



COURSE PLAN
Ms. Reena Balani
Department of Commerce



ODD SEMESTER

**2017-18
Department of Commerce
SEMESTER I
B.COM 101 cost Accounting-I**

| Months | Topics | Duration |
|---|---|----------|
| July, 2017 | Introduction: Definition of Costing, Objectives of Cost Accounting; Importance of Cost Accounting to Business Concern, Advantages of a Cost Accounting system, Installing a Cost Accounting System, Essentials of a good Cost Accounting System. Cost, Cost object, Cost units and Cost Centres, Types of costs, classification of costs, cost sheet, total costs and unit costs. Costing Methods and Techniques Accounting for material. | 1 Month |
| August, 2017 | Material control: concept and techniques; pricing of material issues, treatment of material losses. Accounting for labour: Labour cost control procedure; labour turnover, idle time and overtime; methods of wage payment-time and piece rates; incentive schemes. | 1 Month |
| Sept, 2017 | Accounting for overheads: Introduction, Definition, Classification of Overhead- Element-wise, Functional and Behavioural; Need for of classifying overhead into fixed and variable; various types of overheads. | 1 Month |
| 2 nd Oct. – 14 th Oct 2017 | CIA | |
| 14 th Oct. – 2 nd Nov. 2017 | Allocation and apportionment of Overhead; Absorption of Overhead: various methods and their application; Treatment of under absorption/over absorption of overheads. | 1 Month |
| 18 th Nov – 14 th Dec 2017 | END SEMESTER EXAMS | |

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Department of Commerce
SEMESTER III
B.COM 304 Fundamentals of Entrepreneurship-I

| Months | Topics | Duration |
|--------------|--|----------|
| July, 2017 | <p>Entrepreneurship - meaning and definition, features, types, importance and benefits of entrepreneurship.</p> <p>Entrepreneur – meaning and definition, characteristics, types, significance of entrepreneur.</p> <p>Specific traits/ qualities of entrepreneur –</p> <p>Leadership – leadership roles, leadership behaviour.</p> <p>Risk taking – risk tendencies and behaviour of an entrepreneur.</p> <p>Decision making – process of decision making, decision making under conditions of certainty, risk and uncertainty, process to make better strategic decisions.</p> <p>Business planning – meaning of business plan, characteristics of business plan, need and importance of business plan.</p> <p>Role of socio-economic environment on entrepreneurship and vice-versa –Relationship between entrepreneurship and environment, need and importance of entrepreneurial environment, environmental forces or types of environment: definition of internal and external environment, types of external environment (short explanation) – physical environment, economic environment, technological environment, social environment.</p> | 1 Month |
| August, 2017 | <p>Changing values relating to entrepreneurship in dynamic socio-economic environment, factors impeding the growth of entrepreneurship, efforts to encourage entrepreneurship.</p> <p>Theories of entrepreneurship – (a) psychological theories with reference to: innovation theory, theory of need of achievement, theory of recover the withdrawal of status, behavioural theory (b) sociological theory: entrepreneurial group theory, social change theory, cultural theory.</p> <p>Development of entrepreneurship in India (pre and post independence), recent trends for development of entrepreneurship in India.</p> | 1 Month |
| Sept, 2017 | <p>Entrepreneurial behaviour – meaning and types of entrepreneurial behaviour.</p> <p>Innovation and entrepreneur – definition of creativity and</p> | 1 Month |



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| | innovation, difference between creativity and innovation, creative process, innovation process, skills required for innovation, need and role of innovation today, sources and opportunities for innovation. | |
| 2 nd Oct. – 14 th Oct 2017 | CIA | |
| 14 th Oct. – 2 nd Nov. 2017 | Role of entrepreneur in socio-economic growth: as an innovator, in generation of employment opportunities, bringing about social stability, balanced regional development of industries, export promotion and import substitution, forex earnings. | 1 Month |
| 18 th Nov – 14 th Dec 2017 | END SEMESTER EXAMS | |

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BBA Semester – V BBA – 504 Management Accounting

| Months | Topics | Duration |
|---|--|----------|
| July, 2017 | Meaning, scope and limitation of management accounting, distinction financial accounting and management accounting and cost accounting, role of management accountant in decision making. | 1 Month |
| August, 2017 | Cost analysis: Absorption and variable costing, understanding about cost behaviour, fixed, variable, semi-variable cost, cost-volume profit analysis | 1 Month |
| Sept, 2017 | Alternative choice decision, relevant cost, sunk cost, programme cost, special offer, make or buy process and further process, shutdown. Business budget: concept and use in budget in planning and control, type of budgets. Flexible and fixed budget, cash budget, standard costing system | 1 Month |
| 2 nd Oct. – 14 th Oct 2017 | CIA | |
| 14 th Oct. – 2 nd Nov. 2017 | Variance Analysis: Material variance, Labour variance, Fixed and variable overhead variance, Sales variance. Management Reporting system. | 1 Month |
| 18 th Nov – 14 th Dec 2017 | END SEMESTER EXAMS | |

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Department of Commerce
SEMESTER I
M.COM 1.1 Management Accounting

| Months | Topics | Duration |
|---|--|----------|
| July, 2017 | Management Accounting-An Introduction: Nature & Scope, Financial Accounting vs. Cost Accounting vs. Management Accounting; Functions, Techniques, Principles; Scope; Utility; Limitations; Essentials for Success. Management Accountant: Position, Role and Responsibility; Working Capital-Concept, factors affecting working capital requirement, sources of working capital, ascertainment of Working capital requirement. | 1 Month |
| August, 2017 | Marginal Costing and Break even analysis : Marginal Cost; Marginal Costing and Differential Costing Marginal Costing and Absorption Costing; Contribution Analysis; Cost – Volume- Profit Analysis; Different types of Break-even Points and Charts; Advantages and limitations of BEP Charts | 1 Month |
| Sept, 2017 | Marginal Costing, Applications of BEP in sales and Mix Product Lines. Decisions Involving Alternate Choices: Cost Concepts Associated with Decision making; Evaluation Process; Specific Management Decisions – Make or buy; Expand or buy; Expand or Contract; Change vs. Status Quo;. Retain or Replace; Explaining New Markets; Optimum Product Mix; Adding and Dropping a Product. | 1 Month |
| 2 nd Oct. – 14 th Oct 2017 | CIA | |
| 14 th Oct. – 2 nd Nov. 2017 | Capital Budgeting Decisions: Nature and Kinds of Capital Budgeting Decisions; techniques of evaluating capital budgeting decisions, Management Reporting System. | 1 Month |
| 18 th Nov – 14 th Dec 2017 | END SEMESTER EXAMS | |

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EVEN SEMESTER

**Department of Commerce
SEMESTER II
BCOM – 201Cost Accounting-II**

| Months | Topics | Duration |
|---|---|----------|
| 15 th Dec 2017-20 th Jan 2018 | Unit Costing: Definition, Objectives, Types of Cost unit, Production Account, Differences between cost sheet and production account, treatment of work in progress, scrap and wastage, spoilage and defectives, opening and closing stock of finished goods, determination of tender price, absorption of overheads Operating costing: Introduction, Transport Costing, Hotel Costing, Power house Costing, Hospital Costing and Cinema Costing. Job Costing: Definition, features, procedure, Job Cost sheet. Batch Costing: Definition, Economic Batch Quantity and its determination, Batch Cost Sheet. | 1 Month |
| 21 st Jan to 22 nd Feb 2018 | Contract Costing: Progress payments, Retention money, Escalation clause, Contract accounts, Treatment of notional profit, Presentation of work in progress in Balance Sheet. Process Costing: Meaning, Features, Process v/s Job Costing, preparation of process accounts. Treatment of Normal loss, abnormal loss and abnormal gain, Treatment of Opening and closing Stock, Inter process profit, By Product and Joint Product Cost Accounting. | 1 Month |
| 23 rd Feb to 9 th March 2018 | CIA I | |
| 10 th March -5 th April 2018 | Cost Records: Non-Integrated System, Meaning & Features; Ledgers Maintained; Accounts prepared; General/Cost Ledger Adjustment Account; Meaning of Closing Balance in Various Accounts. Integrated System: Meaning, Features, Advantages and accounting entries. Reconciliation of Cost and Financial Statements: Introduction, meaning, Reasons for difference in profits disclosed by Financial Accounts and Cost Accounts, Objectives, Procedure, Format, Preparation of Reconciliation Statement in various situations and Memorandum Reconciliation account. | 1 Month |
| 15 th April - 6 th May 2018 | END SEMESTER EXAMS | |

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Department of Commerce SEMESTER IV BCOM – 404 Fundamentals of Entrepreneurship-II

| Months | Topics | Duration |
|---|---|----------|
| 15 th Dec 2017-20 th Jan 2018 | Promotion of a new venture – stages/steps for promoting a new venture. SWOT analysis External environment analysis – meaning, need and importance of environmental analysis, brief description of: economic environment, socio-cultural environment, technological environment, competitive factors. Legal requirements for establishment of a new unit – legal forms of organization, SSI registration, objectives and benefits of registration, provisional and permanent registration, procedure of registration. | 1 Month |
| 21 st Jan to 22 nd Feb 2018 | Financing the new enterprise: raising of funds – critical issues, short-term and long finance, sources of short-term and long term finance. Venture capital financing and documentation – definition of venture capital, seed capital and start-up capital, features of venture capital, difference between venture capital financing and traditional financing, venture capital financing stages, venture capital process, roles and fields of venture capital, sources of supply of venture capital in India, regulation and guidelines for venture capital, venture capital investment process and documentation. | 1 Month |
| 23 rd Feb to 9 th March 2018 | CIA I | |
| 10 th March -5 th April 2018 | Entrepreneurial Development Programmes – meaning and definition of EDPs, nature or characteristics of EDPs, need or importance of EDPs, objectives of EDPs, phases or stages of EDPs, critical evaluation of EDPs in India, suggestions to make EDPs more effective. Role of government in Entrepreneurial Development – government role in the form of assistance and incentives. | 1 Month |
| 15 th April - 6 th May 2018 | END SEMESTER EXAMS | |

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SEMESTER VI

BCOM – 604 Fundamentals of Insurance-II

| Months | Topics | Duration |
|---|--|----------|
| 15 th Dec 2017-20 th Jan 2018 | Insurance agent: definition, nature, duties, and rights, Agent Remunerations, Procedure for becoming an agent, Pre-requisites for obtaining license, Cancellation of License, Revocation or suspension/ Termination of agent's appointment, Code of Conduct. | 1 Month |
| 21 st Jan to 22 nd Feb 2018 | Functions of the agent, Nomination and Assignment- Meaning & Importance, Life insurance selling & Underwriting the life insurance policy and insurance documents. | 1 Month |
| 23 rd Feb to 9 th March 2018 | CIA- I | |
| 10 th March - 5 th April 2018 | Types of Insurance Plans, Issue of policy - Cover note, Receipt, Risk Coverage. Product pricing- Actuarial aspect: basis and types of premium, rebate and premium plans. Procedure regarding settlement of policy claims (Maturity claims, Mediclaims & Death claims). | 1 Month |
| 15 th April -6 th May 2018 | END SEMESTER EXAMS | |

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SEMESTER II

M.COM – 2.1 Advanced Business Statistics

| Months | Topics | Duration |
|---|--|----------|
| 15 th Dec 2017- 20 th Jan 2018 | Association of Attributes: Meaning, Classification, Methods, calculation of Association of Attributes, Partial Association, Consistency of Data. Probability: Basic concepts, Type of events conditional probability, Joint Probability, Baye's theorem and its applications. | 1 Month |
| 21 st Jan to 22 nd Feb 2018 | Concept and application of Binomial, Poisson, and Normal distributions. Interpolation and Extrapolation: Definition, need, Importance, Methods- Binomial Method, Newton's Method of Advancing differences, Newton's Divided Difference Method and Lagrange's Method. | 1 Month |
| 23 rd Feb to 9 th March 2018 | CIA I | |
| 10 th March -5 th April 2018 | Matrices: Definition of a matrix, types of matrices, Basic operations, Transpose, Determinant of a square Matrix, Minor and Co-factors , Adjoin of a square Matrix, Elementary operations on Matrix , Inverse of a matrix, Solution to System of Linear equations- Matrix Inverse method and Cramer's method. Elements of Statistical Decision Theory: Introduction, Decision under Uncertainty-Maxi-Max Criterion, Maxi-Min Criterion, Mini- Max Regret Criterion, Hurwicz criterion, Laplace criterion. Decision under Risk- EMV Criterion, Expected Opportunity Loss Criterion, Expected value of perfect information, Marginal Analysis method. | 1 Month |
| 15 th April -6 th May 2018 | END SEMESTER EXAMS | |

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