PG & Research Department of Commerce

St. Joseph's College (Autonomous),

Tiruchirappalli -620 002

FINANCIAL ACCOUNTING

SEMESTER I   **HOURS: 6**

COURSE CODE: 20UCO130201   **CREDITS:3**

COURSE OBJECTIVE:

This course aims at equipping the students with the basic principles of financial accounting for different types of organisations. The students will be exposed to the underlying concepts relating to financial accounting. The course will introduce to the double-entry accounting with the aim of preparing & presenting various financial statements.

Learning outcomes:

On Completion of this course, the student will be able to

- Understand the purpose of financial accounting
- Comprehend the qualitative characteristics of financial statements
- Exhibit the use of double entry system in recording transaction
- Preparation of financial statements and the interpretation thereof

Unit I (Purpose of financial accounting)

Define financial accounting – purposes of financial statements for the users – main elements of financial reports – conceptual framework – definitions of asset, liability, equity, income & expenses

Unit II (Qualitative characteristics of financial statements)

Concepts of relevance, faithful presentation, materiality, substance over form, going concern, business entity, accruals, consistency, comparability, verifiability, understandability and timeliness

Unit III(Accounting records & double entry accounting system)

Main data sources for accounting – different business documents such as sales order, purchase order, goods received note, quotation, goods despatched note, invoice, credit & debit notes, receipt, remittance advice, cash vouchers – understand the double entry accounting & duality concept – types of transactions such as sales, purchases, payments & receipts

Unit IV (Recording transactions)

Recording into journals – ledger accounts – balancing of ledger accounts – accounting for discounts, sales tax – recording cash transactions – accounting & valuation of inventories – accruals & prepayments – tangible & non-tangible assets – depreciation & amortisation accounting – receivables & payables – provisions & contingencies – errors & rectification – bank reconciliation statements

Unit V (Trial balance, financial statements

Statements of profit or loss and other comprehensive income, cash flow statements, balance sheet – events after reporting period – interpretation of financial statements – use of basic ratios related to profitability, liquidity, activity and resource utilisation

Text Book

1. Financial Accounting, F3 ACCA Study Material, Kaplan Publishing

Book for References:

1. Financial Accounting, Paul S K, New Central Book Agency.

2. Financial Accounting, Jain S.P, Narang K L, Kalyani Publishers, Delhi.
3. Financial Accounting, Grewal, Shukla, S.Chand Publications, New Delhi.

CORPORATE & BUSINESS LAW -1

Semester: I   **Hours : 4**

Course Code: 20UCO130202   **Credits: 3**

Course Objectives:

The aim of the course is to equip students with the knowledge of legal provisions prevailing over general and business contracts including bailment and pledge. The students would also be introduced to the basic features and provisions of The Companies Act 2013, and also be inculcated with the knowledge on the documents required to be maintained by a corporate to preserve its identity.

Learning outcomes:

On completion of the course, The student will be able to

- Understand the essential elements of general contract.
- Know the modes of performance and discharge of contract.
- Comprehend the unique features of special contracts such as indemnity, guarantee, bailment and pledge
- Converse with ease the basic ingredients of Indian Companies Act 2013.
- Reflect on the contents of documents essential for keeping the corporate entity alive.

Unit I

The Indian Contract Act –Types of Contract - Nature of contract - Offer and Acceptance - Consideration - Capacity to Contract - Free Consent - Legality of Object - Void Agreements.

Unit II

Contingent Contract - Performance and discharge of contract - Remedies for breach of contract - Quasi contract (sec 1 to sec 75). IT contracts- chip whap contract-shine wrap contract Special Contracts: Contract of Indemnity and Guarantee (sec 124 to see 147) - Distinction between Indemnity and Guarantee - Kinds of guarantee - Rights of surety - Discharge of surety.

Unit III

Bailment and Pledge (sec 148 to 181) - Classification - Duties and rights of bailor and bailee - Finder of goods - Termination of bailment - Pledge - Differences between bailment and pledge - Rights and duties of pawnor and pawnee - Pledge of non-owners.

Unit IV

Introduction to Companies Act 2013 – Administration of Company Law [including National Company Law Tribunal (NCLT), National Company Law Appellate Tribunal (NCLAT), Special Courts]; Characteristics of a company; lifting of corporate veil; types of companies including one-person company, small company and dormant company; association not for profit; illegal association; formation of company, on-line filing of documents, promoters, their legal position, pre-incorporation contract; on-line registration of a company.

Unit V Documents of Corporates – Memorandum of association, Articles of association, Doctrine of constructive notice and indoor management prospectus-shelf and red herring prospectus, Misstatement in prospectus, GDR; Book building; Issue, allotment and forfeiture of share, Transmission of shares, Buyback and provisions regarding buyback; Issue of bonus shares.

TEXT BOOK

1. N.D. Kapoor, (2019), Elements of Mercantile Law, Sultan Chand and Sons, New Delhi.
2. N.D. Kapoor, (2019t), 'Elements of Company Law', Sultan Chand & Sons, New Delhi.

BOOKS FOR REFERENCE

1. M.C. Shukla, (2013), Manual of Mercantile Law, S. Chand & Co., New Delhi.
2. J. Jayasankar (2013), Business Law, Margham publications, Chennai
3. Prasanta K. Gosh and Balachandran, V, (Latest), Company Law and Practice - I &II, Sultan Chand & Sons, New Delhi..

ORGANISATION MANAGEMENT (F1-I)

Course code: 20UCO130203   **Hours:4**

Course objective: **Credit:3**

The course underpins the way different types of organisations are managed. The students will be able to understand the business and its environment. This course also introduces the students to the framework of ethics and governance and the influence they create on a business organisation.

Learning outcomes:

On completion of this course, the students will be able to:

- Understand the types of business & the way they are structured
- Understand the role of corporate governance
- Understand the impact of external environment on the organisation

Unit I (Types of organisation & stakeholder analysis)

Definition and common features of business organisation, the purpose & types of organisation and their main features such as profit-oriented, not-for-profit, public sector, Co-operatives and Non-government (NGOs)Stakeholders of an organisation – internal & external – objectives of stakeholders – how an organisation should satisfy these objectives – the power & interest of stakeholders in the organisation (use of Mendelow matrix)

Unit II (Effect of Political and economic environment on organisation)

Political & legal factors – how the policy framework of political system & legal framework influence the business organisation in terms of employment, consumer protection, data security Macro-economic factors – understanding the effect of macro-economic policies, inflation, interest rates, unemployment, fiscal & monetary policies, global economic environment.

Unit III (Effect of Social & Technological environment on organisation)

Social & demographic factors – impact of changes in social structure, values and demographic changes

Technological factors – information technology – automation, digitisation. Competitive factors – understanding of SWOT analysis, Porter's Value Chain and Porter's Five Forces models

Unit.IV (Organisation structure)

The formal & informal structures – types of structures such as entrepreneurial, functional, divisional, matrix and boundary-less organisations – suitability and relative merits & demerits of the types of organisation

Unit V (Organisation Governance)

Principles of business governance – separation of ownership from management – concept of span of control. Centralisation vs decentralisation of business functions – shared services approach – offshoring & outsourcing of business functions – Hierarchical levels of business organisation. Governance & social responsibility of an organisation – role of ethics in business.

Text books:

1. ACCA Study Material, F1, Kaplan Publishing

2. Pravin Durai(2nd Edition,2019), Principles of Management, Pearson India Education Services

Pvt. Ltd, Noida

Books for Reference:

1. Bhushan YK, (Nineteenth Edition 2013), Fundamentals of Business Organisation and

   Management, Sultan Chand and Sons, New Delhi.

2. C.B.Gupta, Management Theory & Practice -Sultan Chand & Sons - NewDelhi.
3. L.M.Prasad, Principles & Practice of Management - Sultan Chand & Sons - NewDelhi.
4. P.C. Tripathi& P.N Reddy, Principles of Managements - Tata Mc.Graw Hill - NewDelhi.
5. Weihrich and Koontz, Management – A Global Perspective.

Semester I   **Allied: Business Mathematics**

Course code: 20UCO130401   **Hours: 5**
                                                                                                  Credit:4

Course Objective:

This course aims at giving the mathematical formulas, methods, tools and techniques required to predict and solve problems and grasp business opportunities in the changing environment.

Learning outcomes:

After completing the course, the students will be able to

- Use indices, ratios and proportions and arithmetic and geometric progressions for business decisions.
- Understand the application of differentiation and integration in businesses.
- Apply financial oriented mathematical functions in day today life.
- Learn matrices from business application perspective.
- Solve business problems through linear programming techniques.

UNIT I

Indices - positive indices - fractional indices - operations with power functions - logarithms - laws and operations - change of base - Arithmetic progression - Geometric progression (simple problems only) Ratio and Proportion (Business Applications related to Ration and Proportion)

UNIT II

Differentiation of functions of the form $(ax + b)^n$, e^{ax+b}, $\log(ax + b)$ - function of one variable - power function - constant multiple of a function - sum of functions - product of two functions - quotient of two functions - function of functions - maxima and minima of functions of order 2 and 3 (algebraic functions only & trigonometric functions excluded) - Applications of differentiation - elasticity - marginal revenue - average & marginal cost - profit maximization (simple problems & business applications only) Integration of functions of the form $(ax + b)^n$, e^{ax+b}, $\log(ax + b)$ - indefinite integral - rules - integration by substitution - integration by parts - integration by partial functions (algebraic functions only & trigonometric functions excluded) - Applications of integration - total cost - total revenue - maximum profits - consumer's &producer's surplus (simple problems & business applications only)

UNIT III

Time value of Money- Simple Interest- Compound interest-Depreciation-Effective Rate of Interest-Present Value-Net Present Value-Future Value-Perpetuity-Annuities –Sinking Funds-Valuation of Bonds-Calculation of EMI - Calculations of Returns-Nominal Rate of Return--Effective Rate of Return - Compound Annual growth rate(CAGR)

UNIT IV

Matrices - types of matrices - operations on matrices - determinants of order 2 and 3 - Cramer's rule - inverse of a matrix of order 2 and 3 - solving simultaneous equations using matrices and determinants (simple problems only) - Applications to matrices - Input - Output model (simple problems & business applications only)

UNIT V

Linear programming - mathematical formulation of LP Model - graphical method - simplex method (simple problems & business applications only) LP 1 - LP 40. Basic concepts of Permutations and Combinations: Introduction, the Factorial, Permutations, results, Circular Permutations, Permutations with restrictions, Combinations with standard results

Textbook

1. D.C. Sanchetti and V.K. Kapoor, Business Mathematics, Eleventh thoroughly Revised Edition Sultan Chand and Sons, New Delhi, 2015.

References

1. P.R. Vittal, Business Mathematics, Revised Edition, Margham Publications, New Delhi, 2001.
2. V.K. Kapoor, Introductory to Business Mathematics, S. Chand and Sons, New Delhi, 2009.

ACCOUNTING PACKAGES

Course code: 20UCO130204   **Hours:5**

                                                                                Credits:4

Course objective: The course is framed with the main objective of providing students to extract financial statements and reports in a computerised accounting environment by recording Financial accounting transactions using accounting packages.

Learning outcomes:

After completing this course, the student should be able to
- Understand the basics of accounting packages and create, alter and delete companies, accounting groups and ledgers.
- Equip skills of entering transactions in the appropriate accounting vouchers and creation and application of cost centres
- Acquaint himself with creation of inventory masters and use various inventory features
- Knows to enter transactions with GST, TDS and TCS and Prepare payrolls and budgets
- Configure various masters and vouchers and extract accounting and inventory reports

Unit I

Introduction to Accounting Packages –Features of computerized Accounting –   Introduction to Tally – creation – alteration and Deletion of company-Company Details- Accounting Features (F11) – Accounting Groups – Predefined Groups- User defined groups (creation, alteration and deletion) – Ledgers (Creation, alteration and deletion)   Preparation of Final accounts with adjustments and Balance sheet using ledger balances.

Unit II

Accounting Vouchers-various types of accounting Vouchers and their short cut keys – Voucher entries in double and single entry mode – Day book – Cost Centres – Cost categories – Cost centre class – Bill wise details – Interest calculation.

Unit III

Inventory Masters : Creation , alteration and deletion of stock groups. Stock categories. Units of Measure , Godown and stock items- Batch wise details – Bill of materials – Purchase and sales order processing – Pure Inventory Vouchers – Entries in Accounting and Inventory vouchers using stock items .

Unit IV

Budgets creation and alteration – variance analysis – Payroll preparation – Statutory Features (F11)- Voucher entries using TDS,TCS & GST- FBT applicable to various expenses.

Unit V

F12 – Configurations – Accounting and Inventory books – Statements of Accouints and Inventory books – Statements of Accounts and Inventory – Group Company – Security control – Tally Audit - BRS – Extraction of Ratios, cash flow statement and fund flow statement

Text Book

1. AK Nadhani ,(2008) , Simple Tally 9,BPB Publications, Chennai.

Book (s) For Reference

1. Vishnu p. singh (2010) .' Tally ERP 9" , Coputech Publications Ltd,New Delhi

2. Srinivasa Vallaban , (2006) Computer Applications in Business, Sultan Chand and sons Chennai.

CORPORATE & BUSINESS LAW – II

Semester: II   **Hours:4**

Course code: 20UCO130205   **Credit:3**

Course Objective:

The course helps the students with the knowledge on Law of agency, Sale of goods Act and Consumer Protection act. It also aims at providing knowledge on provisions of companies act that governs the management and audit of a corporate. It also discusses the norms related to dividends and provision related to winding up of companies.

Learning outcomes:

After the learning the course, students will be able to

- Understand and form legally binding agency contracts.
- Apply the provisions of Sale of Goods Act and Consumer Protection Act in Contract of Sale and agreement to sell.
- Know the provisions of companies act in corporate management and audit.
- Comprehend the rules and provisions of issue of shares and declaration of dividends.
- Understand the provision of winding up of a company and whistle blowing and insider trading.

Unit I

 Law of Agency (Sec. 182 to 238) - Definition - Various kinds of Agencies - Agents by Estoppels - Agency by Ratification - Rights and duties of principal and agent - Termination of Agencies.

Unit II

Sale of Goods Act - Difference between Sale and other Disposition of goods - Implied conditions and warranties - Transfer of property in and title to goods - Unpaid Sellers rights - Consumer Protection Act - Definitions - Central & State Consumer Protection Council – Consumer disputes redressal Forum and Commission.

UNIT III:

Management of a corporate: Classification of directors, women directors, independent director, small shareholder's director; Disqualifications, director identity number (DIN); Appointment; Legal positions, powers and duties; removal of directors; Key managerial personnel, managing director, manager; Meetings of shareholders and board; Types of meeting, convening and conduct of meetings, postal ballot, meeting through video conferencing, e-voting; Committees of Board of Directors - Audit Committee, Nomination and Remuneration Committee, Stakeholders Relationship Committee, Corporate Social Responsibility Committee.

UNIT IV:

Dividends, Accounts, Audit– Provisions relating to payment of Dividend, Provisions relating to Books of Account, Provisions relating to Audit, Auditors' Appointment, Rotation of Auditors, Auditors' Report, Secretarial Audit.

 UNIT V:

Winding Up - Concept and modes of Winding Up. Insider-Trading, Whistle-Blowing – Insider-Trading; meaning and legal provisions; Whistleblowing: Concept and Mechanism.

TEXT BOOK

1. N.D. Kapoor, (2019), Elements of Mercantile Law, Sultan Chand and Sons, New Delhi.
2. N.D. Kapoor, (2019), 'Elements of Company Law', Sultan Chand & Sons, New Delhi.

BOOKS FOR REFERENCE

1. M.C. Shukla, (2013), Manual of Mercantile Law, S. Chand & Co., New Delhi.

2. J. Jayasankar (2013), Business Law, Margham publications, Chennai

3. Prasanta K. Gosh and Balachandran, V, (Latest), Company Law and Practice - I &II, Sultan Chand & Sons, New Delhi.

Semester II

BUSINESS ECONOMICS

Course Code: 20UCO130206

Hours: 5

Credits: 3

Course objective:

This course aims to provide holistic view of Micro Economics and Macro Economics concepts and theories in conducting SWOT analysis of a business.

Learning outcomes

After completing this course, the student should be able to

- Appreciate the basic principles and concepts of business economics
- Gain exposure on economic theories related consumer behaviour
- Acquaint with theories related to supply, production and competition
- Understand the nuances of monetary and Fiscal policies of government
- Judge or predict fluctuations in economy.

Unit I

Business economics: Meaning – Definition - Scope and Nature - Concepts applied in Business Economics - Contribution of Economics to managerial functions - Micro and Macro economics applied to business environment – Role and responsibilities of business economists

Unit II

Analysis of demand: Meaning of demand – the basis of consumer demand – Utility – Total Utility - Marginal Utility - Law of Diminishing Marginal Utility – Cardinal and Ordinal Concept of Utility – Law of Demand - Shift in demand curve - Meaning and nature of indifference curve - Shift in indifference curve and properties of indifference curve - Consumer equilibrium - Effect of change in price & consumption - Income & Consumer demand and substitution & Price changes.

UNIT – III

Supply and Production : Meaning of Supply – Determinants - Law - Schedule and supply curve – Elasticity of supply - Production – Production - Function- Laws of Production – Iso-Quant's – Pricing - Market structure and pricing decision – Pricing under perfect competition – Characteristic and Price determination – Monopoly – Kinds – Causes - Price Output Decision and price discrimination - Monopolistic competition – Price output decision in short and Long run – Equilibrium - Oligopoly – Definition - Sources and characteristics -Price rigidity and Price Leadership.

UNIT – IV

The Economic System - Capitalism and mixed economic system - Monetary Policy – Meaning – Scope - Limitations and Instruments – Fiscal policy – Definition – Objectives - Taxation Policy - Formulation and its reforms - Monetization and demonetization of currency – impacts of Indian economy.

UNIT – V

Inflation - Business Cycle and Economic Linkages – Inflation and Deflation – Meaning and Index and application of Index -Causes and Measures - Business Cycle – Phases – Characteristics and various theories - Balance of Trade and Balance of Payment – Meaning – Causes - Kinds and Measures

TEXT BOOK

Sundaram KPM & Sundaram EN-(2000), Business Economics, Sultan Chand and sons, New Delhi.

BOOKS FOR REFERENCES
1. Ravilochanan.P,(1992), Business Economics, ESS PEE KAY Publishing House ,Chennai.
2. Drivedi DN,(2002), Managerial Economics, Vikas Publishing House (p) Ltd, New Delhi.
3. Cherunilam, Francis, (2005), Business Environment, Himalaya Publishing House, New Delhi.

Semester : II **BUSINESS STATISTICS**
Course code: 20UCO230402 Hours: 5
  Credit: 4

Course Objective: The Course aims at helping the students to use statistical tools and techniques to understand the trends and patterns prevailing in the business.

Learning outcomes:
The students will be able to
• Understand the concept of measure of central tendency.
• Solve problems related to measure of dispersion and correlation and form regression equations.
• Trained to solve the problems related to association.
• Apply the index number techniques and probabity in business.
• Use the SPSS software to analyse and interpret data..

UNIT I
Statistical Representation of Data, Diagrammatic representation of data, Frequency distribution, Graphical representation of Frequency Distribution – Histogram, Frequency Polygon, Ogive, Pie-chart Measures of central tendency - arithmetic mean, median & mode - correction of incorrect values - Open end classes - weighted AM - combined AM - median for unequal intervals - quartiles, deciles & percentiles - relation between AM, median & mode - Measures of dispersion - Range - Quartile deviation - Mean deviation - standard deviation - combined SD - relation between QD, MD & SD - coefficient of variation (simple problems & business applications only).

UNIT II
Measures of Skewness - computation of Karl Pearson's & Bowley's co-efficient of skewness - Correlation analysis - types of correlation - calculation - rank correlation without tie in ranks - Regression lines, Regression equations, Regression coefficients.
Association of two attributes - types of association - consistency of data - Comparison of observed and expected frequencies - Yule's coefficient of association (simple problems & business applications only)

UNIT III
Index numbers - Methods of constructing indices - simple aggregative method - Weighted aggregative indices - Laspeyre's, Paasche's, Bowley's & Fisher's ideal method - weighted aggregative indices - quantity & value indices - test of adequacy of indices - time reversal test - factor reversal test - family budget method - method of least squares - fitting a straight line trend only (simple problems & business applications only)

UNIT IV
Probability - concepts of probability - application of addition & multiplication theorems - conditional probability - Baye's theorem (no proofs, simple problems & business applications only).

UNIT V
SPSS - introduction - Basic statistical concepts - Research in behavioral sciences - Types of variables - Reliability & Validity - summarizing data - Basic concepts - Measures of central tendency - Variation - Percentiles, quartiles & Inter quartile range - Skewness.

Textbooks
1. S.P. Gupta, Statistical methods, 33rd revised edition, Sultan Chand & Sons, New Delhi, 2017. (For Units I, II, III & IV).
2. Ajai S. Gaur and Sanjaya S. Gaur, Statistical Methods for Practice and Research - A Guide to Data Analysis Using SPSS, Second Edition, SAGE Publications Pvt. Ltd., 2009. (For Unit V).
References
1. Vijaya Krishnan and Sivathanu Pillai, Statistics for Beginners, Atlantic Books, 2011.