

DEPARTMENT OF COMMERCE

U.G. PROGRAMME

SYLLABUS

2016 – 2019 BATCH

V SEMESTER



A. D. M. COLLEGE FOR WOMEN

NAGAPATTINAM

**SEMESTER V
CORE COURSE IX
CORPORATE ACCOUNTING**

Internal Marks : 25
External Marks : 75
Total Marks : 100

Instruction Hrs : 6
Credit : 6
Exam. Hrs. : 3

Objective : To help the students to acquire the conceptual knowledge on Corporate Accounting and to understand the various techniques of preparing the financial Statements of various companies.

UNIT I : Introduction

Company Accounts – Introduction – Legal Provisions regarding Issues of Shares – Applications, Allotment, Calls, Forfeiture, Re-issue, Premium and Discount – Accounting entries. **18 Hrs.**

UNIT II : Issue and Redemption of Preference Shares and Debentures

Issue and Redemption of Preference Shares, Issue and Redemption of Debentures – Kinds of Debenture issue – Redemption through Sinking Fund. **18 Hrs.**

UNIT III : Final Accounts of Companies

Profit prior to incorporation – Final accounts of Companies (New Format). including Managerial Remuneration **18 Hrs.**

UNIT IV : Holding Company Accounts

Holding Company Accounts – Consolidated Balance Sheet. (Excluding inter- company holding and multiple subsidiaries) - AS -21 **18 Hrs.**

UNIT V : Banking and Insurance Company Accounts

Final Accounts of Banking Companies and Insurance Companies (New Format) - (AS - 4) **18 Hrs.**

Theory 25 marks, Problems:50 marks

Text Book:

1. S.P. Jain and L.L. Narang. Corporate Accounting, Kalyani Publishers, Chennai.

Reference Books:

1. Dr. Arulanandam M.A and Raman K.S –Corporate Accounting, Himalaya Publishing House, 'Ramdoot' Dr. Bhalearo Marg. Giragaon, Mumbai -4
2. Dr. Ganeson.S and S. R. Kalavathy, Corporate Accounting, Thirumalai, Publication Publishers and Book Sellers, Nagorkovil – 1.
3. Gupta R. L. and Radhaswamy M. Corporate Accounting, Sultan Chand & Sons., Educational Publilshers, 24,Dharyaganj, NewDelhi 100 002.

**SEMESTER V
CORE COURSE X
FINANCIAL MANAGEMENT**

Internal Marks : 25
External Marks: 75
Total Marks : 100

Instruction Hrs : 6
Credit : 5
Exam Hrs : 3

Objective : To provide knowledge on the various aspects of managing finance of Business concerns.

UNIT I : Financial Management

Financial Management: Meaning and scope – Objectives: Profit maximization, Wealth maximization – Functions – Financial decisions – Time value of money: Present value and Compound value – Cost of capital – Cost of debt – Cost of preference share capital – Cost of equity – Cost of retained earnings – Weighted average cost of capital. **18 Hrs.**

UNIT II : Capital structure

Capital structure – Meaning and features – Factors determining capital structure – EBIT-EPS relationship (AS-20) – Indifference point of EBIT – Theories of capital structure: Net income approach, Net operating income approach, MM approach and Traditional approach. **18 Hrs.**

UNIT III : Leverage and Dividend Policy

Leverage – Meaning, significance and types – Operating leverage – Financial leverage – Combined leverage – Dividend policy – Determinants of dividend policy – Theories: relevance and irrelevance with value of firm – Forms of dividend – Stock dividend – Bonus issue – Stable dividend. **18 Hrs.**

UNIT IV : Working capital management

Working capital management – Determinants of working capital – Forecasting of working capital requirements – Cash management – Motives of holding cash – Stages in cash management: Cash planning, Collection and disbursement of cash, Optimum cash balance – Boumul model – Investment of surplus cash. **18 Hrs.**

UNIT V : Receivables management

Receivables management – Objectives – Factors influencing size of receivables – Credit policy – Credit standard – Credit term – Collection policy – Incremental analysis – Inventory management – Meaning – Types of inventory – Purpose of holding inventory – Excess or inadequate inventory – EOQ – Levels of stock: reorder level, minimum level and maximum level – Techniques – ABC, VED, FSN and HML analysis. **18 Hrs.**

Note: Theory 30 Marks; Problem 45 Marks

Text Book

Dr. Maheshwari.S.N, Elements of Financial Management, Sultan Chand & Sons. NewDelhi.

Books for Reference

1. Khan & Jain, Financial Management, Tata Mcgraw Hill Publisher, New Delhi.
2. Dr. Prasanna Chandra, Fundamentals of Financial Management, Tata Mcgraw Hill Publisher, New Delhi
3. Sharma and Sasi Gupta, Financial Management, Kalyani Publications, Chennai.

**SEMESTER V
CORE COURSE XI -
AUDITING**

Internal Marks : 25
External Marks : 75
Total Marks : 100

Instruction Hrs : 4
Credit : 4
Exam Hrs : 3

Objective : To impart knowledge about Auditing principles and its practices.

UNIT I : Introduction to Auditing

Audit – Meaning and Definition - Difference between auditing and accountancy - Scope of auditing - Objectives of auditing. Materiality in auditing, - Types of Audit Techniques of auditing - Standards on auditing.

12 Hrs.

UNIT II : Internal Check and Control

Internal check - Meaning - Nature and Scope of internal audit - Financial vs. operational audit - Internal control: nature and scope - Verification of evidence - Detailed checking vs. sample checking - Internal audit and statutory audit - Interface between internal auditor and statutory auditor.

12 Hrs.

UNIT III : Company Auditor

Appointment – Qualification and Disqualification – Remuneration – Removal – Rights and Duties.

12 Hrs.

UNIT IV : Vouching and Verification of Assets and Liabilities :

Vouching - Meaning – Objectives – Importance – Voucher – Vouching of Receipts and Payments – Verification and Valuation of Assets and Liabilities..

12 Hrs.

UNIT V : Audit Approach

Audit Approach in an EDP Environment –Techniques – Control Processing – Computer Aided Audit - Professional Ethics of an auditor.

12 Hrs.

Text Book

1. Tandon B.N - Practical Auditing, S. Chand & Co. Ltd, NewDelhi.

Books for Reference

1. Dinkar pagare - Principles and practice of Auditing, Sultan Chand & Sons 23, Daryagani, NewDelhi –110 002.
2. Kamal Gupta - Contemporary Auditing, Tata McGraw Hill Company, NewDelhi.
3. Porwal and Kapoor - Auditing, Kitab Mahal Agencies, 22-a Sarojini Naidu marg, Allahabad – 211 001.
4. Sharma T. R. - Auditing- Sathiya Bhavan Publications, Hospital Road, Agra – 282 003.
5. Spicer & Pegler - Practical Auditing, Sri Vishnu Publications, Chennai.

**SEMESTER V
CORE COURSE XII -
COMPUTER APPLICATIONS IN BUSINESS – THEORY**

Internal Marks : 10
External Marks : 30
Total Marks : 40

Instruction Hrs : 2
Credit : 2
Exam Hrs : 2

Objective : To impart basic knowledge on Computer operations in MS-Office and Accounting Package

UNIT I : Computer

Meaning of Computer – Characteristics of Computer – Structure of Computer – Components – Types of Computer – Memory – Input and Output devices – Hardware and Software - Operating System – Areas of Application – Impact of Computers on Organisations.

10 Hrs.

UNIT II : MS Word and MS Excel

Introduction to Word – Creating, Editing, Formatting documents – Mail merge – MS Excel – Opening, Saving, and Closing Worksheet –Editing and formatting Worksheets – Different types of Charts – Financial and Statistical functions.

10 Hrs.

UNIT III : Computerised Accounting – Tally Software Package

Computerised Accounting – Features of Tally – Creation of Company, Group, Ledger – Types of Vouchers – Inventories – Creation of Stock Category, Stock Group and Stock Item – Creation of Cost Centre and Cost Category

10 Hrs.

Text Book

Prof. K.MohanKumar & Dr.S.Rajkumar, Computer Applications in Business,
Tata McGraw Hill Education Private Limited, New Delhi.

Book for Reference

1. S.Palanivel, Tally – Accounting Software, Margham Publications, Chennai.
2. Namrata Agrewel – Financial Accounting using Tally, Dream tech Press, 19A, Ansari Road, Danyaganj , New Delhi – 110 002.

SEMESTER V
CORE COURSE XII -
COMPUTER APPLICATIONS IN BUSINESS – PRACTICAL

Internal Marks: 15
 External Marks: 45
 Total Marks : 60

Instruction Hrs : 2
 Exam Hrs : 2
 Credit : 1

MS Word

1. Creating business letters.
2. Creating an application for the job with Bio – data.
3. Creating Circular letter with Mail Merge option.
4. Creating a table by using the split and merge option. **10 Hrs.**

MS Excel

1. Creating a Worksheet like Mark Sheet, Pay Slip, and PF Contribution List
2. Creating Charts
3. Filtering the data using auto filter, custom filter using comparison operators **8Hrs.**

Accounting Package

1. Creation of Company.
2. Creation of Ledgers.
3. Preparing Voucher entries for the given transaction.
4. Preparing Final accounts from the Trial balance given with simple adjustments.
5. Creating Cost Category and Cost Centre. **12 Hrs.**

Text Book

Prof. K.MohanKumar & Dr.S.Rajkumar, Computer Applications in Business,
 Tata McGraw Hill Education Private Limited, New Delhi.

Book for Reference

1. S.Palanivel, Tally – Accounting Software, Margham Publications, Chennai.
2. Namrata Agrewel – Financial Accounting using Tally, Dream tech Press, 19A, Ansari Road, Danyaganj , New Delhi – 110 002.

**SEMESTER V
MAJOR BASED ELECTIVE I -
FINANCIAL SERVICES**

Internal Marks : 25
External Marks : 75
Total Marks : 100

Instruction Hrs : 4
Credit : 4
Exam Hrs : 3

Objective:

To enable the students to know the nature and types of financial services.

Unit I Introduction

Financial services – Meaning – Classification – Financial products and services – Challenges facing the financial service sector – Merchant banking– Meaning – Functions- SEBI Guidelines – Scope of merchant banking in India. NBFCs – RBI guidelines.

12 Hrs.

Unit II Hire Purchase and Lease Financing

Hire purchase – Meaning – Features – Process – Hire purchase and credit sales – Hire purchase vs Instalment purchase – Banks and hire purchase business – Hire purchase and transport industry – Leasing – Concept – Steps involved in leasing – Lease vs Hire purchase – Types of lease – Problems and prospects of leasing in India.

12 Hrs.

Unit III Mutual Funds

Mutual funds – Meaning – Types – Functions – Advantages – Institutions involved – UTI, LIC, Commercial banks – Entry of private sector – Growth of mutual funds in India- SEBI Guidelines – AMC.

12 Hrs.

Unit IV Venture capital

Venture capital – Meaning – Features – Methods of venture capital financing – Modes of venture financing – Venture capital investment process – Factors determining venture investment – Exit mechanism – Advantages of venture capital – Issues of Indian venture capital industry.

12 Hrs.

Unit V Factoring

Factoring – Concepts – Significance – Types – Factoring mechanism – Factoring vs bills discounting – Factoring in India – Forfaiting – Meaning – Forfaiting vs Export factoring - Problems of Forfaiting and factoring.

12 Hrs.

Text and Reference Books (Latest revised edition only)

1. E.Gordon and K.Natarajan -Financial markets & services, Himalaya publishing house, Chennai.
2. E.Dharmaraj - Financial services, S.Chand& Co., New Delhi-2.
3. S.Mohan and R.Elangovan - Financial Services, Deep and Deep Publications.
4. S. Gurusamy - Financial Services, Vijay Nicole Imprints (P) Ltd.
5. Vinod Kothari - Lease Financing and Hire Purchase, Wadhaw and Co., Nagpur.

SEMESTER V SKILL BASED ELECTIVE II - SALESMANSHIP

Internal Marks : 25
External Marks : 75
Total Marks : 100

Instruction Hrs : 2
Credit : 2
Exam Hrs : 3

Objective : To impart knowledge about salesmanship and personal selling.

UNIT: I : Personal Selling and Salesmanship

Personal Selling - Definition – Components - Salesmanship – Definition – Features – Objectives – Types – Classification – Functions – Duties and Responsibilities of salesman.

6 Hrs.

UNIT: II : Process of Personal Selling and its Theories

Steps involved in personal selling process - AIDA Theory – Right Set of Circumstances Approach - Buyers Formula Theory - Behaviour Equation Theory.

6 Hrs.

UNIT: III Sales Organisation and Recruitment and Training of Salesman

Sales Organisation -Importance - Needs – Functions – Importance of Sales Forecasting – Factors of Sales Forecasting - Techniques – Structure ; Recruitment – Process - Training – Need - Objectives – Advantages – Types and Methods.

6 Hrs.

Unit:IV: Remuneration of salesman

Remuneration – Needs – Tools – Objectives – Remuneration Scheme – Essentials of a good plan – Methods of Remuneration.

6 Hrs.

Unit:V: Control of Salesman

Meaning - Needs – Advantages– Methods. Sales Territories – Factors influencing in fixing Sales Quotas- Methods of Setting sales quotas – Advantages – Limitations – Routing and Scheduling – Evaluation of Performance.

6 Hrs.

Text Book

P. Saravanel & P. Sumathi - Advertising and Salesmanship, Margham Publications, Chennai.

Books for Reference

Rajan Nair & Sanjith, Marketing, Sultan Chand & Sons, New Delhi.

SEMESTER V
SKILL BASED ELECTIVE III -
E- COMMERCE

Internal Marks : 25
 External Marks : 75
 Total Marks : 100

Instruction Hrs : 2
 Credit : 2
 Exam Hrs. : 3

Objective : To enable the students to become competent to understand the mechanism for excelling in e-commerce based employments and self – employment opportunities.

UNIT I : Introduction to E-Commerce:

E-Commerce – Definition – Goals of E-Commerce – Functions – Advantages and Disadvantages – Scope of E- Commerce. **6 Hrs.**

UNIT II: Planning of online Business:

Nature of Internet – E-business models – Website design. E-Commerce – Pure online vs. Brick and Click business – Assessing requirement for an online Business designing, developing and deploying system. **6 Hrs.**

UNIT III: Technology for online business:

Internet and its evaluation, IT infrastructure – Middle wares, Domain names, Contents: Text and integrating E-business Applications, Components of Internet Information Technologies Structure, Intranet and Extranet – Difference. **6 Hrs.**

UNIT IV: Operations of E-Commerce

Online payment mechanism – Payment gateways – visitors to web site – Electronic Payment Systems – Tools for promoting web sites- risk management options for EPS. **6 Hrs.**

UNIT V : Security and Legal aspects of E-Commerce

Threats in E-commerce – Security of clients and service provider – Cyber Laws – relevant provisions of Information Technology Act 2000, Offences, secured electronic records and Digital signatures, Penalties and Adjudication. **6 Hrs.**

Text Book

Bharat Bhasker, “Electronic Commerce: Framework, Technologies and Applications”,
 Tata Mc Graw Hill Publishing Company Ltd .

Books for Reference

1. Agarwala, Kamlesh N. Amit Lal and Deeksha Agarwala, Business on the net. Introduction to Whats and Hows of E-Commerce, Macmillan India Ltd.,
2. Bajaj, Deobyani Nag, E-Commerce, Tata Mcgraw Hill Company, New Delhi.
3. Dr.C.A.Rayudu, “E-Commerce & E-Business”, Himalaya Publishing House.
4. Ravi Kalakotoa & Andrew B. Whinston, “Frontiers of Electronic Commerce”, Addison- Wesley – An Imprint of Pearson Education.
5. Jeffvey F. Rayport & Bernard J. Jaworeski, “Introduction to E-Commerce”, Tata Mc Graw Hill Publishing Company Ltd .

**V Semester
Part – IV
SOFT SKILL DEVELOPMENT**

Internal Marks : 25	Instruction Hrs : 2
External Marks : 75	Credit : 2
Total Marks : 100	Exam Hrs : 3

Objective : To impart knowledge Self development through inter personal relation, Communication and self presentation.

- UNIT I : Know Thyself / Understanding Self**
Introduction to Self Skills – Self discovery – Developing positive attitude -
Improving perception – Forming values. **6 Hrs.**
- UNIT II : Interpersonal Skills \ Working with Others**
Developing interpersonal relationship – Team building – group dynamics -
Net working – improving work relationship. **6 Hrs.**
- UNIT III : Communication Skills \ Working with Others**
Art of listening – Art of reading – Art of Speaking – Art of Writing –
Art of Writing E – mails –E mail etiquette. **6 Hrs.**
- UNIT IV : Corporate Skills \ Working with Others**
Developing body language – Practising etiquette and mannerism – Time
Management – Stress Management. **6 Hrs.**
- UNIT V : Selling Self\ Job Hunting**
Writing resume\cv – interview skills – discussed – Mock interview –
Mock GD – Goal setting – Career planning. **6 Hrs.**
- (Theory only)**

Text Book

Dr.K.Meena & Dr.V.Ayothi - A book on development of Soft Skills.
Dr.K.Alex - Soft Skills. S.Chand & Company Ltd. Ram Nagar, New Delhi -110055

Books for Reference

1. Developing the leader within you John C Maxwell
2. Good to Great by jim Collins
3. The seven habit of highly effective people Stephen Covey
4. Emotional Intelligence Daniel Goleman
5. You can win shive Khera
6. Principal centred leadership Stephen