  - a. Question no. 1 shall have ten questions, descriptive type, of two marks each. (All compulsory)
  - b. Question no. 2&3 shall consist of five parts each and students are expected to attempt three parts, Each part shall carry five marks.
  - c. For question No. 4&5, the examiner shall set four questions, essay type, and students are expected to attempt two questions out of these. Each question shall carry twenty marks each.
6. Paper No. 3.4 shall consist of 70 marks theory and 30 marks practical. For theory paper there shall be two parts. Part -1 ..... Ten short type questions shall be set and students are expected to attempt six questions out of these, Each question shall carry five marks each. Part - 2..... Four essay type questions shall be set and students shall attempt two questions out of these. Each question shall carry twenty marks.
7. Paper no. 2.5 shall consist of 60 marks theory and 40 marks practical. paper setter shall set question paper in two parts. In part 1 six questions shall be attempted by the students out of ten questions. Each question shall carry five marks. In part 2 students shall attempt three questions out of five questions. Each question shall carry ten marks.
8. In practical papers i.e. paper No. 3.4 and 3.5 student must secure least 35% marks in the practical otherwise students shall be considered fail in that subject. In the marks sheet of Certificate awarded by the university total marks shall be shown obtained by student in paper no. 3.4 and 3.5.

9. ICDEOL shall formulate their own rules for conducting practical in paper no. 3.4 and 3.5.
10. B.Com students shall study Hindi subject and environment subject as notified earlier by the university.

## **B.Com I**

## **COURSE INPUT DETAILS**

### **BC 1.1 BUSINESS COMMUNICATION**

#### **Objective**

The objective of this course is to develop effective business communication skills among the students.

#### **COURSE INPUTS**

**UNIT 1** Introducing Business Communication: Basic forms of communication  
Communication model and processes; Effective communication;  
Theories of communication; Audience analysis.

**UNIT 11** Self - Development and Communication; Development of positive personal attitudes; SWOT analysis; Vote's model of interdependence ; Whole communication.

**UNIT 111** Corporate Communication: Group discussion; Mock interviews; Seminars; Effective Listening exercises; Individual and group presentations and reports writing.

**UNIT IV** Principles of Effective Communication.

**UNIT V** Writing Skills : Planning business messages; Rewriting and editing; The first draft; Reconstructing the final draft; Business letters and memo formats; Appearance request letters; Good news and bad news letters; Persuasive letters; Sales letters; Collection letters; Office memorandum.

**UNIT VI** Report Writing: Introduction to a proposal short report and formal report preparation. Oral presentation, sales presentation, training presentation conducting surveys, speeches to motivate effective presentation skills.

**UNIT VII** Non-Verbal Aspects of Communication.

Body Language: Kinesics, Proxemics, Para language.

Effective Listening: Principle of effective listening; Factors affecting Listening exercises; oral, Written and video session

Interviewing Skills: Appearing in interviews; Conducting interviews; Writing resume and letter of application.

Modern Forms of Communication: Fax; E-Mail; Video conferencing; etc  
International Communication: Cultural sensitiveness and cultural context; Writing and presenting in international situations; Inter-cultural factors I interactions; Adapting to global business.

### **B.C 1.2 Business Mathematics**

**Objectives:** The objectives of this course is to enable the to have such minimum knowledge of mathematics as is applicable to business and economic situations.

#### **Course Contents:**

**Unit I** Linear Quadratic equation.

**Unit II** Arithmetic Geometric progressions. Permutations and combinations.

**Unit III** Matrix and determinants: Meaning and operation f matrix including inverse.

**Unit IV** Graphs of linear inequalities in two variables.

**Unit V** Elements of differentiation differential calculus. simple application of differential co-efficient.

**Unit VI** Maximum and minimum of univariate function. Integral calculus and its application to accounting and business problems.

**Unit VII** Interest and Annuities including present values.

### **BC 1.3 Financial Accounting**

**Objectives: To impart financial Accounting Knowledge**

#### **Course contents:**

**Unit I.** Meaning and scope of accounting: Need, development, Booking keeping and accounting, users of accounting, Branches of accounting, Objectives of accounting.

**Unit 2:Accounting Principles:** concepts and conventions  
Accounting Transactions Accounting cycles, Double entry system journals, ledgers, Trail Balance.

**Unit 3:** Classification of income and expenditure: Subsidiary books imp rest system of cash. Bank reconciliation of statements .

**Unit 4: Final Accounts:** Manufacturing Accounts; Trading Accounts; Profit and loss account; Balance Sheet ; Rectification of errors:

**Unit 5: Depreciation:** Depreciation Accounting; Self Balancing system sectional Balancing system; Branch Accounts;

**Unit 6:** Accounts of non trading organization; consignments accounts; Hire purchase and instalment system accounting:

## **BC 1.4 BUSINESS ECONOMICS**

### **OBJECTIVE:**

This course is meant to acquaint the students with the principles of Business Economics as are applicable in business.

### **COURSE INPUTS;**

**Unit I: Introduction;** basic problems of an economy; working of price mechanism

**UNIT II; Elasticity of Demand :** Concept and measurement ; of elasticity of demand; Price income and cross elasticity; Average revenue, marginal revenue, and elasticity of demand, Determinates of elasticity demand; Importance of elasticity of demand.

**UNIT III; Production Function;** Law of variable properties Is- quant; Economics regions and optimum factor combination; Expansion path: Returns to sale; Internal and external economics and diseconomies; Ridges, comes.

**UNIT IV; Theory of Costs;** Short run and long run cost curves- traditional and modern approaches.

**UNIT V; Market Structures;** Market structures and business decisions; Objectives of a business firm.

- a. **perfect Competition:** Profit maximization and equilibrium of firm and industries short run and long run supply curves; price and output determination. Practical applications.
- b. **monopoly:** Determination of price under monopoly; Equilibrium of a firm; comparison between perfect competition and monopoly Musty-Plant Monopoly : Price discrimination. Practical applications.
- c. **Monopolistic Competition;** Meaning and characteristics; Price and out put determination under monopolistic competition; product differentiations; selling costs; comparison with perfect competition; Excess capacity under monopolistic competition.

- d. Oligopoly: Characteristics, indeterminate pricing and output; Classical models of oligopoly; Prince leadership; collusive oligopoly; kinked demand curve.

**UNIT VI: FACTOR PRICING- I** Marginal productivity theory and demand **for factors**; Nature of supply of factor inputs; Determination of wage rates under perfect competition and monopoly; exploitation of labour; Rent-concept; Riparian and modern theories of rent, Quasi rent.

**UNIT VII** Factor pricing-II Interests. Concept and theories of interest; profit- nature, concepts and theories of profit

### **BC 1.5 Business organization and Management**

Objectives: To familiarizes the students with the basic of Business organization and Management.

Note: Examiner will set four questions from Part-I and is Questions from Part-2. Students are required to attempt two questions from Part-1 and three questions from Part-2

#### **Course Contents: Part-I**

**Unit 1 :** Concepts of business; commerce and industry. Business system.

**Unit 2 :** Business Environment: Macro and Micro environment.  
Environment Analysis. Social responsibility of business.

**Unit 3 :** Forms of business Organization. Sole trader, partnership, companies, HUF and co-operative organization. Comparative utility of various organizations.

**Unit 4 :** Promotion of a venture: opportunity analysis, legal requirement for establishment of a new unit and documentation required. Marketing and advertisement. Stock Exchange.

#### **Part - 2**

**Unit 1 :** Management: concepts, function and process.

**Unit 2 :** Planning: Concepts and types. Decision Making concepts and process. Bounded rationality ; Management by objectives. Corporate planning.

**Unit 3 :** Organizing: concepts; nature, process and significance. Authority and responsibility, centralization; Departmentation; organization structure, forms and contingency factors.

**Unit 4 :** Motivation: concepts and theories. Leadership: concepts and styles.

**Unit 5 :** Communication: nature, process and networks. Managerial control: concepts and process, techniques of control.

## **B.Com Part - II**

### **BC 2.1**

#### **Corporate Accounts**

**Unit - 1** Issue of shares, forfeiture, and Reissue of shares, redemption of shares. Issue and redemption of debentures.

**Unit-2** Valuation of Goodwill and shares.

**Unit-3** Final Accounts of companies. Final Accounts of insurance and Banking Companies.

**Unit-4** Accounting for Amalgamation of companies excluding inter companies Holding. Reconstruction schemes.

**Unit-5:** Consolidated Balance sheet of holding companies with one subsidiary only. International Accounting Standards (outline only)

### **BC 2.2**

#### **Business Laws**

Objectives: To provide brief idea about business laws

Course contents:

**Unit-1 -2** The Indian contract Act (1872). Including indemnity; Guarantee; Bailment and Pledge.

**UNIT-3** Sales of goods Act 1930.

**UNIT-4** Negotiable Instrument Act. 1881.

**UNIT -5.** The consumer Protection Act. 1986 The payment of Bonus Act. 1965. Employees Provident Fund Act. 1952(brief only)

### **BC 2.3**

#### **BUSINESS STATISTICS.**

**OBJECTIVES;** to gain the understanding off statistics Techniques.

**Course Input:**

**Unit 1** Introduction: statistics as subject, Descriptive statistics, types of data Rules of sigma operation. Primary and secondary data. Tabulation of data. Statically organization in India.

**Unit 2** Analysis of university Data: Construction of frequency distribution. Central Tendency, Mean, median, mode, dispersion and their measure. Moments, skewness and kurtosis.

**Unit 3** Analysis of Vicariate Data, linear regression and correlation.

**Unit 4** Index Number, analysis of time series including linear, second degree, parabolic and exponential trend.

**Unit 5** Forecasting and Methods: Industry vs. company sales forecasts. Theory of probability, Addition, multiplication and conditional probability. Bays' theorems, Expectation and random variable.

**Unit 6** Probability distribution, binomial, poisson, and Normal distribution. Empirical distribution- generation business application

**BC 2.4** Income Tax

Objectives: To enables the students to understand basics of income tax

**Unit 1** Basic concepts: Income, agriculture income, casual income, assessment year, previous year, GTI, Total income, Tax evasion and avoidance.

**Unit 2** Basic of charge, scope of total income, residence status and tax liability. Income not forming part of total income.

**Unit 3** Heads of Income: salaries, Income from house property.

**Unit 4** Profits and gains of business and profession, capital gain, income from other sources.

**Unit 5** Computation of tax liability: Individual, HUF, and firm.

**Unit 6** Set- off and carry forward of losses, Deduction from Gross total Income. Tax deduction at source, Advance tax Payment, Assessment procedure, Tax Authorities appeals, penalties.

## **PART-II (Secretarial Practice)**

**UNIT -I** Company secretary, appointment, function , rights and duties, qualification, removal. writing of minutes of company meetings.

### **B.C OM-III COST ACCOUNTING.**

#### **3.1**

**OBJECTIVES;** To expose the students to the basic concepts and tools of cost accounting.

#### **Course contents:**

**UNIT- I Introduction:** Nature and scope of cost accounting. Cost concepts and classification Methods and Techniques. Installation of costing system. Concept of cost audit.

**UNIT-II Accounting for Material Control:** Techniques , Pricing of material. Treatment of material losses

**UNIT III; Accounting for labour;** Control procedures, Labour Turnover, Idle time, piece Rates, Incentives, schemes.

**UNIT ; IV. Accounting for overheads:** Classification and departmentalization, Absorption of overheads, Determination of overhead rates; under and over absorption of overheads and treatment.

**UNIT; V. Cost ascertainment:** Unit costing; job and contract costing. Process costing excluding inters process profits.  
, operating costing, joint and by products.

**UNIT; VI** Standard Costing and Variance Analysis. Marginal Costing and its application in decision making.

### **BC 3.2 MANAGEMENT ACCOUNTING& FINANCIAL MANAGEMENT.**

#### **OBJECTIVES;**

This course provides the students an understanding of the application of accounting techniques for management

#### **COURSE INPUTS; PART -I (MANAGEMENT ACCOUNTING)**

**NOTE:** The students will be required to attempt minimum Two Question from each part.



**UNIT -I Management Accounting ;** Meaning nature, Scope , and functions of management accounting; Role of management accounting in decision making; Management accounting vs. financial accounting Tools and techniques of management accounting.

**UNIT -II: Financial Statement:** Meaning and type of financial statements Limitations of financial statement; Objectives and methods of Financial statements analysis Ratios analysis Classification of ratios Profitability ratios, Turnover ratios. Liquidity ratios, turnover ratios; Advantages of ratio analysis Limitations of accounting ratios; cash flow statement- Objectives, Direct & Indirect Methods.

**UNIT III:** Budgeting for Profit planning and Control Meaning of Budget and budgetary Control; Objectives; Merits and Limitations; Types of budgets fixed and flexible budgeting; Control ratios; Zero base budgeting; Responsibility accounting; performance budgeting.

## **PART- II (FINANCAIL MANAGEM ENT)**

### **Course Inputs**

**UNIT -I Financial Management:** Financial goals; Profit vs. wealth maximization; Financial functions- investment, financing, and dividend decisions, Financial planning.

**UNIT- II: Capital Budgeting:** Nature of investment decisions, investment evaluation criteria Profitability index: NPV nadir comparison.

**UNIT -III Cost of Capital:** Significance of cost of capital; Calculating cost of debt; Preference share, equity capital, and retained earning,; Combined ( Weighted cost of capital.

**UNIT -IV. Management of Working Capital:** Nature of working capital, significance of working capital, operating cycle and factors determining of working capital requirements; Management of working capital cash, receivables, and inventories.

## **BC 3.3 AUDITING**

**Objectives:** This course aims at imparting knowledge about the principles and methods of auditing and their application.

**UNIT: Introduction:** Meaning and objectives of auditing, types of audit. Internal audit.

**UNIT-II** Audit Process, Audit programme, Audit and books, working papers, evidences, consideration for commencing an audit, routine checking and test checking.

**UNIT -3** internal check system and internal control.

**UNIT 4.** Audit procedure, vouching, verification of assets and liabilities.

**UNIT 5** Audit of limited companies:

- A. Audit of banking company's company auditor appointment, powers, duties liabilities.
- B. Divisible profits and dividend
- C. Auditors Report.

**UNIT 6** Audit of banking companies, Insurance companies. Educational institution.

**UNIT 7** Investigation, recent trends in auditing.

**BC-3.4 INDIRECT TAXES.**

**OBJECTIVE.**

This course aims at imparting basic knowledge about major indirect taxes.

**Course Inputs (Part-I Theory)**

70 Marks.

**Unit - 1** Central Excise: Nature and scope of Central Excise Important terms and definitions under the Central Excise Act; General procedures of central excise; Clearance and excisable goods; Concession to small scale industry under Central Excise Act. Canvas.

**Unit - II** Customs: Role of Customs in international trade; Important terms and definitions under the Customs Act 1962; Assessable value; Baggage; Bill of entry Dutiable goods; Duty Exporter; Foreign going vessel; Aircraft goods; Import manifest; Importer Prohibited goods shipping Bill of landing Export manifest; Letter of credit kinds of duties basic auxiliary, Additional or countervailing; Basics of levy advalorem, specific duties; Prohibition of export and import of good and provisions regarding notified & specified goods Import of goods Free import and restricted import; Type of import, import of Cargo. Import of personal baggage, import of stores. Clearance Procedure- for home consumption, for warehousing, for re-export; Clearance procedure for import by post Prohibited exports; Canalized exports; Exports against licensing; Type of Exports of cargo, export of baggage; Export of cargo by land sea and air routes.

**Unit -III** Central Sale Tax Act 1956 and H.P. Value Added Tax- 2005

**Part - II (Practical)**

**30 Marks**

Filing of Documents, Forms Returns etc. relating to Central Excise, Customs, Central Sale Tax and VAT,

Note: The paper will consist of 70 marks for Theory and 30 marks for Practical. The practical will be conducted by the colleges themselves & the students are to be evaluated on the basis of project files and filling of documents to be based on Part- II of syllabus. For theory paper there shall be two parts. Part- I ..... Ten short type questions shall be set and students are expected to attempt six questions out of these. Each question shall carry five marks each. Part- 2 ..... Four essay type questions shall be set and students shall attempt two questions out of these. Each question shall carry twenty marks.

### **BC 3.5 Information Technology and its application in business.**

**Marks:            Theory:        60 marks**  
**Practical        40 marks**

#### **Course contents:**

1. Introduction to computers.
2. History of computers. Types of Computers.
3. Hardware and Software. Database structure.
4. Telecommunication and Networking. LAN/WAN/SAN
5. Introduction to Internet and other emerging technologies.
6. Components of Computer Input and Output Devices, Storage Devices and operating system including windows.
7. Office productivity tools, Word processing and spreadsheets. MS excel etc.
8. Introduction to CAAT (Computer assisted audit techniques)
9. Introduction to accounting packages. (Tally or Others).

Note: The paper will consist of 60 marks for Theory and 40 marks for Practical. The Practical will be conducted by the Internal as well examiner to be appointed by the college Principals, The colleges will charge additional fee from the Become year students to be decided by colleges. Paper setter shall set question paper in two parts. In Part 1 six questions shall be attempted by the students out of ten questions. Each question shall carry five marks. In Part- 2 students shall attempt three questions out of five questions., Each question shall carry ten marks.

### **BC 3.6 Business Environment**

#### **Objective**

The course aims at acquainting the students with the emerging issues in business at the national and international level in the light of liberalization and globalization.

#### **Course Inputs**

- Unit- 1** Indian Business Environment; Concept, components, and importance.
- Unit- II** Economics Environment of Business, Economic Trends: Income, Savings, Investment, Industry Trade, Money.
- Unit-III** Economics Policies: Monetary & Fiscal Policy, Industrial policy, Export-Import Policy, Budget. New economic policies.
- Unit- IV** Political Environment: Relationship between Govt. Business, Legal Environment; Introduction to business Law MRTP, FERA, FEMA, and SEBI Act.
- Unit- V** Social Environment: Social institutions, Groups & Systems.
- Unit-VI** International Environment: International institution, GATT, WTO, WORLD, BANK, IMF etc.