FINANCIAL ACCOUNTING
SUBJECT CODE: CO 1502

SEMESTER: I SEM CREDITS: 6
CATEGORY : MC HRS/WEEK: 6

Objectives:
- To familiarize the basic concepts of accounting and its features
- To understand the procedures involved in accounting process and its applications
- To identify the various approaches in modern accounting practices

Course Units:

Unit I: Final Accounting and Depreciation:
Advanced problems in Final accounts of a sole trader-Depreciation accounting – Straight line and Diminishing balance methods – Change in the method of depreciation.

Unit II: Single Entry and Self Balancing Ledgers:

Unit III: Branch Accounts and Departmental Accounting:

Unit IV: Hire Purchase Accounting:
Hire Purchase Accounting - Treatment of Partial and complete Repossession - Debtors System - Stock & Debtors System – Installment Accounting.

Unit V: Recent Trends in Accounting:
Introduction to IFRS-GAAP-Human Resource Accounting and Inflation Accounting-Social Responsibility Accounting and Environmental Accounting.

Recommended Text books:
Reddy & Murthy, Financial Accounting, Margham Publications, Chennai

Reference books:
Jain & Narang, Financial Accounting, Kalyani Publishers, Patiala
Objectives

1. To provide an overview of Business Environment in India
2. To help, analyse, and appreciate the importance of key environmental factors
3. To understand the elements of global business environment and its implication

Unit 1: Business Environment- An overview


Unit 2: Economic Environment


Unit 3: Political Environment

Constitutional Environment – Features – Fundamental Rights & Duties - Functions & Economic Roles of the State – Consumer Protection Act - Environment Protection Act – Competition Act

Unit 4: Social & Cultural Environment

Demographic Environment – Culture & Business – Impact of foreign culture on business - Business & Society –Business Ethics- Social Responsibilities of business towards different groups

Unit 5: Global Environment

Globalisation – Meaning & Rationale for Globalisation – Role of WTO & GATT – Trading blocks in Globalisation – Impact of Globalisation on India

COURSE TEXTS
C.B.Gupta, Business Environment, Sultan & Chand Publications, New Delhi

COURSE REFERENCES
Dr.Francis Cherunilam, Business Environment, Himalaya Publishing House, Mumbai
Sankaran, Business Environment, Margham Publications, Chennai
Objectives:
- To have a grasp of the General Principles of Economics.
- To prepare students to Apply the various theories and principles of Economics in Business and Commercial Environments.

Course Units:

Unit I:
Nature and Scope of Economics- Concept of demand and supply, elasticity concepts- Agents of production- Competitive market structure and determination of prices-Pricing under monopoly.

Unit II: Macroeconomics:
National income concepts - Determination of national income and employment-Determinants of consumption, saving and investment.

Unit III: Money and Banking:
Concepts of Money-Commercial banks and credit creation-Central bank and credit control.

Unit IV:
Money supply and price level-Measures of money supply; Velocity of money-Determination of the price level-Inflation and deflation - Causes and remedies.

Unit V: Public Finance:
Budgets - Types of budget deficit-Direct and Indirect Taxes-Development and Non-development expenditure.

Recommended Text books:
Sankaran
Jhingan M.L., Money Banking international Trade and Public Finance, Ed.8, 2004 Veranda Publishers, New Delhi
Ruddar Datt and Sundaram KPM, 2005, Indian Economy, S. Chand and Company Private Ltd., New Delhi

Reference books:

Websites for Reference:
www.rbi.org.in;  www.bankreport.rbi.org.in;  www.cpolicy.rbi.org.in;  http://mospi.nic.in;
BUSINESS PROCESS & MANAGEMENT  
Subject Code: CO 2107  
SEMESTER: II  
CREDITS : 4  
CATEGORY: AR to Department of Statistics  
NO. OF HOURS / WEEK : 6  

Course Objectives  
- To understand the basics of management concepts and its various dimensions to support the business process  
- To identify the functional areas of human resource management and its importance in the overall organizational development  
- To familiarize the various aspects involved in business processes, and its integration with ERP modules, and control devices  

Unit 1 – Management in the context of Enterprise Resource Planning (ERP)  

Unit 2 – Human Resources Management (HRM)  
Types of organizations at different levels – Peoples Management (managing employees, applicants, contingent/contractors and beneficiaries) – Maintaining records – Definitions of job, position, grade, grade rates and pay roll elements – Competencies, career program and Talent management  

Unit 3 – Enterprise Resource Planning (ERP) suite  
Trading Community Architecture (TCA) Suppliers, customers, employees, items/goods and services – ERP sub-ledgers, purchases, payables, receivables, inventory and assets  

Unit 4 – ERP integration  
Integrating ERP to the general ledger (finance) – General ledger concepts – types of journals – budgeting organizations – budgeting control – Financial statements  

Unit 5 – Control aspects in ERP  
Cash control – Mass allocation - Foreign exchange reconciliation, translation and consolidation – Inventory control – ABC analysis, serial control, LOT control, revision control – levels of inventory controls  

Recommended Books:  
3. Oracle Financial Statements Study Material, Oracle Corporation
BUSINESS MANAGEMENT
SUBJECT CODE: CO 2502

SEMESTER: II SEM          CREDITS: 6
CATEGORY: MC                HRS/WEEK: 6

Objectives:
- To enable the students to understand and appreciate the contribution made by management thinkers.
- To familiarize students with the principles, functions and techniques used to effectively manage business enterprises.
- To provide opportunities to apply the general functions of management in day-to-day managerial practice.

Course Units:
Unit I: Introduction to Management:

Unit II: Planning:

Unit III: Organising:

Unit IV: Directing:

Unit V: Co-ordination and Control:

Recommended Text books:

Reference books:
Sherlekar & Sherlekar, Principles of Business Management, Himalaya Publishing House, New Delhi, 2000
BUSINESS LAW – I
SUBJECT CODE: CO 2503

SEMESTER: II SEM       CREDITS: 3
CATEGORY OF THE COURSE: MC       HRS/WEEK: 3

Objectives:
- To help the students to learn the elements of general contract
- To understand the various contracts in business or profession

UNIT-I: NATURE OF CONTRACT

UNIT-II: OFFER, ACCEPTANCE AND CONSIDERATION
Offer-meaning-definition-rules relating to offer-tenders-cross and counter offer.
Acceptance-meaning and definition, who can accept?-legal rules as to acceptance-communication offer and acceptance-revocation of acceptance-revocation of offer and acceptance.
Consideration–meaning-definition-legal rules relating to consideration-stranger to contract and consideration-contracts without consideration.

UNIT-III: CAPACITY TO CONTRACT, FREE CONSENT AND LEGALITY OF OBJECT
Minors-rules relating to agreements with minors-persons disqualified by law to enter into valid contract-persons of unsound mind.
Legality of object-When is consideration or object unlawful and illegal agreements opposed to public policy.

UNIT-IV: QUASI AND CONTINGENT CONTRACTS
Quasi contracts-Meaning and Definition, Types of Quasi Contracts.
Contingent contracts-Meaning and Definition – Rules regarding Contingent Contracts.

UNIT-V: PERFORMANCE OF CONTRACTS
Meaning and definition-offer to perform-contracts which need not be performed-Devolution of joint rights and liabilities-persons allowed to demand for the performance-time and place of performance-performance of reciprocal promises-time as the essence of contract-appropriation of payments-assignment of contracts.

Text Book:
1. KAPOOR N.D, Elements of Mercantile Law, Sultan Chand & Sons, New Delhi-2010

Reference Books:
BUSINESS STATISTICS
SUBJECT CODE: ST 2104

SEMESTER: II SEM
CREDITS: 4

CATEGORY OF THE COURSE: AR
HRS/WEEK: 6

Objectives:
1. To introduce basic concepts of Statistics.
2. To provide Statistical techniques for business data analysis.

Course Units:

Unit I: Introduction to Statistics:
Origin and development of statistics - Definition of statistics- importance and Scope of
Statistics - Limitations of statistics - Misuse of statistics. Presentation of Data Diagrammatic
representation of data - Bar diagrams - Pie diagrams - histogram- Frequency Polygon and
frequency curve - Pictogram and Cartogram.

Unit II: Measures of Central Tendency:
Simple averages - mean, median, mode - Geometric mean and Harmonic mean - Weighted-
Arithmetic mean, Combined mean and standard deviation. Skewness - Karl Pearson and
Bowley’s Coefficient of Skewness- Moments-Kurtosis.

Unit III: Curve fitting:
Fitting a straight line and second degree parabola - Correlation Scatter diagram0 - Limits of
correlation coefficient - Spearman’s Rank correlation coefficient-Simple problems. Regression -
Properties of Regression coefficients and regression lines.

Unit IV: Times Series:
Components of Time series - Additive and multiplicative models -Measurement of Trend-
Graphical Method - Semi average method - Moving Average Method, least square method-
Measurement of seasonal variation - Method of simple average method - Ratio trend method-
Ratio to Moving average method- Method of link relatives.

Unit V: Index Numbers:
Construction of index numbers - Unweighted index numbers-Weighted index numbers -
Laspeyr’s method - Paasche’s method - Dorbish and Bowley method - Marshall-Edge worth
method- Fishers method - Kelly’s method - quality index numbers- Chain Index numbers- Base
shifting- Splicing and deflating the index numbers- consumers Price index numbers.

Unit VI: Elements of Operations Research:
Linear Programming - Solving of LPP by Graphic method - simplex method of Big M Method -
Transportation problem - Assignment problem.

Books for Study and Reference:
Gupta S.P (1980), Statistical Methods, Sultan Chand and Sons Publishers, New
Delhi.
Yule and Kendall (1993), Introduction to Theory of Statistics, Universal Book Stall,
New Delhi.
Croxton and Cowden (1956), Applied General Statistics, Sir Isaac Pitman and
Sons. Ltd., London.
Delhi.
Gupta, S.C. and Kapoor, V. K (1976), Sultan Chand and Sons Publishers, New
Delhi.
Swarup Kanti, Gupta, RK and Mohan (1996), Sultan Chand and Sons (P) Ltd., New Delhi.