

**Government College Jhandutta
Teh.Jhandutta, District Bilaspur-HP
Department of Commerce**

Program outcome

- The students will have insights into the fundamental concept of business and the importance of business environment in doing business.
- Fundamental concepts of entrepreneurship and project planning and development will help the self-driven students in considering the enterprise development as one of the career option sooner or in later stages of life and how to go about it.
- Students will be aware of some basic skills that are required for doing business.
- Learners will be able to prepare financial statements in accordance with appropriate accounting standards
- To be able to comment on the recent trends like digital payments, FDI and other futuristic trends in the banking and insurance sector.
- To be able to analyse the opportunities and challenges faced by Indian Corporates for smooth transition to e-commerce in B2B, B2C, C2C activities.
- Learners will be able to prepare financial statements in accordance with appropriate Indian Accounting Standards.

Course outcome.

B.Com First Year-

Financial Accounting (B C1.1)

- The meaning characteristics, functions, limitations, branches, nature, principles, conventions, bases of accounting, accounting standard, journals, ledger, and trial balance.
- Measurement of business income. Revenue recognition, depreciation.
- Meaning & methods, inventories meaning & methods lif0, fif0, final accounts, capital & revenue expenditure etc.
- Journals entry & ledger of hire purchase, accounting treatment in the books of consignor & consignee.
- Joint venture accounting procedure.

- Concept of branches, accounting aspect.
- Debtor system, branch final accounts & balance sheet, accounting of dissolution of the partnership firm including insolvency of partners.
- Comprised accounting system, Tally ERP

Business Organization and Management(BC 1.2)

- Manufacturing & service sector Make in India movement, LPG. MSMEs, corporate social responsibility, franchising, outsourcing & e-commerce.
- Forms of business organizations: sole trade, partnership, company, corporative organisation, CLP, HUF, international business, multi nation companies.
- Management an introduction, planning & strategy, decision making, Indian philosophy of management, departmentation & decentralization, group dynamics & team building.
- Leadership theories & styles, concept, importance & types of motivation, communication process & barriers,
- Marketing management, PLC, Financial management, sources of funds, venture capital, and lease finance, SEBI. HRM.

Business Law (B.C.-1.3)

- Introduction to Indian Contract Act 1872, Sale of Goods Act-1930, Negotiable Instrument Act 1881, Partnership Act-1932 and LLP Act-2008
- Role of law in economic, political and social context.
- Understand the legal consequences in case of discharge of contract, breach of contract and damages.
- Relevance of law to individuals, business and organization
- Understand the laws related to sale and purchase of Goods
- Understand the role and importance of various instruments -Promissory note, bill of exchange, Cheque.
- Understand the structure of partnership firm, rights and obligations of partners.

Business statistics & Mathematics (B.C.-1.4)

- Apply statistical tools & techniques in a diverse variety of disciplines
- Solve problems on their own by analyzing the topics
- Calculate financial values required in business.

- Recognize the importance and value of mathematical and statistical thinking.
- Understand the use and importance of standard deviation , correlation, Index numbers and analysis of Time series.

B.Com Second Year.

Company Law (B.C.-2.1)

- Introduction to Companies Act-2013 and brief reference of previous company laws.
- Role of Company Law Tribunal-Rights and Powers.
- Formation and winding up of company form of organization.
- Major Documents –Memorandum of association , Articles of association,DIN,CIN etc.
- Books of Accounts & Audit.
- Company meetings & resolutions.

Income Tax Law and Practice (BC2.2)

- Basic concepts: Income, agricultural income, person, assesses, assessment year, previous year, gross total income, total income, maximum marginal rate of: Permanent Account Number (PAN) Residential status: Scope of total income on the basis of residential status Exempted income under section
- Income from Salaries, Income from house property
- Profits and gains of business or profession, Capital gains, Income from other sources
- Income of other persons included in assesses total income; Aggregation of income and set-off and carry forward of losses; Deductions from gross total income; Rebates and reliefs. Computation of total income of individuals and firms; Tax liability of an individual and a firm; Five leading cases decided by the Supreme Court.
- Filing of returns: Manually, On-line filing of Returns of Income & TDS; Provision & Procedures of Compulsory On-Line filing of returns for specified assesses.

Computer Applications in Business (BC 2.3)

- Introduction to word Processing, Word processing concepts, Use of Templates.
- Working with word document: Editing text, Find and replace text, Formatting, spell check, Autocorrect, Auto text; Bullets and numbering, Tabs, Paragraph Formatting, Indent, Page Formatting, Header and footer, Tables: Inserting, filling and formatting a table.
- Inserting Pictures and Video; Mail Merge: including linking with Database; Printing documents Creating Business Documents using the above facilities

- Basics of presentations: Slides, Fonts, Drawing, Editing; Inserting: Tables, Images, texts, Symbols, Media; Design; Transition; Animation; and Slideshow. Creating Business Presentations using above facilities
- Applications Spreadsheet concepts, Managing worksheets; Formatting, Entering data, Editing, and Printing a worksheet; Handling operators in formula.
- Project involving multiple spreadsheets, Organizing Charts and graphs Generally used Spreadsheet functions: Mathematical, Statistical, Financial, Logical, Date and Time, Lookup and reference, Database, and Text functions
- Creating spreadsheet in the area of: Loan and Lease statement; Ratio Analysis; Payroll statements; Capital Budgeting; Depreciation Accounting; Graphical representation of data; Frequency distribution and its statistical parameters; Correlation and Regression

Corporate Accounting (B.C.-2.4)

- Introduction to company accounts, format of financial statements-Profit & loss account and balance sheet according to companies Act 2013.
- Issue and forfeiture of shares, Issue and redemption of preference shares and debentures.
- Need of Valuation of shares & goodwill.
- Accounts of Banking Companies and Holding company.

Cost Accounting (BC 2.5)

- Meaning, objectives and advantages of cost accounting; Relationship between cost accounting and financial accounting; Cost concepts and classifications; Elements of cost; Cost Sheet, Installation of a costing system; Role of a cost accountant in an organisation.
- Material Material/inventory control techniques. Accounting and control of purchases, storage and issue of materials. Methods of pricing of materials issues — FIFO, LIFO, Simple Average, Weighted Average, Replacement, Standard Cost. Treatment of Material Losses.
- Labour Accounting and Control of labour cost. Time keeping and time booking. Concept and treatment of idle time, over time, labour turnover and fringe benefits. Methods of wage payment and the Incentive schemes- Halsey, Rowan, Taylor's Differential piece wage.
- Classification, allocation, apportionment and absorption of overheads; Under- and over-absorption; Capacity Levels and Costs; Treatments of certain items in costing like interest on capital, packing expenses, bad debts, research and development expenses; Activity based Costing & Service Costing (brief overview). Reconciliation of cost and financial accounts
- Job costing, Contract costing, Process costing (process losses, valuation of work-in-progress, joint and by-products)

E-Commerce (B.C-2.6)

- E-Commerce Models, web page designing and various payment Gateways.
- Cyber law and cyber crimes.
- Security and encryption.

B.Com Third Year

Corporate Governance & Auditing (B.C-3.1 C)

- Understand the corporate governance, stake holders, business ethics and corporate social responsibility.
- Principles, procedures and techniques in accordance with current legal requirements and professional standards to give an overview of the principles of Auditing.

Fundamentals of Financial Management(BC3.2a)

- Nature, scope and objective of Financial Management, Time value of money, Risk and return (including Capital Asset Pricing Model), Valuation of securities – Bonds and Equities.
- The Capital Budgeting Process, Cash flow Estimation, Payback Period Method, Accounting Rate of Return, Net Present Value (NPV), Net Terminal Value, Internal Rate of Return (IRR), Profitability Index, Capital budgeting under Risk – Certainty Equivalent Approach and Risk- Adjusted Discount Rate.
- Cost of Capital and Financing Decision: Sources of long-term financing Estimation of components of cost of capital. Methods for Calculating cost of equity capital, Cost of Retained Earnings, Cost of Debt and Cost of Preference Capital, Weighted Average cost of capital (WACC) and Marginal cost of capital. Leverage- Operating, Financial & Degree of Leverage. Capital structure –Theories of Capital Structure (Net Income, Net Operating Income, Traditional Approach and MM Hypothesis). Determinants of capital structure.
- Theories for Relevance and irrelevance of dividend decision for corporate valuation; Cash and stock dividends; Dividend policies in practice.
- Concepts of working capital, the risk-return trade off, sources of short-term finance, working capital estimation, cash management, receivables management, inventory management and payables management.

Entrepreneurship(BC3.3)

- Meaning, elements, determinants and importance of entrepreneurship and creative behaviour; Entrepreneurship and creative response to the society' problems and at work; Dimensions of entrepreneurship.
- Concept of business groups and role of business houses and family business in India; The contemporary role models in Indian business: their values, business philosophy and behavioural orientations.
- Public and private system of stimulation, support and sustainability of entrepreneurship. The concept, role and functions of business incubators, angel investors, venture capital and private equity fund.
- Significance of writing the business plan/ project proposal; Contents of business plan/ project proposal; Designing business processes, planning & control, Project submission/ presentation and appraisal thereof by external agencies, such as financial/non-financial institutions
- Mobilising resources for start-up. Accommodation and utilities; Preliminary contracts with the vendors, suppliers, bankers, principal customers; Contract management: Basic start-up problems

Management Accounting (B.C.-3.5 c)

- Understand the use of financial cost and other data for the purpose of managerial planning, control & decision making.
- Use and importance of managerial tools & techniques-ratio analysis, budgeting, standard cost, marginal cost and relevant costs.

Office Management and Secretarial Practice(BC 3.6b)

- Meaning of office. Functions of office – primary and administrative management functions, importance of office, duties of the office manager, his qualities and essential qualifications. Filing and Indexing: Filing and Indexing.
- **Forms and Stationery Mail and Mailing Procedures:** Mailing Procedures – meaning and importance of mail, centralization of mail handling work, its advantages, room equipment and accessories, sorting tables and rack, letter opener, time and date stamps, postal franking machine, addressing machine, mailing scales.
- Modern Office Equipments: Modern Office Equipment – Introduction, meaning and Importance of office automation, objectives of office mechanization, advantages, disadvantages, factors determining office mechanization.
- Budget: Budget - Annual, revised and estimated. Recurring and nonrecurring heads of expenditure

- Audit: Audit process- Vouching, verification and valuation (in brief). Consumables/ Stock register and Asset register. Procedure for disposal of records and assets.
- Banking facilities: Types of accounts. Passbook and cheque book. Other forms used in banks. ATM and money transfer. Abbreviations/Terms used in Offices.
- Definition; Appointment; Duties and Responsibilities of a Personal Secretary; Qualifications for appointment as Personal Secretary. Modern technology and office communication, email, voice mail, internet, multimedia, scanner, video-conferencing, web-casting. Agenda and Minutes of Meeting. Drafting, fax-messages, email. Maintenance of appointment diary.

Personal selling & Salesmanship (B.C.-3.7)

- Understand the fundamentals of personal selling, selling process.
- AIDA model of selling, order book, sales report and sales manual.
- Understand the selling as a career and what it takes to be a success salesman.
- Understand the concept of advertising with the knowledge of growing importance of advertising in today's competitive world.