

B. Com.

INTERNATIONAL ACCOUNTING DEGREE PROGRAMME

Curriculum

(2019 – 2022)



Department of Commerce
Bishop Heber College
(Autonomous)
Tiruchirappalli – 620 017

Programme : B.Com. - International Accounting (2018 onwards)

Sem.	Part	Course	Course Title	Course Code	Hours / week	Credits	Marks		
							CIA	ESE	Total
I	I	Tamil I	nra;As;> ciueil> ,yf;fpa tuyhW> nkhopg;gapw;rp kw;Wk; gilg;ghf;fKk;	U18TM1L1	6	3	25	75	100
	II	English I	English for Communication	U16EGNL1	6	3	25	75	100
	III	Core I	Basics of Financial Accounting	U18CI101	6	5	25	75	100
		Allied I	Organisation Management	U18CI1Y1	5	4	25	75	100
		Allied II	Principles of Management	U18CI1Y2	5	4	25	75	100
IV	Value Edu.	Value Education (RI/MI)	U15VL1:1/ U15VL1:2	2	2	25	75	100	
II	I	Tamil II	nra;As;> ,yf;fpa tuyhW> rpWfijj; jpul;L> nkhopg;gapw;rp kw;Wk; gilg;ghf;fKk;;	U18TM2L2	6	3	25	75	100
	II	English II	Language through Literature	U16EGNL2	6	3	25	75	100
	III	Core II	Financial Reporting - I	U18CI202	6	5	25	75	100
		Allied III	Basics of Cost Accounting	U18CI2Y3	5	4	25	75	100
		Allied IV	Business Law	U18CI2Y4	5	4	25	75	100
IV	Env. Studies	Environmental Science	U16EST21	2	2	25	75	100	
III	I	Tamil III	fhg;gpak;, Guhzk;> rpw;wpyf;fpak;> ,yf;fpa tuyhW> ehty;> nkhopg;gapw;rp	U18TM3L3	6	3	25	75	100
	II	English III	Business Communication in English	U17EGCL3	6	3	25	75	100
	III	Core III	Financial Reporting -II	U18CI303	5	4	25	75	100
		Core IV	Performance Management-I	U18CI304	5	4	25	75	100
		Allied V	Taxation - Income Tax	U18CI3Y5	5	4	25	75	100
	IV	SBEC I	Introduction to computer MS Word	U18CIPS1	2	2	40	60	100
NMEC I		Principles of Commerce	U18CI3E1	2	2	25	75	100	
IV	I	Tamil IV	nra;As;(Nkw;fzf;F>fPo;fzf;F) ,yf;fpa tuyhW> ehlfk;> nkhopg;gapw;rp	U18TM4L4	5	3	25	75	100
	II	EnglishIV	English through Literature	U16EGNL4	5	3	25	75	100
	III	Core V	Financial Management - I	U18CI405	5	5	25	75	100
		Elective I	Business Statistics/ Enterprise Resource Planning	U18CI4:1/ U18CI4:2	4	3	25	75	100
		Allied VI	Performance Management- II	U18CI4Y6	5	4	25	75	100
	IV	SBEC II	MS Excel	U18CIPS2	2	2	60	40	100
		NMEC II	Principles of Management	U18CI4E2	2	2	25	75	100
		Soft Skills	Life Skills	U16LFS41	2	1	--	--	100
V	Extension Activities	NSS,NCC,Rotract,Lioclub, etc ...	U16ETA41	--	1	--	--	--	

Sem.	Part	Course	Course Title	Course Code	Hours / week	Credits	Marks		
							CIA	ESE	Total
V	III	Core VI	Audit & Assurance	U18CI506	5	5	25	75	100
		Core VII	Financial Management - II	U18CI507	6	5	25	75	100
		Core VIII	Taxation – GST	U18CI508	6	5	25	75	100
		Core IX	Banking Theory Law and Practice	U18CI509	6	5	25	75	100
		Elective II	Quantitative Techniques / International Trade	U18CI5:1/ U18CI5:2	5	5	25	75	100
	IV	SBEC III	Soft Skills	U18CI5S3	2	2	25	75	100
VI	III	Core X	Business Mathematics	U18CI610	6	5	25	75	100
		Core XI	Computers in Business	U18CI611	6	5	25	75	100
		Core XII	Financial Services	U18CI612	5	4	25	75	100
		Core XIII	Strategic Management	U18CI613	6	5	25	75	100
		Elective III	Business Valuation and Business Analysis/ Retail Management	U18CI6:1/ U18CI6:2	6	5	25	75	100
	V	Gender Studies	Gender Studies	U16GST61	--	1	--	--	100
					180	140			
* Other Languages : Hindi Sanskrit French Hindi Sanskrit French									
Semester I : U14HD1L1 U14SK1L1 U14FR1L1 Semester III : U14HD3L3 U14SK3L3 U14FR3L3									
Semester II : U14HD2L2 U14SK2L2 U14FR2L2 Semester IV : U14HD4L4 U14SK4L4 U14FR4L4									
Part I : 4 Core Theory : 13 Allied : 6 NMEC : 2 Env. Studies : 1 Value Education : 1							Total : 40		
Part II : 4 Elective : 3 SBEC : 3 Soft Skills : 1 Extension Activities : 1 Gender Studies : 1									
NMEC offered by the Department: 1. Principles of Commerce - U18CI3E1									
2. Principles of Management - U18CI4E2									

**SEMESTER – I
BASICS OF FINANCIAL ACCOUNTING**

Core : I
Hours : 6

Course code : UI8CI101
Credits : 5

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

- 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 1 (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 2 (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 3 (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 4 (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 5 (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

Books for Reference

1. ACCA Study Material, F3, Kaplan Publishing
2. T. S. Grewal.- Introduction to Accounting
3. Arulanandam& Raman – Financial Accounting – I, HPH
4. S P Jain and K. L. Narang : Financial Accounting- I, Kalyani Publishers
5. Dr. S.N. Maheswari: Financial Accounting, Vikas Publications
6. S.P. Jain and K.L.Narang: Advanced Accountancy, Kalyani Publishers
7. Financial Reporting and Analysis, 5th Edition 5th Edition by Lawrence Revsine, Daniel W. Collins , W. Bruce Johnson, H. Fred Mittelstaedt, Pearson Publications
8. Financial Reporting, Becker Educational Development Corp., 2016

**SEMESTER – I
ORGANISATION MANAGEMENT**

Allied : I
Hours : 5

Code : U18CIY1
Credits : 4

Course Objective

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:

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

Unit 1 (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 2 (Effect of 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

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 3 (Organisation structure & Governance)

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

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

Unit 4: Personal Effectiveness and Communication

Fundamental principles of ethical behaviour, The role of regulatory and professional bodies in promoting ethical and professional standards in the accountancy profession, Corporate codes of ethics, Ethical conflicts and dilemmas

Unit 5 : Personal Effectiveness and Communication

Personal effectiveness techniques, Consequences of ineffectiveness at work, Competence frameworks and personal development, Sources of conflicts and techniques for conflict resolution and referral, Communicating in business.

Books for Reference

1. ACCA Study Material, F1, Kaplan Publishing
2. Koontz & O' Donnell: Management.
3. L. M Prasad: Principles of Management.
4. Appaniah & Reddy. (1998). Essentials of Management. New Delhi: Himalaya Publishing House.
5. Aswathappa, K. (2011). Human Resource Management. New Delhi: Tata McGraw Hill Education Pvt Ltd.
6. Rao, Subba. (2013). Human Resources Management. New Delhi: Himalaya Publishing House.
7. Srinivasan & Chunawalla. (1995). Management Principles and Practice. New Delhi: Himalaya Publishing House.

**SEMESTER – I
PRINCIPLES OF MANAGEMENT**

Allied : II
Hours : 5

Course code : U18CIY2
Credits : 4

Course objective

This course introduces the students with the principles of management of an organisation and to various management theories. The students will learn how different managerial functions are integrated together to provide a sound platform to achieve business objectives.

Learning outcomes:

- 1 Understand strategic, managerial & operating levels of management with regard to the principles of authority, responsibility & accountability
- 2 Understand the role of various functions of management such as R & D, sales, marketing, production, purchase, administration, finance & accounting, support services, and human resources
- 3 Understand management functions such as planning, organising, decision-making, communicating, coordinating and control
- 4 Understand the role of leadership with regard to different leadership styles

Unit 1 (Levels of management in an organisation)

Understand the functions, role and information needs of various levels of management such as strategic, middle management & operational levels – delegation of authority – communication – formal & informal organisation

Unit 2 (Management Functions)

Understand the role of different functions within an organisation such as R & D, sales, marketing, production, purchase, administration, finance & accounting, support services, and human resources – relationship between accounting and other business functions

Unit 3 (Functions of Management)

Understand the fundamental functions of management such as planning, organising, decision-making, communicating, coordinating and control – financial systems and use of IT

Unit 4 (Management and Leadership theories)

Management theories founded by Taylor, Fayol, Mayo, Mintzberg and Drucker - Define leadership – different types of leadership styles – Approaches to leadership referring to theories of Adair, Fiedler, Bennis, Kotter & Heifetz, Ashridge, Blake & Mouton – managing teams

Unit 5 (Leading and managing individuals and teams)

Leadership, management and supervision, Recruitment and selection of employees, Individual and group behaviour in business organisations, Team formation, development and management, Motivating individuals and groups, Learning and training at work, Review and appraisal of individual performance

Books for Reference

1. ACCA Study Material, F1, Kaplan Publishing
2. Koontz & O' Donnell: Management.
3. L. M Prasad: Principles of Management.
4. Appaniah & Reddy. (1998). Essentials of Management. New Delhi: Himalaya Publishing House.
5. Aswathappa, K. (2011). Human Resource Management. New Delhi: Tata McGraw Hill Education Pvt Ltd.
6. Rao, Subba. (2013). Human Resources Management. New Delhi: Himalaya Publishing House.
7. Srinivasan & Chunawalla. (1995). Management Principles and Practice. New Delhi: Himalaya Publishing House.
8. Tripathi & Reddy. (2011). Principles of Management. New Delhi: Tata McGraw Hill Education Pvt Ltd.

**SEMESTER – II
FINANCIAL REPORTING (I)**

Core : II
Hours : 6

Course code : U18CI202
Credits : 5

Course objective

The course underpins the knowledge & understanding of various accounting standards and the conceptual framework (based on IFRS and Ind AS) that are applicable to corporate entities. The students will learn how to prepare financial statements for individual entities for the use of shareholders.

Learning outcomes:

- 1 Understand the use and application of the IFRS (and Ind AS in India)
- 2 Accounting for transactions using accounting standards
- 3 Preparation of single entity financial statement
- 4 Analysis & interpretation of accounting statements

Unit 1: The conceptual and regulatory framework for financial reporting:

The need for a conceptual framework and the characteristics of useful information, Recognition and measurement, Regulatory framework, The concepts and principles of groups and consolidated financial statements

Unit 2 (Use of IFRS and Ind AS)

Understand the application of IFRS in India through the use of Ind AS – the applicability of Ind AS – the mapping of Ind AS to IFRS – differences between IFRS & Ind AS – the list of IFRS (Ind AS) – Process of transition to IFRS for the first time

Unit 3 (Application of IFRS (Ind AS) for transactions

Asset based standards such as PPE, Intangible assets, borrowing costs, impairment of assets, inventory & biological assets, provisions & contingencies, events after reporting period, accounting policies, estimates & errors

Unit 4 (Preparation & Presentation of Financial Statements)

Thorough knowledge of preparation & presentation of financial statements by incorporating the effects of the accounting standards (covered in Unit 2 only) - statement of profit or loss and other comprehensive income – statement of financial position (Balance sheet)

Unit 5 (Analysis of Financial Statements)

Analyse the financial performance of an entity using the financial statements – use of ratios in performance evaluation – trend analysis – comparison with competition or industry average

Books for Reference

1. ACCA Study material, F7, Kaplan Publishing
2. Financial Reporting, Becker Educational Development Corp., 2016
3. Financial Reporting, BPP Learning Media LTD, 2016
4. Advanced Financial Accounting, David Pen drill and Richard Lewis, Pearson Education Limited
5. Financial Reporting and Analysis, 5th Edition 5th Edition by Lawrence Revsine, Daniel W. Collins , W. Bruce Johnson, H. Fred Mittelstaedt, Pearson Publications

**SEMESTER II
BASICS OF COST ACCOUNTING**

Allied : III
Hours : 5

Course code: U18CI2Y3
Credits : 4

Course objective

To understand the principles of cost & management accounting for application to the management functions of planning, decision-making & control. To apply the cost accounting methods & techniques to various business contexts.

Learning outcomes:

- 1 Knowledge and understanding of nature, purpose and scope of managerial information
- 2 Understanding the concept of costs
- 3 Methods of costing - absorption & marginal costing
- 4 Use of budgets and standard costs for planning & control

Unit 1 (Information for Management)

Sources of data (internal & external) – concept of cost – cost classification based on nature of expenses, function, variability – cost behaviour with use of graphs – concept of cost objects, cost units & cost centres

Unit 2 (Accounting for Costs)

Accounting for material costs – ordering, receiving & issuing material – methods of valuing purchases and issues (FIFO & Weighted Average methods only) – EOQ – inventory levels – Accounting for labour – direct & indirect cost of labour – remuneration methods (individual & group) – labour turnover – overtime & idle time – labour efficiency, capacity & volume ratios – Accounting for overheads – allocation of overheads to production & nonproduction departments – apportion service overheads to production departments – production overhead absorption rates – entries for accounting of material, labour & overhead costs.

Unit 3 (Methods of costing)

Understanding of applying job & batch costing, Process costing (including joint products & by-products, equivalent production), service costing – understand the differences between absorption & marginal costing

Unit 4 (Budgeting & Standard costs)

Understand the use of budgets and standard costs for planning & control – flexible budgets – reconciliation budgeted profits with actuals – meaning & calculation of standard costs – computation of simple variances v/s budgets & standards

Unit 5: Performance measurement:

Performance measurement – overview, Performance measurement – application, Cost reductions and value enhancement, Monitoring performance and reporting

Books for Reference

1. ACCA Study Material, F2, Kaplan Publishing
2. J. Made Gowda – Cost and Management Accounting, HPH
3. M.V. Shukla – Cost and Management Accounting
4. N.K. Prasad: Cost Accounting, Books Syndicate Pvt. Ltd.
5. Nigam & Sharma: Cost Accounting , HPH
6. Khanna Pandey & Ahuja – Practical Costing, S Chand
7. Soundarajan A & K. Venkataramana, Cost Accounting, SHBP. 30
8. P. K Sinha – Accounting & Costing for Managers.
9. M.L. Agarwal: Cost Accounting
10. Dr. Alice Mani: Cost Accounting, SBH.

**SEMESTER – II
BUSINESS LAW**

Allied : IV
Hours : 5

Course code: U18CI2Y4
Credits : 4

Course Objective

To learn the fundamentals of laws pertaining to general contracts and special contracts and laws relating to the Sale of Goods and various other Acts facilitating the transfer of goods.

Unit I INDIAN CONTRACTS ACT 1872

- 1.1 Essential elements of a Contract offer and Acceptance.
- 1.2 Void and Voidable agreements
- 1.3 Consideration, legality of object and Consideration.
- 1.4 Quasi Contracts, Contingent Contracts.
- 1.5 Performance of Contracts.
- 1.6 Discharge of Contracts.
- 1.7 Breach of Contract and Remedies for breach of Contract.

Unit - II : SALE OF GOODS ACT 1930

- 2.1 Definition
- 2.2 Transfer of Ownership
- 2.3 Conditions and Warranties
- 2.4 Performance of the Contract of Sale
- 2.5 Rights of unpaid Vendor
- 2.6 Auction Sales.

Unit – III: NEGOTIABLE INSTRUMENTS ACT, 1881

- 3.1 Characteristics of Negotiable Instruments.
- 3.2 Definition of Promissory Note, bill of exchange and Cheque
- 3.3 Difference between Promissory Note, Bill of exchange and cheque
- 3.4 Crossing – Meaning, Definition and Types of Crossing
- 3.5 Dishonour of Instrument Sec.131
- 3.6 Holder in Due course

Unit – IV: THE INDIAN PARTNERSHIP ACT, 1932

- 4.1 General nature of Partnership.
- 4.2 Rights and duties of Partners.
- 4.3 Reconstitution of firms.
- 4.4 Registration and Dissolution of firms.

Unit - V : TRANSFER OF PROPERTY ACT, 1882

- 5.1 Meaning and definition of Property and Transfer of Property.
- 5.2 Interpretation of
 - 5.2.1 Movable and Immovable property.
 - 5.2.2 Instrument
 - 5.2.3 Attestation
 - 5.2.4 Registration
 - 5.2.5 Attached to earth
 - 5.2.6 Actionable claim
 - 5.2.7 Notice.
- 5.3 General Principles of Transfer of movable and Immovable property

Text book Reference

1. N.D.Kapoor - Elements of Mercantile Law, Sultan Chand & Sons, India, (2014)
2. K.R.Bulchandani - Business law for man - Vikas/e, Himalaya Publishing House, India, 2006
3. P.C. Tulsian - Business Law, Second Edition, Published by Tata McGraw-Hill Education Pvt. Ltd., India, 2001
4. Study materials of The Institute of Chartered Accountants of India on Business Law

**SEMESTER – III
FINANCIAL REPORTING (2)**

Core : III
Hours : 5

Course code : U18CI303
Credits : 4

Course objective

The course underpins the knowledge & understanding of various accounting standards and the conceptual framework (based on IFRS and Ind AS) that are applicable to corporate entities. The students will learn how to prepare financial statements for individual entities for the use of shareholders.

Learning outcomes

- 1 Application of the IFRS (and Ind AS in India) to various business contexts
- 2 Preparation of single entity financial statement and simple group financial statements

Unit 1 (Application of Accounting standards)

Standards related to Incomes Taxes, cash flows, Government Grants, effects of changes in foreign exchange rates, investments in associates & joint ventures, earnings per share, investment property, non-current assets held for sale and fair value measurement

Unit 2 (Preparation of Single Entity Financial Statements)

Preparation of statement of changes to equity and cash flow statements for a single entity, statement of profit or loss and balance sheet with adjustments pertaining to the standards covered in Unit 1)

Unit 3 (Group Financial Statements-I)

Consolidated financial statements (excluding group cash flow statement) for a simple group with one subsidiary and one associate – computation of fair value of net assets, goodwill and Non-Controlling Interest (NCI) on date of acquisition.

Unit 4 (Group Financial Statements-II)

Computation of group reserves on date of consolidation – fair value adjustments on consolidation – effects of intra-group trading on consolidation – effect of disposal of parent’s investment in subsidiary in parent’s individual financial statements and in consolidated financial statements

Unit 5: Standards on specific transactions

Accounting for Leases (including right-of-use assets, exemption criteria, sale & leaseback transactions), Financial instruments (excluding hedge accounting & impairment of financial assets) including recognition & measurement of financial assets, financial liabilities & equity

Books for Reference

1. ACCA Study material, F7, Kaplan Publishing
2. Financial Reporting, Becker Educational Development Corp., 2016
3. Financial Reporting, BPP Learning Media LTD, 2016
4. Advanced Financial Accounting, David Pen drill and Richard Lewis, Pearson Education Limited
5. Financial Reporting and Analysis, 5th Edition 5th Edition by Lawrence Revsine, Daniel W. Collins , W. Bruce Johnson, H. Fred Mittelstaedt, Pearson Publications

SEMESTER – III
PERFORMANCE MANAGEMENT (I)

Core : IV
Hours : 5

Course code : U18CI304
Credits : 4

Course objective

This paper underpins the knowledge and skills in the area of management accounting and apply the same to evaluate the performance of an entity. The aim is to set out performance measurement in the context of business objectives.

Learning outcomes:

1. Understand & apply modern techniques of management accounting
2. Understand & apply decision making techniques in the context of resource optimisation, risk mitigation, promote efficiency

Unit 1 (Advanced Management Accounting Techniques - 1)

Activity-based-costing – use of appropriate cost drivers – calculation of costs per driver & per unit – comparing the ABC and traditional absorption costing; Target costing – derive a target cost in manufacturing & service industry – suggest how a target cost gap can be reduced

Unit 2 (Advanced Management Accounting Techniques – 2)

Life cycle costing – costs involved at different stages of life cycle – benefits & application of life cycle costing; Throughput accounting – theory of constraints – calculation & interpretation of Throughput Accounting Ratio (TPAR) – application in a multi-product entity; and environmental accounting – management of environmental costs – accounting for environment costs

Unit 3 (Decision Making Techniques)

Understand & apply the concept of relevant costs – determination of relevance with regard to a contextual decision – opportunity costs – cost-volume-profit (CVP) relationship – calculate & interpret break-even point and margin of safety – estimation of target profit in single & multi-product scenario – resource optimisation in light of limiting factors – single or multiple factors – make or buy decisions

Unit 4 (Pricing Decisions and Risk Analysis)

Factors affecting pricing of product or services – price elasticity of demand – demand equation – calculate optimum selling price with $MR = MC$ equation – pricing strategies such as skimming, penetration, differential, cost-plus pricing – apply techniques of maximax, maximin and minimax regret – use of expected value technique – decision tree – value of perfect & imperfect information

Unit 5 (Investment appraisal)

Investment appraisal techniques, Allowing for inflation and taxation in DCF, Adjusting for risk and uncertainty in investment appraisal, Specific investment decisions (lease or buy, asset replacement, capital rationing)

Books for Reference

1. ACCA Study Material, F5, KAPLAN Publishing
2. Jain & Narang. (2000). Cost Accounting. Kalyani Publishers.
3. Khanna Pandey & Ahuja. (2003). Practical Costing.
4. M. N. Arora. (2009). Cost Accounting. Vikas publication house pvt ltd.
5. M.L. Agarwal. (2001). Cost Accounting. Sahitya Bhawan.
6. N.K. Prasad. (1985). Cost Accounting. Kolkata: Book Syndicate pvt ltd.
7. S.N. Maheshwari. (2002). Cost Accounting. Sultan Chand.

**SEMESTER - III
TAXATION -INCOME TAX**

Allied : V
Hours : 5

Course code :U18CI3Y5
Credits : 4

COURSE OBJECTIVE

At the end of the course, students shall be able to learn the concepts of taxation in general and income tax in particular and shall be able to calculate tax on incomes under different heads.

Unit I Basic Concepts of Income Tax

- 1.1 History of income tax
- 1.2 Cannons of taxation
- 1.3 Assessee
- 1.4 Various types of Assessee
- 1.5 Assessment year
- 1.6 Previous year
- 1.7 Agricultural income
- 1.8 Capital receipts and revenue receipts
- 1.9 Capital expenditure and revenue expenditure
- 1.10 Capital loss and revenue loss
- 1.11 Incomes exempted u/s 10
- 1.12 Ordinary resident, not ordinary resident and non-resident
- 1.13 Basic conditions and additional conditions to identifying the residential status of individual
- 1.14 Residential status
 - 1.14.1 Hindu Undivided Family (HUF)
 - 1.14.2 Company
 - 1.14.3 Firm
 - 1.14.4 Association of Person (AOP)
 - 1.14.5 Body of Individual (BOI)
 - 1.14.6 Artificial Juridical person
- 1.15 Incidence of tax
- 1.16 Incomes are taxable for ordinary resident, not ordinary resident and non-resident

Unit II Computation of income under salary

- 2.1 The characteristics / features of salary
- 2.2 Incomes that are chargeable to tax under the head salaries as per section 15
- 2.3 Different forms of salary
 - 2.3.1 Advance salary
 - 2.3.2 Arrear salary
 - 2.3.3 Gratuity
 - 2.3.4 Pension
 - 2.3.4.1 Government employee
 - 2.3.4.2 Non-government employee
 - 2.3.5 Leave encashment

- 2.3.5.1 Government employee
- 2.3.5.2 Non-government employee
- 2.3.6 Provident fund and its calculation
- 2.3.7 Profit in lieu of salary
- 2.4 Allowance
 - 2.4.1 Taxable and non-taxable
- 2.5 Perquisites
 - 2.5.1 Specified employee and unspecified employee
 - 2.5.2 Taxable for all specified and unspecified
 - 2.5.3 Taxable for specified employee only
 - 2.5.4 Exempted for all (specified and unspecified with certain limits)
- 2.6 Deductions u/s 16
- 2.7 Deduction u/s 80c

Unit III Computation of income under house property

- 3.1 Basic terms
 - 3.1.1 Expected rent
 - 3.1.2 Fair rental value
 - 3.1.3 Market value
 - 3.1.4 Actual rent
 - 3.1.5 Standard rent
 - 3.1.6 Unrealized rent
 - 3.1.7 Vacancy period
 - 3.1.8 Arrear rent
 - 3.1.9 Gross annual value
 - 3.1.10 Net annual value
 - 3.1.11 Standard deduction
 - 3.1.12 Sub letting
 - 3.1.13 Composite rent
 - 3.1.14 Municipal tax
 - 3.1.15 Municipal value ratio
 - 3.1.16 Notional value
 - 3.1.17 Self-occupied house
 - 3.1.18 Let out house
 - 3.1.19 Deemed to be let out house
- 3.2 Income that can be taxed under the head house property
- 3.3 Exempted house property income
- 3.4 Calculation of Gross Annual Value
- 3.5 Calculation of Net Annual Value
- 3.6 Treatment of partly let out and partly self-occupied house
- 3.7 Treatment of part of the year let out and part of the year self-occupied
- 3.8 The rules should be followed while allowing interest on borrowed capital for self-occupied house.
- 3.9 The treatment of the followings
 - 3.9.1 Pre-completion/ pre-construction interest
 - 3.9.2 Date of loan

- 3.9.3 Date of completion
- 3.9.4 Date of repayment
- 3.9.5 Unrealized rent and arrear of rent recovered
- 3.10 Calculation of income from house property

Unit IV Computation of income under business or profession

- 4.1 Basic terms
 - 4.1.1 Business
 - 4.1.2 Profession
 - 4.1.3 Vocation
 - 4.1.4 Speculation business
 - 4.1.5 Illegal business
 - 4.1.6 Bad debt recovered allowed earlier
 - 4.1.7 Bad debt recovered disallowed earlier
 - 4.1.8 Under valuation of stock
 - 4.1.9 Over valuation of stock
- 4.2 Various incomes that are taxable under the head of income from business and profession
- 4.3 Various methods of accounting
- 4.4 The losses, which are incidental to business
- 4.5 Various expenses, which are expressly allowed and disallowed while calculating income from business
- 4.6 Calculation of undervaluation and over valuation of stock
- 4.7 Calculation of Income from business
- 4.8 Rules for calculating Income from profession
- 4.9 Calculation of Income from profession

Unit V Computation of income under capital gains and other sources

- 5.1. **Income From Capital Gains**
 - 5.1.1 Capital assets
 - 5.1.2 Short term capital assets
 - 5.1.3 Long term capital asset
 - 5.1.4 Short term capital gain
 - 5.1.5 Long term capital gain
 - 5.1.6 Transfer
 - 5.1.7 Slump sale
 - 5.1.8 Cost of acquisition
 - 5.1.9 Cost of improvement
 - 5.1.10 Indexed cost
- 5.2 Treatment of depreciable asset while calculating capital gains
- 5.3 Various assets which are not included in capital assets
- 5.4 The capital gains exempted u/s 10
- 5.5 Various exemption u/s 54,54B,54D,54EC, 54ED,54F,54G and 54H
- 5.6 Calculation of the income under capital gains

5.1 Income From Other Source

- 5.6.1 Cash system accounting
- 5.6.2 Mercantile system of accounting
- 5.6.3 Casual income
- 5.6.4 Tax free Government securities
- 5.6.5 Less tax Government securities
- 5.6.6 Tax free Commercial securities
- 5.6.7 Less tax Commercial securities
- 5.6.8 Stake money
- 5.7 Residuary head of income
- 5.8 The general income u/s 56(1) and specific income u/s 56(2) that can be taxed under the head of other source
- 5.9 Various deductions
- 5.10 Various deductions that cannot be claimed as deductions
- 5.11 The treatment of casual incomes
- 5.12 Various kinds of securities and their tax treatment
- 5.13 Grossing up of income and its calculation
- 5.14 Calculation of income from other source

Text book Reference

1. VinodSinghania - Students guide to income tax, Taxman
2. Study materials of The Institute of Chartered Accountants of India on Direct Taxation

**SEMESTER III
INTRODUCTION TO COMPUTER
MS WORD**

SBEC : I

Hours : 2

Course code :U18CIPS1

Credits : 2

COURSE OBJECTIVE

At the end of the course the student will be able to use MS Word confidently.

Unit I Beginning to Use Microsoft Word

- 1.1 Word Processing versus Desktop Publishing
- 1.2 Starting - Microsoft Word 2007
- 1.3 Opening a New Document
- 1.4 Saving a Document
- 1.5 Getting Help with MS Word
- 1.6 Basic Editing
 - 1.6.1 The Cursor
 - 1.6.2 Inserting Text - Deleting Text ~ Text Undo and Redo -Wrap Text
 - 1.6.3 Formatting - Selecting Text
 - 1.6.4 Applying a Font -Changing Font Size -Font Attributes - Font Colour- Clear Formatting-
 - 1.6.5 Text Alignment Copying and Moving Texts and Objects - The Clipboard - Paste

Unit II Editing Features

- 2.1 Spell Check — Thesaurus - Auto Correct – Creating Own Default Dictionary
- 2.2 Word Count -Track Changes -Accepting and Rejecting Changes - Page View – Zoom
- 2.3 Paragraph Formatting - Changing Paragraph Alignment - Indenting Paragraphs –
- 2.4 Add Borders or Shading to a Paragraph, Apply Paragraph Styles –Change Spacing between Paragraphs and Lines

Unit III Tables

- 3.1 Creating Tables
 - 3.1.1 Creating a table by highlighting the boxes
 - 3.1.2 Create a table by using Insert Table command
 - 3.1.3 Converting Text into a Table - Quick Tables -Entering Text
- 3.2 Table Tools -Inserting rows and columns- Deleting Cells, Rows or Columns - Merging Cells and Splitting Cells -Adjusting Column Width- Position text within a Cell
- 3.3 Borders and Shading. Bulleted and Numbered Lists - Creating Outlines

Unit IV Page Formatting

- 4.1 Apply a Page Border and Color –
- 4.2 Changing the Orientation, Size of the Page, or Size of Columns
- 4.3 Insert Headers and Footers (including Page Numbers-Creating a Page Break-inserting Graphics, Pictures, and Table of Contents – Inserting Special Characters.

Unit V Advanced Tools

- 5.1 References and Citations -Macros - Compare and Merge Documents –
- 5.2 Protect Document
- 5.3 Mailing Lists - Creating a List for Mail Merge – Mail Merge.

REFERENCE

Herb Tyson, Microsoft Word 2010 Bible –Microsoft Word MVP

Faith Wempen, Microsoft Word 2010 in Depth -- Que

Katherine Murray, Microsoft Word 2010 Inside Out -- Microsoft

**SEMESTER III
PRINCIPLES OF COMMERCE**

NMEC : I
Hours : 2

Course Code :U18CI3E1
Credits : 2

COURSE OBJECTIVE

On completion of this course the students shall have gained knowledge about Industry and Commerce and will be able to identify the different forms of organization, to appraise the contributions of Transportation and warehouses to businesses, and will have gained knowledge about Banking, Insurance, Marketing and Advertising and their role in business.

Unit I Introduction to Commerce

- I.1.1 Economic activities – Concept of Business-
- I.1.2 Characteristics of business- Objectives of business.
- I.1.3 Classification of business activities: Industry and Commerce.
- I.1.4 Industry–Types-Primary and Secondary.
- I.1.5 Commerce: Trade and Aids to trade- Types

Unit II Forms of Organisation

- 2.1.1 Forms of Organisation- Sole proprietorship-Partnership firm
- 2.1.2 Joint stock company- features, merits and demerits-
- 2.1.3 Formation of company
- 2.1.4 MOA-AOA-Prospectus
- 2.1.5 Public enterprises-Co-operative societies

Unit III Transportation and Warehouses

- 3.1.1 Transport-Functions
- 3.1.2 Modes of transport- Road, Railway, Water, Airway
- 3.1.3 Advantages and disadvantages of Transportation
- 3.1.4 Warehouse - Types and functions

Unit IV Banking and Insurance

- 4.1.1 Banking- Functions of Banks
- 4.1.2 Types of Bank Accounts.
- 4.1.3 Insurance- Principles of insurance
- 4.1.4 Types of insurance, Advantages of insurance.

Unit V Marketing and Advertising

- 5.1.1. Marketing- Definition-Functions.
- 5.1.2 Marketing Mix
- 5.1.3 Market segmentation
- 5.1.4 Advertising- Types
- 5.1.5 Advertising media-Kinds of media.-Advantages and disadvantages

TEXT

Fundamentals of Business Organisation - Y.K. Bhushan (Sultan chand)

REFERENCE

Modern Marketing Principles and Practices- R.S.N. Pillai and Bhagavathi (S.Chand)

**SEMESTER – IV
FINANCIAL MANAGEMENT (I)**

Core : V
Hours : 5

Course code:U18CI405
Credits :5

Course objective

This paper aims at providing the students with the comprehensive understanding of the function of financial management in the context of a business organisation. The paper expects the students to understand different functions of a financial manager in a globalised environment.

Learning outcomes:

1. Role and purpose of finance function in an organisation
2. Understanding the impact of economic environment on financial management
3. Using of various tools & techniques for Working capital management
4. Carrying out Investment appraisal

Unit 1 (Role & Purpose of Finance Function)

Financial objective of a business organisation – shareholder value maximisation v/s profit maximisation, growth in earning per share, total shareholder return – possible conflict between stakeholder objectives and balancing them– linkage of financial objective with corporate strategy – financial & other objectives of a not-for-profit organisation

Unit 2 (Financial Management Environment)

Macroeconomic environment of the business – role & impact of fiscal & monetary policies, interest rate & exchange rate policies – competition policies – nature & role of financial markets such as capital market, money market, currency market – products in capital markets & money markets such as derivatives

Unit 3 (Working Capital Management-I)

Elements and composition of working capital – objective of working capital management through balancing of profitability v/s liquidity – cash operating cycle, factors influencing it and computation thereof – management of inventory through EOQ, inventory levels, availing bulk discounts,

Unit 4 (Working Capital Management-II)

Early payment discounts and Just-In-Time (JIT) techniques – management of receivables through credit policy, early settlement discounts, extending credit period, factoring & invoice discounting – managing accounts payables through bulk discounts, early payment discounts – managing cash using Baumol’s model and Millar-Orr model – working capital financing strategies

Unit 5 (Investment Appraisal)

Types of investment projects such as mutually exclusive projects & independent projects - Use of discounted cash flow (DCF) and non-DCF tools for investment appraisal – payback period & discounted payback – Return on Capital Employed (ROCE) – Net Present Value (NPV) and Internal rate of Return (IRR) – relative merits & demerits of these methods – project risk assessment through sensitivity analysis – lease v/s buy decision – replacement cycle decision – single period capital rationing – risk adjusted discount rates

Books for Reference

1. ACCA Study Material, F9, Kaplan Publishing
2. S N Maheshwari, Financial Management, Sultan Chand
3. Dr. Aswathanarayana.T – Financial Management, VBH
4. Khan and Jain, Financial Management, TMH
5. I M Pandey, Financial Management. Vikas Publication.
6. Prasanna Chandra, Financial Management, TMH
7. P.K Simha – Financial Management.
8. M. Gangadhar Rao & Others , Financial management
9. Dr. Alice Mani: Financial Management, SBH.

Elective – I
Hours: 4

SEMESTER IV
BUSINESS STATISTICS

Course code U18CI4:1
Credits: 3

COURSE OBJECTIVE

At the end of the course the students shall have acquired skills relating to the collection and analysis of data and to draw meaningful inference from the analysis using the appropriate statistical tools.

Unit I Introduction to the study of Statistics

- 1.1. Statistics**
 - 1.1.1. Meaning
 - 1.1.2. Definition
 - 1.1.3. Functions
 - 1.1.4. Scope
 - 1.1.5. Merits and Demerits
- 1.2. Sampling**
 - 1.2.1. Meaning
 - 1.2.2. Definition
 - 1.2.3. Methods of sampling
- 1.3. Collection of data**
- 1.4. Tabulation of data**
- 1.5. Representation of data**
 - 1.5.1. Diagrammatic Representation
 - 1.5.2. Graphic representation

Unit II Measures of central Tendency

- 2.1. Mathematical averages**
 - 2.1.1. Arithmetic Mean
 - 2.1.1.1. Direct method
 - 2.1.1.2. Short-cut method
 - 2.1.1.3. Step Deviation method
 - 2.1.2. Geometric Mean
 - 2.1.3. Harmonic Mean
 - 2.1.4. Corrected Mean
 - 2.1.5. Combined Mean
- 2.2. Positional averages**
 - 2.2.1. Median
 - 2.2.2. Quartiles
 - 2.2.3. Deciles
 - 2.2.4. Percentiles
- 2.3. Mode**

Unit III Measures of Dispersion

- 3.1. Range
- 3.2. Quartile Deviation
- 3.3. Mean Deviation
- 3.4. Standard Deviation
 - 3.4.1. Actual Mean method
 - 3.4.2. Assumed Mean Method
 - 3.4.3. Combined Standard Deviation
 - 3.4.4. Corrected Standard Deviation
- 3.5. Coefficient of variation
- 3.6. Comparison of Measures of dispersion
- 3.7. Lorenz Curve

Unit IV Correlation and Regression:

- 4.1. Correlation
 - 4.1.1. Definition
 - 4.1.2. Karl Pearson's Correlation
 - 4.1.3. Spearman Rank Correlation
 - 4.1.4. Concurrent Deviation
- 4.2. Regression
 - 4.2.1. Definition
 - 4.2.2. Regression Equation
 - 4.2.3. Linear Regression
 - 4.2.4. Difference between Regression and Correlation

Unit V Analysis of Time series and Index numbers:

- 5.1. Elements of Time Series
 - 5.1.1. Secular Trend
 - 5.1.1.1. Graphic Method
 - 5.1.1.2. Method of Semi-Averages
 - 5.1.1.3. Method of Moving Averages
 - 5.1.1.4. Method of Least Squares
 - 5.1.2. Seasonal Fluctuations
 - 5.1.2.1. Method of Simple Averages
 - 5.1.2.2. Method of Moving Averages
 - 5.1.2.3. Ratio to trend Method
 - 5.1.2.4. Method of link Relatives
 - 5.1.3. Cyclical Fluctuation
 - 5.1.4. Random Fluctuation
- 5.2. Index Numbers
 - 5.2.1. Definition
 - 5.2.2. Simple Index number
 - 5.2.3. Weighted Index Number
 - 5.2.3.1. Laspeyre's formula
 - 5.2.3.2. Paache's formula
 - 5.2.3.3. Fisher's formula

- 5.2.3.4 Marshal Edge-worth
- 5.2.3.5 Bowley's formula
- 5.2.3.6 Kelly's formula
- 5.2.4. Mathematical tests of consistency
 - 5.2.4.1 Time reversal test
 - 5.2.4.2 Factor reversal test
- 5.2.5. Fixed Index Number
- 5.2.6. Chain Index Number
- 5.2.7. Cost of Living Index

TEXT

R.S.N.Pillai and Bagavathy, Sultan Chand & Sons, New Delhi

REFERENCE

PA.Navanitham, Jai publishers, Trichy

Theory – 20% (Section A), Problems – 80% (Section B & C)

- 4.5 Objectives of ERP implementation
- 4.6 Various transition strategies and their suitability.
- 4.7 Challenges faced in ERP implementation.
- 4.8 Guidelines to be followed for ERP implementation
- 4.9 Challenges faced while implementing ERP.
- 4.10. Reasons for the failure of ERP implementation.
- 4.11 Benefits realized in ERP implementation.
- 4.12 Different phases of ERP implementation
- 4.13 Pre-evaluation screening process.
- 4.14 Package evaluation by the organization
- 4.15 Construct a Gap analysis in the implementation process
- 4.16 To estimate the training needs of the employees while implementing ERP
- 4.17 To describe the various methodologies of testing the ERP system
- 4.18 To execute the going live process of implementation

Unit V--- ERP MARKET

- 5.1 ERP market place dynamics
- 5.2 Overview of the market place dynamics.
- 5.3 Characteristics of ERP market tiers.
- 5.4 ERP deployment methods.
- 5.5 ERP scenario in India.
- 5.6 ERP vendors and their products
- 5.7 Products offered by various ERP vendors.
- 5.8 Technologies used in the products offered by ERP vendors.
- 5.9 Select the most effective and efficient software suitable to the organisation's need.
- 5.10 International and Indian software for ERP

TEXT

Alexis Leon - Enterprise Resource Planning – Mcgraw Hill

REFERENCE

Alexis Leon - ERP demystified - Tata McGraw Hill

V & N.K. .K. Garg Venkitakrishnan -ERP Ware: ERP Implementation Framework – Prentice Hall

V & N.K. .K. Garg Venkitakrishnan -ERP Concepts and Planning – Prentice Hall

**SEMESTER IV
PERFORMANCE MANAGEMENT (2)**

Allied : VI
Hours : 5

Course code : U18CI4Y6
Credits : 4

COURSE OBJECTIVE

This paper aims at providing the tools of budgetary control and standard costing to evaluate the performance of a company. Additionally, the students will be introduced to the use of performance measurement models that help analysing financial and non-financial performance of an entity

Learning outcomes

- 1 Understand and apply advanced budgetary control system and standard costing system
- 2 Understand & apply tools for performance management & control in private sector and not-for-profit organisation
- 3 Divisional performance and transfer pricing
- 4 Behavioural considerations in performance management

Unit 1 (Advanced Budgetary Control and Standard Costing)

Budgetary systems in an organisation such as top-bottom, bottom-up, rolling, zero based, activity based, incremental budgets – preparation of flexed budgets – beyond budgeting model – employee participation in budgetary system – quantitative analysis using high-low method,

Unit 2 (Advanced Budgetary Control and Standard Costing-II)

Applying learning curve model – advanced variance analysis with the help of material mix & yield variances, sales mix & quantity variances, planning & operational variances – performance analysis with variances

Unit 3 (Performance Analysis)

Understand & apply financial & non-financial performance indicators (KPIs) – using Norton's Balanced Scorecard model and Fitzgerald & Moon's Building Block model for performance measurement – using Value-for-money approach for not-for-profit organisations – economy, efficiency & effectiveness approach

Unit 4 (Divisional Performance)

Mechanism for evaluating the performance of a business division and the divisional managers – tools such as Return on Investment (ROI), Residual Income (RI) – impact of transfer pricing on divisional performance – methods of setting transfer prices

Unit 5 (Behavioural Considerations)

Need to factor external considerations in performance management such as environment, market conditions and stakeholder impact – illustrate how behavioural aspects affect the performance of an organisation

Books for Reference

1. ACCA Study Material, F5, Kaplan Publishing
2. Jain & Narang. (2000). Cost Accounting. Kalyani Publishers.
3. Khanna Pandey & Ahuja. (2003). Practical Costing.
4. M. N. Arora. (2009). Cost Accounting. Vikas publication house pvt ltd.
5. M.L. Agarwal. (2001). Cost Accounting. Sahitya Bhawan.
6. N.K. Prasad. (1985). Cost Accounting. Kolkata: Book Syndicate pvt ltd.
7. S.N. Maheshwari.(2002). Cost Accounting. Sultan Chand.

SEMESTER IV

MS EXCEL

SBEC : II
Hours : 2

Course Code : U18CIPS2
Credits : 2

COURSE OBJECTIVE

On completion of this course the students will be skilful in the various functions and formulae's in MS Excel.

Unit I Introduction to MS Excel

- 1.1 Navigating MS Excel – Cells, Rows, and Columns –
- 1.2 Workbooks –Opening – Labeling and Naming
- 1.3 Adding and Deleting –
- 1.4 Hiding/ Unhiding–
- 1.5 Columns and Rows – Adjacent Columns –Separated-Columns –
- 1.6 Saving Workbooks -Saving an Existing File.
- 1.7 Headers and Footers –
- 1.8 Margins for Headers and Footers – Print Area ~print a Range of pages –
- 1.9 Printing

Unit II Entering Information into Ms Excel

- 2.1 Entering data – Entering Labels and Values - Entering Values –Multiple Entries –
- 2.2 Copying Cells, Rows and Columns – Pasting Cells, Rows, and Columns-
- 2.3 To Paste an item from clipboard –
- 2.4 Inserting and Deleting Rows and Columns-To insert a Column – To insert a Row
- 2.5 Filling Cells with a Series of Data –Editing Cell Data – Find and Replace, Go to a Cell Data
- 2.6 Locking Rows and Columns by Freezing Panes -Spell Check –AutoCorrect –
- 2.7 Formatting a Worksheet – Change Font Style and Sizes - Adding Borders and Colors to Cells
- 2.8 Changing Column Width- Changing Column Width using the Mouse – Changing Row Height
- 2.9 Change a Row Height by dragging the Mouse -Merge Cells –
- 2.10 Applying Number Formats-Creating Customer Number Formats-Align Cell Contents
- 2.11 Creating Your Own Cell Styles – Conditional Formatting – Freeze and Unfreeze Rows and Columns

Unit III Adding Elements To A Workbook

- 3.1 Adding Images – Modifying Images –
- 3.2 Adding WordArt-Inserting AutoShapes-Adding Clipart – Adding a Hyperlink-
- 3.3 Charts-Types of Charts-Chart Tools – Modifying and Moving a Chart-
- 3.4 Organizational Charts—Changing an Organizational Chart – Other changes to Charts

Unit IV Formulas And Calculations

- 4.1 Definition and Explanation of Formulas
- 4.2 Calculations Mathematical operators
- 4.3 Creating a Formula
- 4.4 The Role of Functions – Creating Functions.
- 4.5 References
- 4.6 Using Labels- Using Names – Name Manager - Absolute, Relative and Mixed Cell References
- 4.7 Creating a Table-inserting Row and Columns into a Table-Adding Up Values –
- 4.8 Entering Data into a Table-Sorting Data into a Table – Using Filters to sort Tables
- 4.9 Using Table Border to Expand a Table – Totaling and Tallying Data.
- 4.10 Data Validation-Finding invalid Entries - Auditing Trace - Precedents and Dependents

Unit V Creating New Presentations using templates

- 5.1 Adding text, pictures, sounds, movies, and charts for presentation.
- 5.2 Design slides using themes, colors, and special effects, animating objects.
- 5.3 Add special effects to slide transitions.
- 5.4 Working with Master Slides, Setting up slide shows and rehearsing timings for slides.
- 5.5 Collaborating using social media and PowerPoint together

REFERENCE

Dr. D. Joseph Anbarasu et al. Excel for Business, Learntech Press, Trichy.

Microsoft Office Excel 2007: Complete Concepts and Techniques – Gary Shelly, Thomas. J.Cashman, Jeffrey.J.Quasney.

MS Office PowerPoint Presentations - Gary Shelly, Thomas.J.Cashman, Jeffrey.J.Quasney.

Practical Examination only

SEMESTER IV

PRINCIPLES OF MANAGEMENT

NMEC : II

Course Code :U18CI4E2

Hours : 2

Credits : 2

COURSE OBJECTIVE

On Completion of this course, Students will have the knowledge of Business and will be able to start and manage a Business.

Unit I Business

- I.1 Definition
- I.2 Characteristics
- I.3 Objectives of business
- I.4 Forms of Business Organisation
 - I.4.1 Sole Proprietorship
 - I.4.2 Partnership firm
 - I.4.3 Company-features

Unit II Management and Planning

- 2.1 Management
 - 2.1.1 Definitions
 - 2.1.2 Features of management
 - 2.1.3 Principles of management
 - 2.1.4 Functions of management
- 2.2 Planning
 - 2.2.1 Meaning
 - 2.2.2 Steps in Planning
 - 2.2.3 Planning Process
 - 2.2.4 Decision making
 - 2.2.5 Steps in Decision making

Unit III Organising and Staffing

- 3.1 Organising
 - 3.1.1 Definition and meaning
 - 3.1.2 Features of Organising
 - 3.1.3 Organisational Structure
 - 3.1.4 Delegation –Process
 - 3.1.5 Decentralization
- 3.2 Staffing
 - 3.2.1 Meaning
 - 3.2.2 Objectives

- 3.2.3 Recruitment
 - 3.2.3.1 Sources of Recruitment
- 3.2.4 Training
 - 3.2.4.1 Methods of Training

Unit IV Directing

- 4.1 Motivation
 - 4.1.1 Definition
 - 4.1.2 Maslow's theory of Hierarchy of needs
 - 4.1.3 Douglas McGregor's theory
- 4.2 Leadership
 - 4.2.1 Importance
 - 4.2.2 Leadership Styles
 - 4.2.3 Qualities of a good leader
- 4.3 Communication
 - 4.3.1 Process
 - 4.3.2 Types of Communication

Unit V Coordination and Control

- 5.1 Coordination
 - 5.1.1 Concept
 - 5.1.2 Features
 - 5.1.3 Internal and External Coordination
- 5.2 Control
 - 5.2.1 Concept
 - 5.2.2 Importance
 - 5.2.3 Process
 - 5.2.4 Essentials of a Good Control System

TEXT

Dr.C.B. Gupta, Business Organisation and Management, Sultan Chand & Co.

**SEMESTER – V
AUDIT & ASSURANCE**

Core : VI
Hours : 5

Course code : UI8CI506
Credits : 5

COURSE OBJECTIVE

This paper aims at developing the knowledge and skills required to carry out an audit and assurance assignment. It provides the working knowledge of the audit process and standards of auditing. It also covers the process of internal control testing.

Learning outcomes:

- 1 Understand the concept of audit & assurance and the functions of audit
- 2 Securing and handling audit assignments, audit risks
- 3 Comprehension and evaluation of internal controls, techniques & audit tests
- 4 Gathering & managing audit evidence and review and reporting

Unit 1 (Audit Framework & Regulation)

Concept of audit & assurance – professional ethics of an auditor – scope of internal & external audit – governance & audit

Unit 2 (Audit Planning & Risk Assessment)

Obtaining & planning for audit assignments – understanding the entity & its environment – assessing audit risk – fraud risk – interim audit and impact of work performed - audit planning & documentation – audit evidence, documentation, working papers

Unit 3 (Internal Control & Audit Tests)

Internal control system assessment – control environment, risk assessment procedures, monitoring of controls – evaluation of internal control system by auditor – test of control – communication on internal controls

Unit 4 (Audit Evidence & Reporting)

Techniques of collecting audit evidence such as inspection, observation, external confirmation, recalculation, analytical procedures, and enquiry – quality & quantity of audit evidence – audit sampling – computer assisted auditing techniques – review procedures including subsequent events, going concern, written representations – auditor’s report contents & opinion

Unit 5 (Review and reporting)

Subsequent events, Going concern, Written representations, Audit finalisation and the final review, The Independent Auditor’s Report

Books for Reference

1. ACCA Study Material, F8, Kaplan Publishing
2. P N Reddy & Appannaiah, Auditing, HPH .
3. TR Sharma, Auditing, Sahitya Bhavan .
4. BN Tandon, Practical Auditing, Sultan Chand
5. K. Venkataramana, Principles And Practice Of Auditing, SHBP.
6. MS Ramaswamy, Principles and Practice of Auditing.
7. Dinakar Pagare, Practice of Auditing, Sultan Chand
8. Kamal Gupta, Practical Auditing, TMH
9. R.G Saxena - Principles and Practice of Auditing, HPH

**SEMESTER – V
FINANCIAL MANAGEMENT (2)**

Core : VII
Hours : 6

Course Code :U18CI507
Credits : 5

COURSE OBJECTIVE

This paper aims at providing the students with the comprehensive understanding of the function of financial management in the context of financing and distribution decisions, business valuation and financial risk management. The paper expects the students to understand different functions of a financial manager in a globalised environment.

Learning outcomes:

- 1 Understand the sources of business finance with their relative merits & demerits
- 2 Knowledge & understanding of capital structure theories and cost of capital
- 3 Understand and apply concepts of business valuation
- 4 Understanding the use of tools & techniques of financial risk management in the context of foreign currency risks & interest rate risks

Unit 1 (Business Finance and Sources of Funds)

Understand & evaluate various short & long term sources of finance such as equity and debt – methods of raising equity such as rights issue, initial public offer (IPO) – sources of Islamic financing such as Murabaha, Musharaka, Mudaraba, Sukuk, Ijara – sources of finance for SME sector including venture capital, crowd funding and angel financing

Unit 2 (Capital Structure Theories and Cost of Capital)

Estimating cost of equity using dividend growth model (DGM), Capital Asset pricing Model (CAPM), concept of systematic & unsystematic risk – estimating cost of debt (irredeemable & redeemable), convertible debt – estimating Weighted Average Cost of Capital (WACC) using book value and market value weightages – capital structure theories including traditional view and Modigliani-Millar view (without & with tax) – pecking order theory

Unit 3 (Business Valuations)

Purpose of business valuation – various situations which demand business valuation – models for valuation of equity using dividend model, net asset method, cash flow approach, earning method (using PE ratio), earnings yield method – valuation of debt

Unit 4 (Financial Risk Management-I)

Sources of & factors influencing Foreign currency risks – types of currency risks such as transaction risk, translation risk, & economic risks – causes of currency rate fluctuations including balance of payments, purchasing power parity (PPP), interest rate parity (IRP),

Unit 5: (Financial Risk Management-II)

Fischer equation – tools of managing currency risks such as internal tools (currency of invoice, netting, leading & lagging) and external tools (forwards, futures, options & swaps, money market hedging) – Causes of interest rate fluctuations - managing interest rate risks through internal tools (matching and smoothing, asset & liability management, forward rate agreements (FRA))

Books for Reference

1. ACCA Study Material, F9, Kaplan Publishing
2. S N Maheshwari, Financial Management, Sultan Chand
3. Dr. Aswathanarayana.T – Financial Management, VBH
4. Khan and Jain, Financial Management, TMH
5. I M Pandey, Financial Management. Vikas Publication.
6. Prasanna Chandra, Financial Management, TMH
7. P.K Simha – Financial Management.
8. Dr. Alice Mani: Financial Management, SBH.

SEMESTER – V
TAXATION – GST

Core : VIII
Hours: 6

Course code : U18CI508
Credits : 5

COURSE OBJECTIVES

At the end of the course, the students shall gain knowledge on the practical applicability of the GST Act.

UNIT I Goods and Services Tax Act & Rules

- 1.0 Introduction
- 1.1 What is GST
- 1.2 Need for GST in India
- 1.3 Cascading effect of tax
- 1.4 Non-integration of VAT and Service Tax causes double taxation
- 1.5 No CENVAT Credit after manufacturing stage to a dealer
- 1.6 Cascading of taxes on account of levy of CST Inter-State purchases
- 1.7 One Nation-One Tax
- 1.8 Dual GST Model
- 1.9 Central Goods and Services Tax Act, 2017 (CGST)
- 1.10 State Goods and Services Tax Act, 2017 (SGST)
- 1.11 Union Territory Goods and Services Tax Act, 2017 (UTGST)
- 1.12 Integrated Goods and Services Tax Act, 2017 (IGST)
- 1.13 Goods and Services Tax Network (GSTN)
- 1.14 Functions of GSTN (i.e. Role assigned to GSTN)
- 1.15 Constitution (101st Amendment) Act, 2016
- 1.16 GST Council
- 1.17 Guiding principle of the GST Council
- 1.18 Functions of the GST Council
- 1.19 Definitions under CGST Laws

Unit II Levy and Collection of Tax

- 2.1 Scope of supply (Section 7 of CGST Act, 2017)
- 2.2 Section 7(1)(a) all forms of supply of goods or services or both such as sale, transfer, barter, exchange, license, rental, lease or disposal made or agreed to be made for a consideration by a person in the course or furtherance of business;
- 2.3 Section 7(1)(b) of CGST Act, 2017, import of services for a consideration whether or not in the course or furtherance of business
- 2.4 Section 7(1)(c) of the CGST Act, 2017 the activities specified in Schedule I, made or agreed to be made without a consideration
 - 2.4.1 Permanent transfer/disposal of business assets
 - 2.4.2 Supply between related persons or distinct persons
 - 2.4.3 Supply to agents or by agents
 - 2.4.4 Importation of Services

- 2.5 Section 7(1)(d) the activities to be treated as supply of goods or supply of services as referred to in Schedule II
 - 2.5.1 Renting of Immovable Property
 - 2.5.2 Information Technology software
 - 2.5.3 Transfer of the right to use any goods for any purpose
 - 2.5.4 Composite supply
- 2.6 Non-taxable Supplies under CGST Act, 2017
 - 2.6.1 Section 7(2) (a) activities or transactions specified in Schedule III;
 - 2.6.2 Section 7(2)(b) such activities or transactions undertaken by the Central Government, a State Government or any local authority in which they are engaged as public authorities, as may be notified by the Government on the recommendations of the Council,
 - 2.6.3 Section 7(3) the transactions that are to be treated as—
 - (a) a supply of goods and not as a supply of services; or
 - (b) a supply of services and not as a supply of goods.
- 2.7 Composite and Mixed Supplies (Section 8 of CGST Act, 2017)
 - 2.7.1 Meaning of Composite and Mixed Supplies
 - 2.7.2 Composite Supply
 - 2.7.3 Mixed supply
- 2.8 Levy and Collection
- 2.9 Composition Levy
- 2.10 Exemption from tax
- 2.11 Person liable to pay tax
 - 2.11.1 Forward Charge
 - 2.11.2 Reverse Charge
 - 2.11.3 Person who are required to pay tax under section 9(5) of CGST (i.e. Electronic Commerce Operator)

Unit III Time and Value of Supply

- 3.1 Time of supply
- 3.2 Place of supply
- 3.3 Value of supply
- 3.4 Change in rate of tax in respect of supply of goods or services

Unit IV Input Tax Credit

- 4.1 Eligibility for taking Input Tax Credit (ITC)
- 4.2 Input Tax credit in special circumstances
- 4.3 Input Tax Credit in respect of goods sent for Job-Work
- 4.4 Distribution of credit by Input Service Distributor (ISD)
- 4.5 Recovery of Input Tax Credit

Unit V Registration under GST Law

- 5.1 Persons not liable for registration
- 5.2 Compulsory registration
- 5.3 Procedure for registration

- 5.4 Deemed registration
- 5.5 Casual taxable person
- 5.6 Non-resident taxable person
- 5.7 Cancellation Vs Revocation of registration

Text book Reference

Study materials of The Institute of Cost and Management Accountants of India on Indirect Taxation

SEMESTER V

Core IX

BANKING THEORY LAW AND PRACTICE

Course code

U18CI509

Hours: 6

Credits: 5

COURSE OBJECTIVE

At the end of the course the students shall have an exposure to various concepts in Indian Banking System, and shall have an understanding of the provisions of the Banking Regulations Act, 1949 and be familiar with the latest developments in the field of Banking and Financial system.

Unit I Banking

- 1.0. An overview of Origin and development of banks
- 1.1. Banking Regulations Act 1949- Definition of Banking and Licensing of Banks
- 1.2. Kinds of Banks
 - 1.2.1 Commercial banks
 - 1.2.2 Industrial or Investment banks
 - 1.2.3 Cooperative banks-
 - 1.2.4 Agricultural development banks
 - 1.2.5 EXIM bank
 - 1.2.6 Foreign banks or foreign exchange banks
- 1.3. Commercial Banks- Functions of Modern Commercial banks and Universal banking
- 1.4. Opening of Bank branches – Importance and Inspection
- 1.5. Non Banking Financial Companies (NBFCs)

Unit II Central bank

- 2.0. Reserve bank of India – Objectives- Departments- Functions
- 2.1. Monetary policy – Types of credit control measures
 - 2.1.1 Objectives of Credit Control-Quantitative Credit Control
 - 2.1.2 Bank Rate-Working-Open market operation-Effectiveness
 - 2.1.3 Cash Reserve Ratio-Variable Cash Reserve ratio (VCRR)
 - 2.1.4 Selective Credit control measures-Regulation of Consumer Credit
- 2.2. Management of Deposits - Types of deposits
- 2.3. Advances and Lending -principles of sound bank lending

Unit III Banker, Customer and Negotiable instruments

- 3.0. Relationship between banker and customer
- 3.1. Special types of bank customers
- 3.2. Negotiable instruments – Definition – Features
 - 3.2.1 Promissory note-Bill of exchange-Holder and Holder in due course
 - 3.2.2 Cheques- Crossing of cheque –Types of crossing –Dishonour of Cheques
 - 3.2.3 Endorsement –Types of Endorsements
- 3.3. Collection banker and paying banker
 - 3.3.1. Meaning of collecting banker-Capacity-Conversion-Statutory protection
 - 3.3.2. Meaning of paying banker- payment in due course

- 3.3.3. Duties and responsibilities of paying banker in honouring cheques
- 3.3.4. Dishonour and Consequences of wrongful dishonour by paying banker
- 3.3.5. Statutory protection to paying banker

Unit IV Electronic banking

- 4.0. E-Banking – Meaning - Benefits
- 4.1. Internet Banking Services – Drawbacks
- 4.2. Mobile Banking – Features – Drawbacks
- 4.3. Automated Teller Machine (ATM) –Features – Benefits – Challenges
- 4.4. Credit Cards – Benefits – Constraints
- 4.5. Cash deposit machine CDM- Coin vending machine- MICR Cheques – Benefits

Unit V Recent Trends

- 5.0. RBI Guidelines – Benefits of Electronic Clearing Systems
- 5.1. E-Cheques – E-Money – Real Time Gross Settlement (RTGS) – Benefits to Banker and Customer
- 5.2. Core Banking Solutions (CBS) – Benefits – Single Window Concepts – Features
- 5.3. Demat account –Application supported by blocked amount (ASBA)

TEXT

KPM Sundharam & PN Varhney(2010)- “ Banking Theory Law And Practice”, Sultan Chand & Sons, New Delhi

REFERENCE

B.Santhanam – Banking Theory Law&Practice, Margham Publication

SEMESTER V

Elective-II

QUANTITATIVE TECHNIQUES

Course Code

UI8CI5:1

Hours: 5

Credits: 5

COURSE OBJECTIVE

At the end of the course, the student shall have gained knowledge about the Linear Programming Problem and its methods, will be able to analyse and find an optimal solution to the transportation problem, shall have developed an understanding about the game theory and simulation, gained knowledge about the replacement theory and shall be able to analyse and find solution to problems in decision analysis and network analysis.

Unit I Introduction to Operations research and Linear Programming Problem

- 1.1 Operations research – Origin and development
- 1.2 Role in decision making
- 1.3 Phases and approaches to OR
- 1.4 Linear programming problem – Applications and limitations
- 1.5 Formulation of LPP
- 1.6. Optimal Solution to LPP
 - 1.6.1 Graphical method
 - 1.6.2 Simplex Method (excluding dual problem)

Unit II Transportation and Assignment problem

- 2.1 Transportation problem – methods
 - 2.1.1 North West corner method
 - 2.1.2 Least cost method
 - 2.1.3 Vogel’s approximation method
 - 2.1.4 Moving towards optimality - Stepping stone & MODI methods
- 2.2 Assignment problem

Unit III Game Theory and Simulation

- 3.1 Game Theory- different strategies followed by the players in a game.
 - 3.1.1 Optimal strategies of a game using maximin criterion.
 - 3.1.2 Dominance property
 - 3.1.3 Graphical method
- 3.2 Simulation

Unit IV Replacement Problem

- 4.1 Replacement decisions
- 4.2 Replacement policy without change in money value
- 4.3 Replacement of items that fail completely (group replacement)
- 4.4 Applications in finance and accounting

Unit V Decision Analysis and Network Analysis

- 5.1 Decision analysis – EMV criterion – EOL and EVPI
- 5.2 Decision tree analysis
- 5.3 Network Analysis
 - 5.3.1 PERT
 - 5.3.2 CPM
 - 5.3.3 Simple CPM calculations
- 5.4 Application in finance and accounting (Excluding crash)

TEXT

P.R.Vittal - Operation Research, Margham

REFERENCE

V.K.Kapoor, Operations Research
S.C.Kothari, Quantitative techniques
P.Mariappan, Operation Research
P.C.Tulsian& Vishal Pandey - Quantitative techniques, Pearson Ed

Theory – 20 % (Section A) , Problems –80 % (Section B & C)

SEMESTER V

Elective - II

INTERNATIONAL TRADE

Course Code

U18CI5:2

Hours: 5

Credits: 5

COURSE OBJECTIVE

On completion of this course the student shall have understood the basics of international trade and the theories of international trade and will be aware of international institutional support worldwide to make use of the foreign trade.

Unit I Introduction and Theories of international trade

- I.1. Introduction to International Trade
 - I.1.1 Meaning, Features of international Trade
 - I.1.2 Difference between internal and international trade
 - I.1.3 Advantages of international trade
 - I.1.4 Arguments against international trade
- I.2. Theories of international trade
 - I.2.1 Adam Smith theory of absolute cost advantage
 - I.2.2 Ricardo's theory of comparative cost
 - I.2.3 Haberler's opportunity cost theory
 - I.2.4 The Heckscher- Ohlin theory of factor endowments.

Unit II Trade Policy, Protection, Balance of Payments

- 2.1 Free Trade and Protection
 - 2.1.1 Meaning of Free Trade & Protection
 - 2.1.2 Advantages and disadvantages of free trade
 - 2.1.3 Arguments for and against Protection
 - 2.1.4 Meaning of Tariff, Types and its effects
- 2.2 Balance of Trade and Payment
 - 2.2.1 Meaning and definition of Balance of Trade and Payments
 - 2.2.2 Components and structure of balance of payments Accounts in India
 - 2.2.3 Different terms in the concept of Balance of payment
 - 2.2.4 Balance of payment disequilibrium
 - 2.2.5 Types of disequilibrium and their causes
 - 2.2.6 Methods of correcting an unfavourable balance of payments

Unit III Export Procedure, Foreign exchange and Exchange control

- 3.1 Export Procedures
- 3.2 Institutional support to export finance
 - 3.2.1 Role of commercial bank and RBI in export finance
 - 3.1.2 Functions of EXIM bank
 - 3.1.3 Role of ECGC

- 3.3 Foreign Exchange
 - 3.3.1 Meaning of Foreign exchange
 - 3.3.2 Methods of Foreign payments
 - 3.3.3 Foreign exchange market and its functions
 - 3.3.4 Rate of exchange and determination of rate of exchange
 - 3.3.5 Fluctuating exchange rate and its causes
 - 3.3.6 Arguments for stable and fluctuating exchange rates
 - 3.3.7 Policy of controlled floating or managed flexibility
 - 3.3.8 Purchasing power parity theory
 - 3.3.9 Criticism of purchasing power parity theory
- 3.4 Meaning of exchange control
 - 3.4.1 Objectives and methods of exchange control
 - 3.4.2 Merits and defects of exchange control

Unit IV International Financial Organisations to Trade

- 4.1 International Monetary Fund (IMF)
 - 4.1.1 Background of IMF
 - 4.1.2 Objectives and functions of IMF
 - 4.1.3 Financial resources of the fund
 - 4.1.4 Lending operations of the fund
 - 4.1.5 Conditionalities of the IMF assistance
- 4.2 Special Drawing Rights (SDR)
 - 4.2.1 Meaning and origin of Special Drawing Rights
 - 4.2.2 Merits and criticism of SDR scheme
 - 4.2.3 India and IMF
 - 4.2.4 Critical assessment of the working of IMF
 - 4.2.5 Criticism of IMF
- 4.3 International Bank for Reconstruction and Development (IBRD)
 - 4.3.1 Genesis of IBRD
 - 4.3.2 Objectives and functions of IBRD
 - 4.3.3 Lending operations of the World Bank
 - 4.3.4 World Bank special assistance scheme
 - 4.3.5 Other activities of World Bank
 - 4.3.6 Critical appraisal of the working of World Bank
 - 4.3.7 Indian and the World Bank
- 4.4 International Development Association
 - 4.4.1 Objectives of IDA
 - 4.4.2 Membership and organization of the IDA
 - 4.4.3 World Bank and IDA
 - 4.4.4 IDA and India
- 4.5 International Finance Corporation (IFC)
 - 4.5.1 Objectives
 - 4.5.2 Membership and capital resources
 - 4.5.3 The World Bank and the IFC
 - 4.5.4 Investment policy of IFC
 - 4.5.5 IFC and Developing countries
 - 4.5.6 Criticism of IFC

- 4.6 Asian Development Bank (ADB)
 - 4.6.1 Origin, Objectives and functions of ADB
 - 4.6.2 Membership, Organisation and Financial resources of ADB
 - 4.6.3 Activities of the Bank
 - 4.6.4 ADB and India
 - 4.6.5 Criticism of the functioning of the ADB

Unit V International Agreement for Promotion Of Trade

- 5.1 United Nations conference on trade and development (UNCTAD)
 - 5.1.1 Background of UNCTAD
 - 5.1.2 Organisations and functions of UNCTAD
 - 5.1.3 Conferences of UNCTAD
 - 5.1.4 The achievements of UNCTAD
 - 5.1.5 UNIDO and its contributions
- 5.2 General Agreement on Trade and Tariffs (GATT)
 - 5.2.1. Objective of GATT
 - 5.2.2. Provisions of GATT
 - 5.2.3. GATT Conferences (Rounds of Global Trade Negotiations)
 - 5.2.4. Defects of GATT
 - 5.2.5. The Uruguay Round and World Trade Organisation (WTO)
 - 5.2.6. Objectives and functions of WTO
 - 5.2.7. TRIPs and TRIMs and its implications to India
- 5.3 International Economic integration in international trade
 - 5.3.1 Benefits of Economic Integration
 - 5.3.2 Forms of economic integration
 - 5.3.3 Objectives, organization and achievements of European Economic Community
 - 5.3.4 Other economic integration grouping (NAFTA, ASEAN, EFTA, COMECON, LAFTA, SAFTA).

TEXT

Sankaran, S. (2005). *International Trade*. Chennai, Tamilnadu: MarghamPulications.

REFERENCE

Aswathappa, K. (2010). *International Business* (5thed.). New Delhi: Mcgraw Hill Education Pvt. Ltd.

Charles W. L. Hill., & Arun. K. Jain. (2008). *International Business* (6th ed.). New Delhi: Mcgraw Hill Education Pvt. Ltd.

Francis Cherrunilam. (2009). *International Trade and Export Management*. New Delhi: Himalya Publications

Bhagvati, J (2007). *International Trade*. Penguin Books.

India's Trade statistics, published by CMIE and DGCIS.

**SEMESTER V
SOFT SKILLS**

SBEC : III
Hours: 2

Course Code:U18CI5S3
Credits : 2

OBJECTIVES

At the end of the course, the students shall be able to present themselves in an acceptable way and perform effectively in facing Interviews and participation in Group Discussions.

Unit I Introduction

- 1.1 Definition
- 1.2 Need for Soft Skills
- 1.3 Skills for Success

Unit II Presentation Skills –Motivation.

- 2.1 Presentation Skills
- 2.2 Motivation.

Unit III Resume Writing and Interview

- 3.1 Resume Writing
- 3.2 Facing Interview
 - 3.2.1 Handling Stress in Interviews
 - 3.2.2 Preparation
 - 3.2.3 Performance in Interviews
 - 3.2.4 Mock Interview.

Unit IV Group Discussion

- 4.1 Group Discussion
 - 4.1.1 Dynamics of Group Discussion
 - 4.1.2 Need
 - 4.1.3 Content and Process of Group Discussion

Unit V Interpersonal Skills

- 5.1 Interpersonal Skills
 - 5.1.1 Acquiring skills for understanding people for enriched relationship.

REFERENCE

Teaching Material to be given by the faculty.

**SEMESTER VI
BUSINESS MATHEMATICS**

Core : X
Hours : 6

Course Code :U18CI610
Credits : 5

COURSE OBJECTIVE

At the end of the course, students shall be able to get adequate knowledge of basic mathematics, will have developed mathematical aptitude and apply the concepts in making business decisions.

Unit I Indices, Surds, Logarithm, Simultaneous and Quadratic Equation and Arithmetic, Geometric and Harmonic Progression

- I.1 The concept of number system
 - I.1.1 Natural number
 - I.1.2 Whole number
 - I.1.3 Real number
 - I.1.4 Imaginary number
 - I.1.5 Rational number
 - I.1.6 Irrational number
 - I.1.7 Integer
 - I.1.8 Fractions
 - I.1.9 Prime number
 - I.1.10 Complex number
 - I.1.11 Odd number
 - I.1.12 Even number
- I.2 The concept and problem in indices
 - I.2.1 Meaning
 - I.2.2 Laws of indices
 - I.2.3 Meaning of a^0 & problems
 - I.2.4 Meaning of a^{-m} & problems
 - I.2.5 Meaning of $a^{p/q}$ & problems
- I.3 The concept and problem in surds
 - I.3.1 Meaning
 - I.3.2 Order of a surd & problems
 - I.3.3 Square root of a binomial surd $a+vb$ & problems
- I.4 The concept and problem in logarithm
 - I.4.1 Meaning
 - I.4.2 Laws of logarithm
 - I.4.2.1 Product rule & problems
 - I.4.2.2 Quotient rule & problems
 - I.4.2.3 Power rule & problems
 - I.4.2.4 Rule for change of base & problems
 - I.4.3 Common logarithm
- I.5 The concept and problem in simultaneous and quadratic equations
 - I.5.1 Simultaneous equations
 - I.5.1.1 Method of elimination
 - I.5.2 Quadratic equations

- 1.6 The concept and problem in arithmetic, geometric and harmonic progression
- 1.7 Arithmetic progression
 - 1.7.1 Meaning
 - 1.7.2 Formula for n^{th} term & problems
 - 1.7.3 Formula for the sum to n terms & problems
 - 1.7.4 Properties of an arithmetic progression & problems
- 1.8 Geometric progression
 - 1.8.1 Meaning
 - 1.8.2 Formula for n^{th} term & problems
 - 1.8.3 Formula for the sum to n term & problems
- 1.9 Harmonic progression
 - 1.9.1 Meaning
 - 1.9.2 Formula for n^{th} term & problems

Unit II Set Theory and Application Probability

- 2.1 Set theory
 - 2.1.1 Meaning
 - 2.1.2 Finite and infinite sets
 - 2.1.3 Description of set
 - 2.1.4 Singleton set
 - 2.1.5 Null set
 - 2.1.6 Sub set
 - 2.1.7 Equality of set
 - 2.1.8 Number of sub-sets of a set
 - 2.1.9 Disjoint set
 - 2.1.10 Universal set
 - 2.1.11 Set operations
 - 2.1.11.1 Union of sets
 - 2.1.11.2 Intersection of sets
 - 2.1.11.3 Difference of sets
 - 2.1.11.4 Complement of sets
 - 2.1.12 Venn diagram
 - 2.1.13 Laws of sets
 - 2.1.13.1 Commutative law
 - 2.1.13.2 Associative law
 - 2.1.13.3 Distributive law
 - 2.1.13.4 De Morgan's law
 - 2.1.14 Numbers of elements in set
- 2.2 Application probability
 - 2.2.1 Meaning
 - 2.2.2 Addition
 - 2.2.3 Multiplication
 - 2.2.4 Conditional probability
 - 2.2.4.1 Permutation and combination

Unit III Differential Calculus

- 3.1 Limits
 - 3.1.1 Limit of a function
 - 3.1.2 Properties of limits & problems
- 3.2 Continuity
 - 3.2.1 Properties of continuous functions & problems
- 3.3 Differentiation
 - 3.3.1 Derivative of x^n
 - 3.3.2 Derivative of e^x
 - 3.3.3 Derivative of a constant
 - 3.3.4 Derivative of sum of two functions
 - 3.3.5 Product rule
 - 3.3.6 Quotient rule
 - 3.3.7 Functions of a function rule
 - 3.3.8 Logarithm differentiation
 - 3.3.9 Differentiation of implicit function
 - 3.3.10 Parametric form
 - 3.3.11 Higher order derivative
 - 3.3.12 Application of derivative
 - 3.3.12.1 Marginal cost
 - 3.3.12.2 Marginal revenue
 - 3.3.12.3 Relation between marginal revenue and elasticity of demand

Unit IV Differential Calculus & Integral Calculus

- 4.1 Maxima and minima
 - 4.1.1 Meaning
 - 4.1.2 Problems in maxima and minima
- 4.2 Integral Calculus
 - 4.2.1 Meaning
 - 4.2.2 General rules
 - 4.2.3 Method of partial fraction
 - 4.2.4 Method of when factorization is not possible
 - 4.2.5 Integration by substitution – I
 - 4.2.6 Integration by parts
 - 4.2.7 Definite integral

Unit V Matrix Algebra

- 5.1 Meaning
- 5.2 Types of matrix
 - 5.2.1 Equal matrix
 - 5.2.2 Diagonal matrix
 - 5.2.3 Scalar matrix
 - 5.2.4 Unit matrix
 - 5.2.5 Null matrix
 - 5.2.6 Row matrix
 - 5.2.7 Column matrix

- 5.2.8 Symmetric matrix
- 5.2.9 Skew-symmetric matrix
- 5.3 Matrix operation
 - 5.3.1 Scalar multiplication
- 5.4 Addition and subtraction of matrices
- 5.5 Multiplication of two matrices
- 5.6 Transpose of matrix
- 5.7 Determinant of matrix
- 5.8 Singular and non-singular matrices
- 5.9 Input and output matrix
- 5.10 Adjoint of square matrix
- 5.11 Reciprocal matrix and inverse of matrix
- 5.12 Orthogonal matrix
- 5.13 Simultaneous linear equations

TEXT

P.R.Vittal - Business Mathematics, Margham.

REFERENCE

Dr. D. Joseph Anbarasu- Business Mathematics, Learntech Press, Chennai

Theory - 20% (Section A) , Problems - 80% (Section B & C)

**SEMESTER VI
COMPUTERS IN BUSINESS**

Core : XI
Hours: 6

Course Code :U18CI6II
Credits : 5

COURSE OBJECTIVE

On completion of the course student will be able to understand the basic concepts of Tally, and will be skilful in maintaining accounts of a business firm using Tally.

Unit I Introduction to Tally

- 1.1 Basic concept of Tally
- 1.2 Architecture and customization of Tally
- 1.3 F11 features of Tally
- 1.4 F12 configuration of Tally
- 1.5 Tally screen and menu

Unit II Ledger creation and Accounting Voucher Entries

- 2.1 Ledger creation
 - 2.1.1 Creation of company
 - 2.1.2 Group creation
 - 2.1.3 Ledger creation
 - 2.1.4 Altering and deleting company, group and ledger Accounts
- 2.2 Accounting voucher Entries
 - 2.2.1 Receipts voucher
 - 2.2.2 Payment voucher
 - 2.2.3 Purchase voucher
 - 2.2.4 Sales voucher
 - 2.2.5 Contra voucher
 - 2.2.6 Journal voucher
 - 2.2.7 Altering and Deleting voucher

Unit III Inventory and Voucher entries

- 3.1 Creation of Inventory
 - 3.1.1 Configuration and features of stock items
 - 3.1.2 Create stock item
 - 3.1.3 Create unit of measurement
 - 3.1.4 Create stock group
 - 3.1.5 Create stock category
 - 3.1.6 Create Godown
- 3.2 Creation of inventory vouchers (without tracking no)
 - 3.2.1 Create receipt note
 - 3.2.2 Create delivery note
 - 3.2.3 Create Rejection in
 - 3.2.4 Create Rejection out
 - 3.2.5 Stock Journal
 - 3.2.6 Physical stock

Unit IV Cost Centers and voucher entries and advanced invoicing

- 4.1 Cost centers and cost category
 - 4.1.1 Creation of cost centers
 - 4.1.2 Editing and deleting
 - 4.1.3 Cost centers in voucher entry
 - 4.1.4 Create Bill wise details
 - 4.1.5 Create Tracking Number
 - 4.1.6 Create Order Number
- 4.2 Advanced Invoicing
 - 4.2.1 Create receipt note
 - 4.2.2 Create delivery note
 - 4.2.3 Create Rejection in
 - 4.2.4 Create Rejection out
 - 4.2.5 Create purchase order
 - 4.2.6 Create sales order

Unit V VAT Application in TALLY

- 5.0 Computation of VAT
 - 5.1.1 Introduction to VAT
 - 5.1.2 Features of VAT
 - 5.1.3 Input and output VAT Ledger
 - 5.1.4 Creation of import purchase
 - 5.1.5 Creation of interstate purchase
 - 5.1.6 Creation of purchase of capital goods
 - 5.1.7 Creation of export sales
 - 5.1.8 Creation of interstate sales
 - 5.1.9 Creation of sales-exempt

TEXT

Business Computing , Published by Department of Commerce, Edition 2012.

REFERENCE

Tally Solution Materials
Genises Tally Academy Material

**SEMESTER VI
FINANCIAL SERVICES**

Core : XII
Hours: 5

Course Code :U18CI612
Credits : 4

OBJECTIVES

At the end of the course, students shall be aware of various financial services, and financial markets in India and the various financial products available for businesses.

Unit I Financial Services And Financial Markets

- 1.1 Financial system in markets.
- 1.2 Objectives of financial system
- 1.3 Types of financial services
- 1.4 Regulation of financial services.
- 1.5 Problems and prospects of financial service sector .
- 1.6 Management of NIM
- 1.7 Difference between secondary market and NIM
- 1.8 Functions of stock exchanges
- 1.9 National stock exchanges, OTCEI and non-banking financial institutions.
- 1.10 SEBI functions and workings.
- 1.11 Listing of securities .
- 1.12 Self regulations of the markets.

Unit II Credit Rating Agencies

- 2.1 Definition ,features ,advantages of credit rating system .
- 2.2 Global credit rating agencies .
- 2.3 Credit rating agencies in India –CRISIL, ICRA, CARE
- 2.4 Credit rating symbols.
- 2.5 Credit rating process and its limitations
- 2.6 SEBI guidelines regarding credit rating.
- 2.7 Future credit rating in India.

Unit III Mutual Funds And Merchant Banking

- 3.1 Meaning, classification, functions, importance and risk involved in mutual funds.
- 3.2 Commercial banks and mutual funds including UTI,LIC.
- 3.3 General guidelines of mutual funds .
- 3.4 Future of mutual fund industry
- 3.5 Concept of merchant banking
- 3.6 Services rendered by merchant bankers .
- 3.7 Role played by merchant bankers in the market making process.
- 3.8 Arrangement of inter - corporate loans.
- 3.9 Scope of merchant banking in India.

Unit IV Leasing And Hire Purchase

- 4.1 Concept of leasing
- 4.2 Types of lease
- 4.3 Structure of leasing industry.
- 4.4 Legal aspects of leasing.
- 4.5 Problems and prospects of leasing
- 4.6 Meaning of hire purchase.
- 4.7 Leasing vs hire purchase.
- 4.8 Problems and prospects of hire purchase in India

Unit V Dematerialisation, Rematerialisation, Factoring And Forfeiting

- 5.1 Meaning of dematerialization and rematerialization.
- 5.2 Objectives, functions, merits and demerits of Dematerialization and Rematerialization.
- 5.3 Progress of demat in India .
- 5.4 Growth and functioning of NSDL and CDSL.
- 5.5 Concepts of factoring.
- 5.6 Significance and Types of Factoring .
- 5.7 Factoring mechanism.
- 5.8 Factoring services in India .
- 5.9 Define Forfeiting.
- 5.10 Factoring vs Forfeiting.
- 5.11 Problems and prospects of Forfeiting.

TEXT

Dr. D. Joseph Anbarasu et al, Financial Services 3rd Ed, Sultan Chand & Sons.

Gordon Natarajan, Financial Markets and Services – Himalaya publishing House

REFERENCE

S.C.Kuchal, Financial Management, Vikas

C.R.Kothari, Investment Banking and Customer service, Arihant.

Verma& J C Merchant, Organisation and Management, TMH

Dr.S.Gurusamy, Essentials of Financial services – MC Graw Hill.

**SEMESTER VI
STRATEGIC MANAGEMENT**

Core : XIII
Hours: 6

Course Code :U18CI613
Credit : 5

COURSE OBJECTIVES

At the end of the course, students shall be able to understand the issues involved in the Strategic Management, appreciate the relevance in current management area.

Unit I Introduction to Strategic Management

- 1.1 Business Policy
- 1.2 Meaning and Nature of Strategic management
- 1.3 Business Strategy
- 1.4 Strategic Levels in Organizations
- 1.5 Strategic Management in Government and Not-for-profit organization

Unit II Dynamics of Competitive Strategy

- 2.1 Competitive Landscape
- 2.2 Strategic Analysis
- 2.3 Industry and Competitive Analysis
- 2.4 Core Competence
- 2.5 Competitive Advantage
- 2.6 Internal and External Analysis
- 2.7 SWOT Analysis (viii) Globalization

Unit III Strategic Management Process

- 3.1 Strategic Planning
- 3.2 Strategic Intent – Vision, Mission and Objectives
- 3.3 Strategy Formulation

Unit IV Corporate Level Strategies

- 4.1 Concepts and Nature of Corporate Strategy
- 4.2 Strategic Alternatives at Corporate Level
 - 4.2.1 Growth
 - 4.2.2 Stability
 - 4.2.3 Expansion
 - 4.2.4 Business Combinations – Mergers and Acquisitions
 - 4.2.5 Strategic Alliances
 - 4.2.6 Turnaround
 - 4.2.7 Retrenchment and Retreat
 - 4.2.8 Business Level Strategies
- 4.3 Competitive Strategies at Business Level
- 4.4 Michael Porter's Generic Strategies
- 4.5 Best-Cost Provider Strategy

Unit V Functional Level Strategies

- 5.1 Marketing Strategy
- 5.2 Financial Strategy
- 5.3 Operations Strategy
- 5.4. Human Resource Strategy
- 5.5 Research and Development

Text book Reference

1. Strategic Management – John A Pearce II and Richard B Robinson – Tata McGraw hill.
2. Study materials of The Institute of Chartered Accountants of India on Strategic Management

**SEMESTER VI
BUSINESS VALUATION AND BUSINESS ANALYSIS**

Elective : III
Hours : 6

Course Code :U18CI6:1
Credits : 5

Course Objectives

This course will have all the elements that would go into reviewing a potential investment opportunity. The path to evaluating the opportunity to its fullest after one has gone through basics of strategy, finance, and accounting.

Unit I Financial Models

- 1.1 Financial Models for project appraisal
- 1.2 Use of functions like Net Present Value (NPV)
- 1.3 Internal Rate of Return (IRR)
- 1.4 Forecasting techniques.

Unit II Business Valuation Basics:

- 2.1 Principles and techniques of valuation
- 2.2 DCF, Multiple methods
- 2.3 Accounting based valuation
- 2.4 Assets valuation, Earning valuation
- 2.5 Cash flow valuation: Other valuation basis.

Unit III Valuation in Mergers and Acquisitions:

- 3.1 Assets and cash flows
- 3.2 Strengths and weakness of various valuation method
- 3.3 Recognition of interest of various stakeholders
- 3.4 Selection of appropriate cost of capital for valuation
- 3.5 Synergistic benefits, forms of consideration and terms of acquisitions
- 3.6 Post-merger integration process.

Unit IV Fair value in Accounting Measurement:

- 4.1 Concept
- 4.2 Measurement techniques and standards
- 4.3 Challenges
- 4.4 Accounting treatment.

Unit V Valuation of Intangibles:

- 5.1 Intellectual property
- 5.2 Intangibles
- 5.3 Brand Valuation.

Theory 20%, Problems 80%

BOOKS FOR REFERENCE

1. Paul M Healy & Krishna G Palepu, Business Analysis Valuation : Using Financial statements
2. Study material by the faculty

SEMESTER VI

Elective - III

RETAIL MANAGMENT

Corse code U18CI6:2

Hours: 6

Credits: 5

COURSE OBJECTIVE

After completing this course, the student will know various forms of retailing businesses, have developed knowledge on store location, practical analysis of site and trading, inventory management, analyse critical elements of retail stores operations and equip himself with skills critical for store keeping strategies.

Unit I Retailing

- 1.1 Meaning
- 1.2 Definition
- 1.3 Characteristics
- 1.4 Retailing principles
- 1.5 Retail sales objectives
- 1.6 Retailing in India
- 1.7 Across the globe
- 1.8 Emerging trends in retailing
- 1.9 Retail formats –
 - 1.9.1 Store based
 - 1.9.2 Non-store based –
 - 1.9.3 Traditional and non-traditional retailing –
 - 1.9.4 Internet retailing –
 - 1.9.5 Cyber retailing.

Unit II Store Location

- 2.1 Importance
- 2.2 Selection of loyalty
- 2.3 Site analysis
- 2.4 Trading analysis
- 2.5 Demand and supply density
- 2.6 Site availability
- 2.7 Trends in store location
- 2.8 Retail marketing segmentation
- 2.9 Significance
- 2.10 Market segmentation process
- 2.11 Key retail segments.

Unit III Inventory

- 3.1 Reasons for holding inventory
- 3.2 Methods of inventory control
- 3.3 Selective inventory management
- 3.4 EOQ model
- 3.5 ABC analysis-VED analysis- FSN analysis - HML analysis
- 3.6 Inventory costs

- 3.7 Material handling
- 3.8 Latest development in inventory management.

Unit IV Retail Store Operations

- 4.1 Elements of retail store operations
- 4.2 Management of retail store
- 4.3 The role of centralized retailer
- 4.4 An integrated retailing approach
- 4.5 Operations master schedule
- 4.6 Store maintenance
- 4.7 Energy management
- 4.8 Retailing success tips.

Unit V Distribution management

- 5.1 Distribution channel
- 5.2 Functions of a distribution channel
- 5.3 Channel levels
- 5.4 Elements of physical distribution
- 5.5 Wholesaling
 - 5.5.1 Classification and characteristics
- 5.6 Warehousing
 - 5.6.1 Need
 - 5.6.2 Benefits
 - 5.6.3 Functions
 - 5.6.4 Features
 - 5.6.5 Classifications

TEXT

Dr.Harjit Singh, (2014), Retail Management - A Global Perspective, Text and Cases, S.Chand& Company Ltd., New Delhi

REFERENCE

Gibson G Vedamani, (2011), Retail Management:- Functional Principles and Practices, Jaico Publishing House, New Delhi.

GouravGhosal, (2010), Retail Management, Maxford Books PublishingHouse, New Delhi.

Dr. L. Natarajan (2016), Retail Management, Margham Publications, Chennai.