COMMERCE

ACCOUNTING

Introduction to Accounting

Accounting, objectives, advantages and limitations, types of accounting information, uses of accounting information and their needs. Basic accounting terms, accounting concepts, capital and revenue, cash basis and accrual basis, accounting standards and IFRS.

Accounting Principles, recording of transactions, origin of transactions, source documents, books of original entry - Journal, cash books and subsidiary books ledger & trial balance, depreciation, provisions & reserves.

Accounting for Bills of exchange, rectification of errors, bank reconciliation statement Financial statements of sole proprietorship, complete & Incomplete records, profit & loss accounts, gross profit, net profit, balance sheet, adjustments in preparation of financial statements.

Financial statements of not-for-profit organization, receipt & payment account & income and expenditure account & balance sheet.

Introduction to computer & accounting information system

Introduction to operating software, utility software & application software. Stages in automation, **Accounting for partnership firms:** Partnership Fundamentals, Guarantee of profit and past adjustments, Admission, Retirement, Death, & dissolution & cash distribution.

Advance Company Accounts

Accounting for share capital & debentures (Excluding redemption) (share capital, issue & allotment, forfeiture, purchase of business, liquidations, valuation of shares amalgamation, absorption & reconstruction, holding company accounts.

Cost & Management Accounting

Ratio analysis (Liquidity, Solvency, Activity and Profitability), Analysis of financial statements (common size and comparative statements), Funds flow analysis, Cash flow analysis, Marginal costing & break-even analysis, standard costing, budgetary control, costing for decision making, responsibility accounting.

Capital structure, financial and operating leverage, cost of capital, capital budgeting, Working capital management, dividend policy, hire purchase, consignment & joint venture.

Balance sheet of a company in the prescribed form with major heading (Schedule VI) Financial analysis.

BUSINESS STUDIES

Nature & Purpose of Business: Concept & Characteristics

Business profession & Employment-Distinctive Features

Objectives of Business-Economic, Social & Human

Business Risks-Nature & Causes

Role of profit in Business

STRUCTURE OF BUSINESS

Classifications of Business activities, Industry & Commerce

Industry & Types: Primary & Secondary

E-Commerce-Meaning, Opportunities & benefits, Resources required for successful E-Commerce.

Implementation, Security & safety for Business Transactions. E-office and E-filing.

Outsourcing of Services: Nature, Need & Types, Financial services, Advertising, Customer Support services.

SERVICE SECTOR & BUSINESS

Insurance: Principles, Types: Life & General, Fire & marine and Insurance of other Risks, Health Insurance,

Warehousing: Types & Functions.

E-Tourism: Meaning, Definition, Components, Features of E-Tourism. Emerging trends in E-Tourism.

SOCIAL RESPONSIBILITY OF BUSINESS AND BUSINESS ETHICS

Concept of Social Responsibility.

Case of Social Responsibility & Human Rights.

Responsibility towards Consumers, Government & community in General.

Business & Environment Protection.

Business Ethics: Concepts & Elements.

FORMS AND FORMATION OF BUSINESS ENTERPRISES

Meaning, Features, Merits & Limitations of following Forms:

Sole Proprietorship, Joint Hindu Business, Partnership: Types of Partners & Partnership formation, Registration and LLP. Co-operative Societies.

Company: Types of Companies- Private, Public & Deemed public Company, Privileges of private company.

SECTORAL ORGANISATION OF BUSINESS

Meaning, Features, Merits & Limitations of Following:

Private Sector, Public Sector & Joint Sector.

Global Enterprise (Multi National Company)

PRINCIPLES AND FUNCTIONS OF MANAGEMENT

Nature and Significance of Management

Principles of Management (Fayol and Taylor)

Management functions: planning, organizing, staffing, directing and controlling.

Business Environment: Meaning, Importance and Dimensions

Demonetisation: Features and Impact.

BUSINESS FINANCE & MARKETING

Business Finance: Introduction and Meaning, Financial Management: Concept, Importance, Objectives, Financial Decisions and Financial Planning.

Marketing: Concept and Features

Marketing Management: Concept, Process and Philosophies

Functions of Marketing, Marketing Mix – Concept and Elements

Products: Concept, Classification, Branding, Packaging and Labelling

Pricing: Concept, Factors Affecting Price Determination

Physical Distribution: Concept and Components

Promotion: Concept, Promotion Mix and Elements- Advertising, Personal Selling, Sales Promotion and Public Relations.

Consumer Protection

Consumer Protection: Introduction and Importance

Consumer Protection Act 2019: Meaning of Consumer, Consumer Rights, Consumers Responsibilities

Ways and means of Consumer Protection, Redressal Agencies, Relief Available

Role of Consumer Organizations and NGOs.

Statistical Tools and Interpretation:

Measures of Central Tendency-mean (simple and weighted), median and mode.

Measures of Dispersion - absolute dispersion (range Deciles, Percentile, quartile deviation, mean deviation and standard Deviation)

Relative dispersion (co-efficient of quartile-deviation, co-efficient of mean deviation, co-efficient of Variation)

Introduction to Index Numbers:

Meaning, types, features and uses of index numbers

Wholesale price Index

Consumer price index and Index of industrial production

Problems of construction of index numbers

Inflation and index numbers.

Methods of Construction of Index Number, Cost of Living Index Numbers,

Choice of base for Computing Index Numbers, Base Shifting.

Some Mathematical tools used in Economics: Equation of a line, slope of a line, slope of a curve.

Correlation & Regression Analysis

Small sample test-T-test, f-test and chi-square test.

Data processing-elements, data entry, data processing and computer applications.

Money, Banking and Government Budget:

(i) Money-Meaning, Evolution and Functions. Supply of money-Currency held by the public and net demand deposits held by commercial banks. Money creation by the commercial banking system.

(ii) Central Bank and Commercial Banks -Meaning and Functions

(iii) Digital Currency and Digital Payments: Meaning, Characteristics and types.

(iv) E-Banking: Meaning, Importance and Types of E-Banking Services.

(v) Government Budget- Meaning Components and Classification of Government Budget.

(vi) Classification of Expenditure-Revenue and Capital, Plan and Non-Plan and Developmental and Non-Developmental.

(vii) Revenue Deficit, Fiscal Deficit and Primary Deficit; Meaning and Implications; Measures to correct different Deficits. Fiscal Policy and its role.