BACHELOR OF COMMERCE (B.COM-III)

COURSE INPUT DETAILS

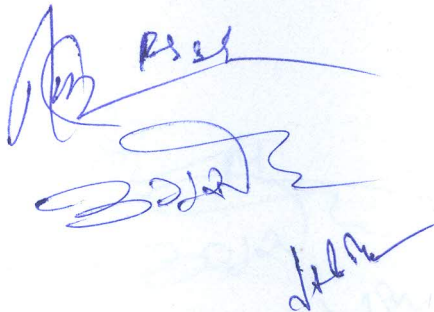## GROUP-A: PAPER-I   CORPORATE ACCOUNTING

OBJECTIVE

This course enable the students to develop awareness about corporate accounting in conformity with the provisions of Companies Act.

COURSE INPUTS

UNIT I   Issue, Forfeiture, and Re-issue of Shares: Redemption of preference shares; Issue and redemption of debentures.

UNIT II   Final accounts: Excluding computation of managerial remuneration, and disposal of profit.

UNIT III   Valuation of Goodwill and Shares.

UNIT IV   Accounting For Amalgamation of Companies as per Indian Accounting Standard 14; Accounting for internal reconstruction-excluding inter-company holdings and reconstruction schemes.

UNIT V   Consolidated Balance Sheet of holding companies with one subsidiary only.

Suggested Readings

1. Gupta R.L., Radhaswamy M: Company Accounts; Sultan Chand and Sons, New Delhi.
2. Maheshwari S.N: Corporate Accounting; Vikas Publishing House, New Delhi.
3. Monga J.R., Ahuja, Girish, and Sehgal Ashok: Financial Accounting; Mayur Paper Backs, Noida.
4. Shukla M. C., Grewal T.S. and Gupta S.C.: Advanced Accounts; S. Chand & Co. New Delhi.
5. Moore C.L. and Jaedicke R.K: Managerial Accounting; South Western Publishing Co., Cincinnati, Ohio.
6. Jha, B.K. and Shah, M.S. : Corporate Accounting, Kedar Nath & Ram Nath Meerut.
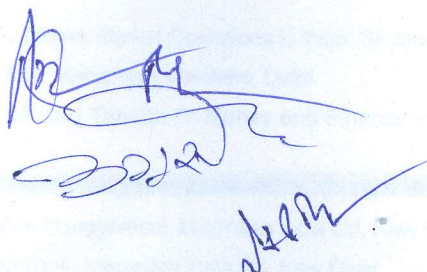
GROUP-A: PAPER-II   AUDITING

OBJECTIVE

This course aims at imparting knowledge about the principles and methods of auditing and their applications.

COURSE INPUTS

UNIT I   Introduction : Meaning and objectives of auditing; Types of audit; Internal audit.

UNIT II   Audit Process : Audit programme; Audit and books; Working papers and evidences; Consideration for commencing an audit; Routine checking and test checking.

UNIT III   Internal Check System: Internal control.

UNIT IV   Audit Procedure: Vouching; Verification of assets and liabilities.

UNIT V   Audit of Limited Companies:

   a.   Company auditor -Appointment, powers, duties, and liabilities.

   b.   Divisible profits and dividend.

   c.   Auditor's report - standard report and qualified report.

   d.   Special audit of banking companies.

   e.   Audit of educational institutions.

   f.   Audit of insurance companies.

UNIT VI   Investigation: Investigation; Audit of non profit companies,

   a.   where fraud is suspected, and

   b.   when a running a business is proposed.

UNIT VII Recent Trends in Auditing: Nature and significance of cost audit; Tax audit; Management audit.

Suggestion Readings

1.   Gupta Kamal: Contemporary Auditing; Tata McGraw-Hill, New Delhi.
2.   Tandon B.N: Principles of Auditing; S. Chand & Co., New Delhi.
3.   Pagare Dinkar: Principles and Practice of Auditing; Sultan Chand, New Delhi.
4.   Sharma T.R: Auditing Principles and Problems; Sahitya Bhawan, Agra.

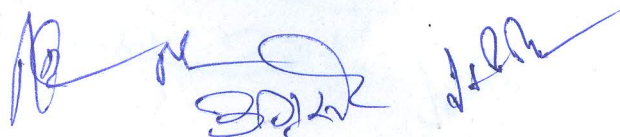# GROUP-B: PAPER-III   MONEY AND FINANCIAL SYSTEM

OBJECTIVE

This course exposes the students to the working of money and financial system prevailing in India.

COURSE INPUTS

UNIT I   Money: Functions; Alternative measures to money supply in India -their different components; Meaning and changing relative importance of each; High powered money -meaning and uses; Sources of changes in high powered money.

UNIT II   Finance: Role of finance in an economy; Kinds of finance; Financial system; Components; Financial intermediaries; Markets and instruments, and their functions.

UNIT III   Indian Banking System: Definition of bank; Commercial banks -importance and functions; Structure of commercial banking system in India; Balance sheet of a Bank; Meaning and importance of main liabilities and assets; Regional rural banks; Cooperative banking in India.

UNIT IV   Process of Credit Creation By Banks: Credit creation process; Determination of money supply and total bank credit.

UNIT V   Development Banks and Other Non-Banking Financial Institutions: Their main features; Unregulated credit markets in India - main feature.

UNIT VI The Reserve Bank of India: Functions; Instruments of monetary and credit control; Main features of monetary policy since independence.

Suggested Readings

1.   Chandler L.V. and Goldfeld S.M: The Economics of Money and Banking; Harper and Row, New York.
2.   Gupta S.B: Monetary Planning of India; S.Chand, New Delhi.
3.   Khan M.Y: India Financial System - Theory and Practice; Tata McGraw Hill, New Delhi.
4.   Reserve Bank of India: Functions and Working.
5.   Banking Commission: Report(s).
6.   Reserve Bank of India: Bulletins
7.   Reserve Bank of India: Annual Report(s)
8.   Report on Currency and Finance
9.   Sengupta A.K. and Agarwal M.K: Money Market Operations in India; Skylark Publications, New Delhi.
10.   Vinayakan N: Banking by 2000 A.D ; Kanishka Publishers, Delhi.
11.   Panchmukhi V.R., Raipuria K.M, and Tandon R: Money and Finance in World Economic Order; Indus Publishing Co, New Delhi.
12.   Khubchandani: Practice and Law of Banking; Macmillan India Ltd, New Delhi,
13.   Hatler: Bank Investment and Funds Management; Macmillan India Ltd, New Delhi,
14.   Merrill: Financial Plannning in the Bank; Macmillan India Ltd, New Delhi,

GROUP-B: PAPER-IV INFORMATION TECHNOLOGY & ITS IMPLICATIONS IN BUSINESS Application

OBJECTIVE

The objective of the course is to familiarize the students with the innovations in information technology and how it affects business. An understanding of the ground rules of these technologies will enable the students to appreciate the nitty-gritty of E-Commerce.

COURSE INPUTS

UNIT I Information Revolution and Information Technology (IT): Deployment of IT in Business; Basic features of IT; Impact of IT on business environment and social fabric; Invention of writing; Written books; Printing press and movable type - Gutenberg's invention; Radio, telephone, wireless and satellite communication; Computing and dissemination of information and knowledge and convergence of technologies (internet with Wireless - WAP).

UNIT II Fundamentals of Computers: Data, information and EDP: Data, information, need and concept of data and information; Levels of information from data; Data processing; Electronic data processing; Electronic machines;

Number Systems and Codes: Different number systems - binary, octal, decimal, hexagonal, and their conversion codes used in computers; BCD, EBCDIC, ASCII; Gray and conversions.

Computer Arithmetic and Gates: Binary arithmetic, complements, addition and subtraction; Conversion from one system to another; Logic Gates, their truthtable and applications minimisation, and K-maps.

Computer Processing System: Definition of computer; Hardware/software concepts; Generation of computers; Types of computers; Elements of digital computer; CPU and its functions; Various computer systems

I/O devices: Basic concepts of I/O devices; Various input devices - Keyboard, mouse; MICR, OCR, microphones.

Various output devices: VDU, printer, plotter, spooling, LS.

Storage Devices: Primary and secondary memory; Types of memories;; Memory capacity and its enhancement; Memory devices and their comparisons; Auxiliary storage, tapes, disks (magnetic and optical); Various devices and their comparison.

System Software - Role of Software, Different System Software: O.S., utilities, element of O.S. -its types and variations; DOS and windows.

Computer and Networks: Need of communication; Data transmission; Baud; Bandwidth; Communication channel; Multiplexing; Basic network concepts; O.S.I. model; Types of topologies; LAN, WAN; Client server concept.

UNIT III Computer-based Business Applications

Word Processing: Meaning and role of word processing in creating of documents, editing, formatting, and printing documents, using tools such as spelling check, thesaurus, etc. in word processors (MS-Word);

Electronic Spreadsheet: Structure of spreadsheet and its applications to accounting, finance, and marketing functions of business; Creating a dynamic/sensitive worksheet; Concept of absolute and relative cell reference; Using built-in functions; Goal seeking and solver tools; Using graphics and formatting of worksheet; Sharing data with other desktop applications; Strategies of creating error-free worksheet (MS-Excel, Lotus 123). Practical knowledge of Wings Accounting (Software), Tally etc.

Programming under a DBMS environment: The concept of data base management system; Data field, records, and files. Sorting and indexing data; Searching records, designing queries, and reports; Linking of data files; Understanding programming environment in DBMS; Developing menu driven applications in query language (MS-Access).

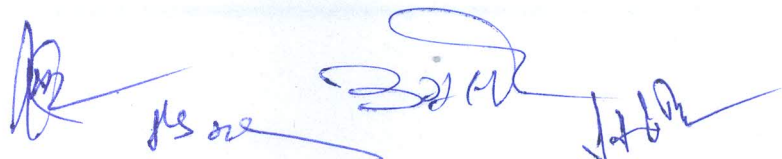**UNIT IV Electronic Data Interchange (EDI)**

Introduction to EDI; Basics of EDI; EDI standards; Financial EDI (FEDI); FEDI for international trade transaction; Applications of EDI; Advantages of EDI; Future of EDI.

UNIT V The Internet and its Basic Concepts

Internet-concept, history, development in India; Technological foundation of internet; Distributed computing; Client-server computing; Internet protocol suite; Application of distributed computing; Client-server computing; Internet protocol suite in the internet environment; Domain Name System (DNS); Domain Name Service (DNS); Generic top-level domain (gTLD); Country code top-level domain (ccTLD); - India; Allocation of second-level domains; IP addresses; Internet protocol; Applications of internet in business, education, governance, etc.
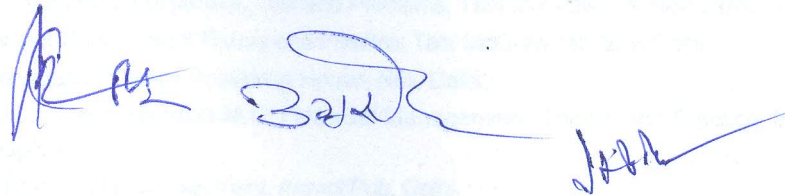
UNIT VI Information System Audit

Basic idea of information audit; Difference with the traditional concepts of audit; Conduct and applications of IS audit in internet environment.

Suggested Readings

1. Agarwala Kamlesh. N. and Agarwala Deeksha: Business on the Net - Introduction to E-Commerce; Macmillan India, New Delhi.

2. Agarwala Kamlesh. N. and Agarwala Deeksha: Bulls, Bears and The Mouse: An Introduction to Online Stock Market Trading; Macmillan India, New Delhi.

3. Agarwala Kamlesh. N. and Agarwala Prateek Amar: WAP the Net: An Introduction to Wireless Application Protocol; Macmillan India , New Delhi.

4. Bajaj Kamlesh K. and Nag Debjani: E-Commerce: The Cutting Edge of Business; Tata McGraw Hill, New Delhi.

5. Edwards, Ward and Bytheway: The Essence of Information Systems; Prentice Hall New Delhi.

6. Garg & Srinivasan: Work Book on Systems Analysis & Design; Prentice Hall New Delhi.

7. Kanter: Managing with Information; Prentice Hall New Delhi.

8. Minoli Daniel, Minoli Emma: Web Commerce Technology Handbook; Tata McGraw Hill, New Delhi.

9. Minoli Daniel: Internet & Intranet Engineering; Tata McGraw Hill, New Delhi.

10. Yeats: Systems Analysis & Design; Macmillan India, New Delhi,

11. Goyal: Management Information System; Macmillan India , New Delhi.

12. Timothi J O'Leary: Microsoft Office 2000; Tata McGraw Hill, New Delhi.