

BANGALORE UNIVERSITY

REVISED SYLLABUS 2012 – 13

B.Com., DEGREE CORRESPONDENCE COURSE

DEPARTMENT OF COMMERCE

Central College Campus, Bangalore – 560 001.

I B.Com SYLLABUS

Paper No.	Title of the Paper
1.1	Language - I: Kannada/Sanskrit/Urdu/Tamil/ Telugu/Additional English / Marathi/ Hindi
1.2	Language - II: English
1.3	Financial Accounting
1.4	Organisational and Human Resource Management
1.5	Market Behaviour and Cost Analysis
1.6	Corporate Administration.
1.7	Quantitative Methods and Techniques for Business

1.3 FINANCIAL ACCOUNTING

OBJECTIVE:

The objective of this subject is to acquaint students with the accounting concepts, tools and Techniques influencing business organizations and provide a brief idea about the framework of certain allied aspects of accounting treatment.

Unit 1: INTRODUCTION TO FINANCIAL ACCOUNTING

Introduction – Meaning and Definition – Objectives of Accounting – Functions of Accounting – Uses of Accounting Information – Limitations of Accounting – Accounting Principles – Accounting Concepts and Accounting Conventions- problems on accounting equations.

Unit 2: CONVERSION OF SINGLE ENTRY INTO DOUBLE ENTRY SYSTEM

Single entry system- Introduction – Meaning – Features – Merits – Demerits – Types. Conversion into Double Entry system – Need for Conversion – Preparation of Statement of Affairs – Cashbook – Memorandum Trading Account – Total Debtors Account – Total Creditors Account – Bills Receivable Account – Bills Payable Account – Trading and Profit & Loss Account – Balance Sheet.

Unit 3: HIRE PURCHASE SYSTEM

Introduction – Meaning of Hire Purchase and installment purchase system- difference between hire purchase and installment purchase – Important Definitions – Hire Purchase Agreement – Hire Purchase Price – Cash Price – Hire Purchase Charges – Net Hire Purchase Price – Net Cash Price – Calculation of Interest – Calculation of Cash Price – Journal Entries and Ledger Accounts in the books of Hire Purchaser and Hire Vendor (Asset Accrual Method only). Problems on hire purchase including default and complete repossession of goods.

Unit 4: ROYALTY ACCOUNTS

Introduction – Meaning – Technical Terms – Royalty – Landlord – Tenant – Minimum Rent – Short Workings – Recoupment of Short Working under (Fixed Period) restrictive and non-restrictive (Floating Period) Recoupment within the Life of a Lease – Treatment of Strike and Stoppage of work – Accounting Treatment in the books of Lessee and lessor – passing of journal entries and Preparation of necessary Ledger Accounts including minimum rent account.

Unit 5: CONVERSION OF PARTNERSHIP FIRM INTO A LIMITED COMPANY –

Introduction – Need for conversion - Meaning of Purchase Consideration – Mode of Discharge of Purchase Consideration – Methods of calculation of Purchase Consideration – Net Payment Method – Net Assets Method – Passing of Journal Entries and Preparation of Ledger Accounts in

the books of Vendor – Treatment of certain items – Dissolution Expenses – Unrecorded Assets and Liabilities – Assets and Liabilities not taken over by the Purchasing Company – Contingent liabilities – Non-assumption of trade liabilities – In the books of Company – Passing of Incorporation entries and preparation of balance sheet under vertical format.

Unit 6: INSURANCE CLAIMS

Introduction – Need – Loss of Stock Policy – Steps for ascertaining Fire insurance claim – Treatment of Salvage – Average Clause – Treatment of Abnormal Items – Computation of Fire insurance claims.

Unit 7: CONSIGNMENT ACCOUNTS

Introduction – Meaning – Consignor – Consignee – Goods Invoiced at Cost Price – Goods Invoiced at Selling Price – Normal Loss – Abnormal Loss – Valuation of Stock – Stock Reserve – Journal Entries – Ledger Accounts in the books of Consignor and Consignee.

Unit 8: BRANCH ACCOUNTS

Introduction – Meaning – Objectives – Types of Branches - Dependent Branches – Features – Supply of Goods Price at Cost Price - Invoice Price – Branch Account in the books of Head Office (Debtors System Only). Independent Branches – Features – Incorporation of Branch Trial balance in Head Office Books – Adjustment Entries in HO books only – Purchase of Branch Fixed Asset – Depreciation of Branch Fixed Asset – Share of Head Office Expenses – Goods in Transit – Cash in Transit – Inter branch Transactions

Unit 9: ACCOUNTING STANDARDS

Introduction – Meaning – Definition – Need – Significance – An Overview of Indian Accounting Standards – AS-2, AS-3, AS-6, AS-10, AS-14, AS-20 & AS-21 (Theory Only).

BOOKS FOR REFERENCE

- 1) Jawaharlal & Seema Srivastava: Financial Accounting , HPH
- 2) Dr. S.N. Maheswari: Financial Accounting
- 3) B. S Raman: Financial Accounting
- 4) Guruprasad Murthy: Financial accounting
- 5) S P Jain and K. L. Narang: Financial Accounting- I
- 6) Radhaswamy and R.L. Gupta: Advanced Accounting
- 7) A. Banerjee: Financial Accounting 3rd Edition.

1.4 ORGANISATIONAL AND HUMAN RESOURCES MANAGEMENT

OBJECTIVE:

The objective is to familiarize the students with concepts and principles of Management process and Human Resource Management.

Unit 1: INTRODUCTION TO MANAGEMENT

Introduction – Meaning – Nature and characteristics of Management – Scope of Management – Management and Administration – Principles of Management – Social responsibility of Management and Ethics.

Unit 2: MANAGEMENT PROCESS

Introduction – Management process – **Planning** – Meaning and Definition – Nature – Objectives - Types of Plans – Importance of Planning. **Organization** – Nature – Principles – Types of Organization – Purpose of Organization. **Directing**: meaning and nature – leadership styles – motivation theories. **Controlling** - Meaning.

Unit 3: HUMAN RESOURCE MANAGEMENT

Introduction – Meaning of HRM – Objectives of HRM – Importance of HRM – Functions and Process of HRM – HR Manager Duties and Responsibilities – Recent trends in HRM.

Unit 4: PLANNING, RECRUITMENT & SELECTION

Meaning – Importance of Human Resource Planning – Benefits of Human Resource Planning. Recruitment – Meaning – Methods of Recruitment. Selection – Meaning – Steps in Selection Process – Problems Involved in Placement.

UNIT 5: INDUCTION AND TRAINING:

Induction: Meaning – Objectives and Need – Types and Methods of Induction. Training: Meaning – Objectives, Need, Types and Methods of Training.

Unit 6: DIRECTING, MOTIVATING AND CONTROLLING

Directing: Meaning & nature of directing, Motivation: importance – types - theories of motivation. Leadership - Styles of leadership: Controlling: Meaning - steps in controlling – types of control - Essentials of a sound control system.

Unit 7: PERFORMANCE APPRAISAL AND COMPENSATION:

Performance appraisal: Meaning – objectives – methods – merits and demerits – Compensation: meaning – objectives - methods of compensation – Principles of wage fixation.

Unit 8: MANAGEMENT DEVELOPMENT:

Meaning – objectives – merits and demerits –Management Development - difference between Training and Development – methods of management development.

BOOKS FOR REFERENCE

1. Koontz & O'Donnell, Management.
2. Appaniah & Reddy, Business Management.
3. T. Ramaswamy : Principles of Management
4. L M Prasad, Principles of management.
5. J.D.Tripathi ; The Power of Managing Time
6. Rajkumar : Human Resource Management I.K. Intl
7. Rustum & Davar, Principles and practice of Management.
8. Sharma & Shashi K Guptha – Principles of Management
9. Dr. K. Aswathappa , Human Resource Management.
10. P Subba Rao , Personnel and Human Resource Management
11. V.S.P. Rao: Management – Text and cases
12. D.K. Bhattacharya: Human Resource Management.
13. Rekha and Vibha: Business Management

1.5 MARKET BEHAVIOR AND COST ANALYSIS

OBJECTIVE:

The objective is to provide the basic knowledge of market behavior and cost analysis to apply the same in their business decisions.

UNIT 1: BUSINESS CYCLES:

Business cycles – Phases of Business cycle – effects of business cycle – measures to control the business cycle – Meaning and salient features of: Monetary Policy, Fiscal Policy, Industrial Policy.

UNIT 2: MARKET STRUCTURE:

Perfect competition: features – price and output determination – influence of time element on price and output. Monopoly: features - price and output determination – price discrimination
Monopolistic competition: features – price and output determination in short run and long run in industry.

UNIT 3: CONSUMER BEHAVIOUR:

Consumer sovereignty – limitations – approaches to the study of consumer behavior – cardinal approach – Law of Equi –Marginal Utility, Ordinal Approach – Indifference Curve Analysis: Properties. Consumer surplus: meaning – analysis – limitations.

UNIT 4: FIRMS AND DECISIONS

Firm: meaning and goals, profit versus value (wealth) maximization dynamics. Decision making, decisions under market uncertainties, tactical versus strategic decisions and game theory.

UNIT 5: MARKET FORCES

Demand: meaning, law of demand, nature of elasticity of demand, determinants of elasticity of demand, cost of advertisement and derived demand relations, measurement of elasticity under graphic method (concepts only). Demand forecasting- meaning and methods (problems on trend projection by least square method). Supply: Law of supply, determinants of supply.

UNIT 6: COST AND PROFIT PLANNING

Cost: meaning of short run and long run costs, fixed and variable costs, explicit and implicit costs, opportunity cost and incremental cost (concepts only). Total cost, average cost and marginal cost behavior in short run and long run – marginal costing: CVP Analysis: BEP, BE Chart and calculation of margin of safety, P.V. ratio: profit planning (including problems).

UNIT 7: PRICING PRACTICES AND STRATEGIES

Determinants of pricing policy, pricing methods: marginal cost pricing, target rate pricing, product line pricing, administered pricing, competitive bidding, dual pricing, transfer pricing. Price discrimination: requirements, types and dumping strategies. Pricing over product life cycle: skimmed pricing, penetration pricing, product –line pricing and price leadership. Linear Programming: problems on profit maximization and cost minimization in graphic method with two variables only.

UNIT 8: COST OF CAPITAL AND CAPITAL BUDGETING

Meaning and types of capital, specific cost of capital on: debt, preference shares and equity shares and weighted average cost of capital (concepts only). Capital budgeting: meaning and significance, present value of money and its calculation, methods of investment appraisal (simple problems on PB period and NPV methods only).

References

1. D.M. Mithani: Managerial Economics, Himalaya Publishing House, New Delhi.
2. P.L Mehta: Managerial Economics, Sultan Chand & Sons, New Delhi.
3. R.L Varshney and K.L Maheshewari: Managerial Economics, Sultan Chand & Sons, New Delhi.
4. H.L Ahuja: Business Economics, S. Chand & Company Ltd., New Delhi.

5. Reddy & Appananiah: Economics for Business
6. Venugopal : Economics for Business, I.K. Intl
7. K.M.Pandey & Others: Economics for Managerial Decisions
8. K.P.M Sundaram: Micro Economics, Sultan Chand & Sons, New Delhi.
9. M.L. Jhingan & J.K. Stephen: Managerial Economics, Vrinda Publishing (P) Ltd. Delhi.
10. Manoj Kumar Mishra : Managerial Economics, Vayu Education of India, New Dehli.
11. Srivastava R.M. : Financial Management – Management and Policy ,HPH
12. Khan and Jain: Financial Management, Tata McGraw Hill Education Private Ltd., New Delhi
13. R.K. Sharma and S.K. Gupta: Financial Management, Kalyani Publications, Ludiana.
14. Atmanand: Managerial Economics.

1.6 CORPORATE ADMINISTRATION

OBJECTIVE:

The objective is to enable the students to get familiarized with the existing corporate regulations and administration.

Unit 1: INTRODUCTION:

Introduction – Meaning and Definition – Features – Kinds of Companies. Companies Act 1956 – objectives & features.

UNIT 2: FORMATION OF A COMPANY:

Steps in formation of joint stock companies - Promotion stage – meaning & functions of promoter - incorporation stage – capital subscription stage – commencement of business.

UNIT 3: DOCUMENTS OF COMPANIES:

Memorandum of Association & Articles of Association, distinction between Memorandum of Association and Articles of Association, Subscription stage – Meaning & contents of prospectus, statement in lieu of prospects.

Unit 4: CAPITAL OF COMPANY:

Share Capital – Meaning of Shares – Kinds of Shares – Distinction between equity & preference shares. Debentures – Meaning – Features – Types – Merits and Demerits. SEBI guidelines for issue of shares & debentures.

Unit 5: COMPANY ADMINISTRATION:

Board of Directors – appointment – powers - duties & responsibilities. Managing Director – appointment – powers – duties & responsibilities – corporate governance.

UNIT 6: COMPANY SECRETARY:

Meaning – qualification – appointment – position – rights – duties - liabilities & removal.

Unit 7: CORPORATE MEETINGS:

Meaning and Definition – Types of Meeting – Requisites of a valid meeting - Statutory Meeting – Annual General Meeting – Extraordinary General Meeting – Board Meeting and Resolutions.

Unit 8: GLOBAL COMPANIES:

Meaning – Types –Features – Challenges - Organization Structure - Administration.

BOOKS FOR REFERENCE

1. M.C. Shukla & Gulshan: Principles of Company Law.
2. S.N.Maheshwari: Elements of Corporate Law
3. N.D. Kapoor: Company Law and Secretarial Practice.
4. M.C. Bhandari: Guide to Company Law Procedures.
5. S.C. Kuchal: Company Law and Secretarial Practice.
6. Dr. P.N. Reddy and H.R. Appanaiah: Essentials of Company Law and Secretarial Practice, Himalaya Publishers.
7. S.S. Gulshan: Company Law

1.7 QUANTITATIVE METHODS AND TECHNIQUES FOR BUSINESS

OBJECTIVE:

The objective is to provide basic knowledge of mathematics and statistics and their application to commercial situations.

Unit 1: INTRODUCTION TO STATISTICS

Meaning and Definition – Functions – Scope – Limitations.

Unit 2: TABULATION AND PRESENTATION OF DATA

Collection of data - census and sample techniques. Classification of data, preparation of frequency distribution and tabulation of data. Importance of graphic and diagrammatic presentation, Types of diagrams – one dimensional, two dimensional, percentage bar diagrams and pie diagrams.

Unit 3: MEASURES OF CENTRAL TENDENCY

Introduction – Types of averages – Arithmetic Mean (Simple and Weighted), Median, Mode (using direct & step deviation method only, excluding missing frequency problems). Graphical representation of median and mode – ogives, histograms, smoothed frequency curve, frequency polygon.

Unit 4: MEASURES OF DISPERSION

Introduction – Meaning & Definition – Methods of dispersion: Standard Deviation and Coefficient of Variation.

Unit 5: INDEX NUMBERS

Meaning & Definition – Uses – Classification – Construction of Index Numbers – Methods of constructing Index Numbers – Simple Aggregative Method – Simple Average of Price Relative Method – Weighted index method – Fisher's Ideal method (excluding TRT & FRT) – Consumer Price Index – Problems.

Unit 6: CORRELATION ANALYSIS:

Correlation: Meaning - Uses – Types – Karl Pearson's coefficient of correlation – Probable error & Spearman's Rank Correlation (using actual mean and Excluding bivariate and Multi correlation).

UNIT 7: REGRESSION ANALYSIS:

Meaning, Uses, Regression lines, regression equations, regression coefficients (using actual mean method only).

Unit 8: TIME SERIES

Introduction – Meaning – Uses – Components of Time Series – Computation of Trend Values & graphical presentation under the Method of Least Squares (Excluding simultaneous equation method).

Unit 9: INTERPOLATION AND EXTRAPOLATION

Meaning - Significance – Assumptions. Methods of Interpolation – Binomial expansion (in case of missing values, only two missing values) - Newton's method of advancing differences.

BOOKS FOR REFERENCE

1. S.C.Gupta: Business Statistics HPH
2. J.K.Singh: Business Mathematics
3. Veena & Seema : Business Mathematics and Statistics , I.K. Intl
4. Dr. Sancheti & Kapoor: Business Mathematics and Statistics.

5. Zamarudeen: Business Mathematics.
6. Mujawar : Statistics for Manager, I.K. Intl
7. Ranganath: Business Mathematics
8. Madappa, mahadi Hassan, M. Iqbal Taiyab: Business Mathematics.
9. D.P Apte: Statistical Tools for managers.
