

# **University of Mumbai**



**Revised Syllabus and  
Question Paper Pattern of Courses of  
B.Com. (Accounting and Finance)  
Programme  
at  
Semester I and II**

**Under Credit, Grading and Semester System**

**With Effect from Academic Year 2013-2014**

*Board of Studies-in-Accountancy, University of Mumbai*

**Revised Syllabus and  
Question Paper Pattern of Courses of B.Com.  
(Accounting and Finance) Programme  
at  
Semester I and II**

<b>Semester I (Seven Courses)</b>		<b>Semester II (Seven Courses)</b>	
<b>Course No.</b>	<b>Title of the Course</b>	<b>Course No.</b>	<b>Title of the Course</b>
1.1.1	Financial Accounting - Elements of Financial Accounting - Paper I	1.2.1	Financial Accounting - Special Accounting Areas - Paper II
1.1.2	Cost Accounting - Introduction and Element of Cost - Paper I	1.2.2	Auditing - Introduction and Planning - Paper I
1.1.3	Economics - Micro Economics - Paper I	1.2.3	Financial Management - Introduction to Financial Management - Paper I
1.1.4	Commerce - Business Environment - Paper I	1.2.4	Taxation - Indirect Taxes - Paper I
1.1.5	Accounting with Use of Accounting Softwares - Introduction and Applications - Paper I	1.2.5	Business Law - Business Regulatory Framework - Paper I
1.1.6	Business Communication - Paper I	1.2.6	Quantitative Methods for Business - Paper I
1.1.7	Foundation Course - Commercial Environment - Paper I	1.2.7	Business Communication - Applications in Business - Paper II

**Revised Syllabus and  
Question Paper Pattern of Courses of  
B.Com. (Accounting and Finance)  
Programme  
at  
Semester I**

<b>Course No.</b>	<b>Title of the Course</b>
1.1.1	Financial Accounting - Elements of Financial Accounting - Paper I
1.1.2	Cost Accounting - Introduction and Element of Cost - Paper I
1.1.3	Economics - Micro Economics - Paper I
1.1.4	Commerce - Business Environment - Paper I
1.1.5	Accounting with Use of Accounting Softwares - Introduction and Applications - Paper I
1.1.6	Business Communication - Paper I
1.1.7	Foundation Course - Commercial Environment - Paper I

**Revised Syllabus and Question Paper Pattern of Courses of B.Com.  
(Accounting and Finance) Programme at Semester I  
with Effect from the Academic Year 2013-2014**

**1.1.1 Financial Accounting -  
Elements of Financial Accounting - Paper I**

**Modules at a Glance**

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of Lectures</b>
1	Accounting Standards Issued by ICAI and Inventory Valuation	12
2	Final Accounts	12
3	Accounting from Incomplete Records	14
4	Fire Insurance Claims	12
<b>Total</b>		<b>50</b>

Sr. No.	Modules / Units
<b>1</b>	<b>Accounting Standards Issued by ICAI and Inventory Valuation</b>
1.1	<b>Accounting Standards:</b> Concepts, Benefits, Procedures for Issue of Accounting Standards Various AS: <b>AS – 1: Disclosure of Accounting Policies</b> (a) Purpose (b) Areas of Policies (c) Disclosure of Policies (d) Disclosure of Change in Policies (e) Illustrations <b>AS – 2: Valuation of Inventories (Stock)</b> (a) Meaning, Definition (b) Applicability (c) Measurement of Inventory (d) Disclosure in Final Account (e) Explanation with Illustrations <b>AS – 9: Revenue Recognition</b> (a) Meaning and Scope (b) Transactions Excluded (c) Sale of Goods (d) Rendering of Services (e) Effects of Uncertainties (f) Disclosure (g) Illustrations
1.2	<b>Inventory Valuation</b> Meaning of Inventories Cost for Inventory Valuation Inventory Systems : Periodic Inventory System and Perpetual Inventory System Valuation: Meaning and Importance Methods of Stock Valuation as per AS – 2: FIFO and Weighted Average Method Computation of Valuation of Inventory as on Balance Sheet Date: If Inventory is taken on a Date After the Balance Sheet or Before the Balance Sheet
<b>2</b>	<b>Final Accounts</b>
2.1	Expenditure a) Capital (b) Revenue Receipts a) Capital (b) Revenue
2.2	Adjustments and Closing Entries
2.3	Final Accounts of Manufacturing Concerns (Proprietary Firm)
<b>3</b>	<b>Accounting from Incomplete Records</b>
	Introduction Problems on Preparation of Final Accounts of Proprietary Trading Concern (Conversion Method)
<b>4</b>	<b>Fire Insurance Claims</b>
	Computation of Loss of Stock by Fire Ascertainment of Claim as per the Insurance Policy Exclude: Loss of Profit and Consequential Loss

## Question Paper Pattern

Maximum Marks: 60

Questions to be Set: 04

Duration: 2 Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Q-1	Full Length Practical Question OR	15 Marks
Q-1	Full Length Practical Question	15 Marks
Q-2	Full Length Practical Question OR	15 Marks
Q-2	Full Length Practical Question	15 Marks
Q-3	Full Length Practical Question OR	15 Marks
Q-3	Full Length Practical Question	15 Marks
Q-4	Objective Questions* (*Multiple Choice / True or False / Match the Columns / Fill in the Blanks) OR	15 Marks
Q-4	Theory Questions* (*Short Notes / Short Questions)	15 Marks

Note: Full Length Question of 15 Marks may be Divided into Two Sub Questions of 08 and 07 Marks.

## Reference Books

- Introduction to Accountancy by T.S. Grewal, S. Chand and Company (P) Ltd., New Delhi
- Advance Accounts by Shukla and Grewal, S. Chand and Company (P) Ltd., New Delhi
- Advanced Accountancy by R.L Gupta and M. Radhaswamy, S. Chand and Company (P) Ltd., New Delhi
- Modern Accountancy by Mukherjee and Hanif, Tata Mc. Grow Hill and Co. Ltd., Mumbai
- Financial Accounting by Lesile Chandwichk, Pentice Hall of India Adin Bakley (P) Ltd., New Delhi
- Financial Accounting for Management by Dr. Dinesh Harsalekar, Multi-Tech. Publishing Co. Ltd., Mumbai
- Financial Accounting by P.C. Tulsian, Pearson Publications, New Delhi
- Accounting Principles by R.N. Anthony and J.S. Reece, Richard Irwin, Inc
- Financial Accounting by Monga, J.R. Ahuja, Girish Ahuja and Ashok Shehgal, Mayur Paper Back, Noida
- Compendium of Statement and Standard of Accounting, ICAI
- Indian Accounting Standards, Ashish Bhattacharya, Tata Mc. Grow Hill and Co. Ltd., Mumbai
- Financial Accounting by Williams, Tata Mc. Grow Hill and Co. Ltd., Mumbai
- Company Accounting Standards by Shrinivasan Anand, Taxman, New Delhi
- Financial Accounting by V. Rajasekaran, Pearson Publications, New Delhi
- Introduction to Financial Accounting by Horngren, Pearson Publications, New Delhi
- Financial Accounting by M. Mukherjee and M. Hanif, Tata McGraw Hill Education Pvt. Ltd., New Delhi
- Financial Accounting a Managerial Perspective, Varadraj B. Bapat, Mehul Raithatha, Tata McGraw Hill Education Pvt. Ltd., New Delhi

**Revised Syllabus and Question Paper Pattern of Courses of B.Com.  
B.Com. (Accounting and Finance) Programme at Semester I  
with Effect from the Academic Year 2013-2014**

**1.1.2 Cost Accounting -  
Introduction and Elements of Cost - Paper I**

**Modules at a Glance**

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of Lectures</b>
1	Introduction to Cost Accounting	12
2	Material Cost	14
3	Labour Cost	12
4	Overheads	12
<b>Total</b>		<b>50</b>

Sr. No.	Modules / Units
<b>1</b>	<b>Introduction to Cost Accounting</b>
	Evolution Objectives and Scope of Cost Accounting Importance and Advantages of Cost Accounting Difference between Cost Accounting and Financial Accounting Limitations of Financial Accounting Definitions: Cost, Costing and Cost Accounting Classification of Cost on Different Bases Cost Allocation and Apportionment Coding System Essentials of Good Costing System
<b>2</b>	<b>Material Cost</b>
	Material Cost: The Concept Material Control Procedure Documentation Stock Ledger, Bin Card Stock Levels Economic Order Quantity (EOQ)
<b>3</b>	<b>Labour Cost</b>
	Labour Cost: The Concept Composition of Labour Cost Labour Cost Records Overtime / Idle Time / Incentive Schemes
<b>4</b>	<b>Overheads</b>
	Overheads: The Concept Classification of overheads on different bases Apportionment and Absorption of Overheads



## Question Paper Pattern

Maximum Marks: 60

Questions to be Set: 04

Duration: 2 Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Q-1	Full Length Practical Question OR	15 Marks
Q-1	Full Length Practical Question	15 Marks
Q-2	Full Length Practical Question OR	15 Marks
Q-2	Full Length Practical Question	15 Marks
Q-3	Full Length Practical Question OR	15 Marks
Q-3	Full Length Practical Question	15 Marks
Q-4	Objective Questions* (*Multiple Choice / True or False / Match the Columns / Fill in the Blanks) OR	15 Marks
Q-4	Theory Questions* (*Short Notes / Short Questions)	15 Marks

Note: Full Length Question of 15 Marks may be Divided into Two Sub Questions of 08 and 07 Marks.

## Reference Books

- Lectures on Costing by Swaminathan: S. Chand and Company (P) Ltd., New Delhi
- Cost Accounting by C.S. Rayudu, Tata Mc. Grow Hill and Co. Ltd., Mumbai
- Cost Accounting by Jawahar Lal and Seema Srivastava, Tata Mc. Grow Hill and Co. Ltd., Mumbai
- Cost Accounting by Ravi M. Kishore, Taxmann Ltd., New Delhi
- Principles and Practices of Cost Accounting by N.K. Prasad, Book Syndicate Pvt. Ltd., Calcutta
- Cost Accounting Theory and Practice by B.K. Bhar, Tata Mc. Grow Hill and Co. Ltd., Mumbai
- Cost Accounting Principles and Practice by M.N. Arora, Vikas Publishing House Pvt. Ltd., New Delhi
- Advanced Cost and Management Accounting: Problems and Solutions by V.K. Saxena and C.D. Vashist, S. Chand and Company (P) Ltd., New Delhi
- Cost Accounting by S.P. Jain and K.L. Narang, Kalyani Publishers, Ludhiana
- Modern Cost and Management Accounting by M. Hanif, Tata McGraw Hill Education Pvt. Ltd., New Delhi

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**1.1.3 Economics -  
Micro Economics - Paper I**

**Modules at a Glance**

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of Lectures</b>
1	Introduction	06
2	Demand and Supply Analysis	08
3	Theory of Production	06
4	Cost and Revenue Analysis	06
5	Market Structure	12
6	Pricing Practices, Market Failure and Project Planning	12
<b>Total</b>		<b>50</b>

Sr. No.	Modules / Units
<b>1</b>	<b>Introduction</b>
	(a) Concept of Scarcity (b) Choice and Efficiency (with Reference to PPC) (c) Basic Tools in Economic Analysis <ol style="list-style-type: none"> <li>i. Equations</li> <li>ii. Functions</li> <li>iii. Identities</li> <li>iv. Slope</li> <li>v. Time Series</li> <li>vi. Cross Section Data</li> <li>vii. Scatter Diagrams</li> <li>viii. Derivatives and Limits</li> </ol>
<b>2</b>	<b>Demand and Supply Analysis</b>
	(a) Demand Function and Determinants of Demand (b) Supply Function and Determinants of Supply (c) Determination of Equilibrium Price in an Open Market (d) Concept and Importance of Elasticity of Demand: Price, Income, Cross and Promotional (e) Consumer's Surplus (f) Demand Forecasting: Meaning, Significance and Methods (g) Case Studies
<b>3</b>	<b>Theory of Production</b>
	(a) Production Function: Short Run and Long Run (b) Law of Variable Proportions (c) Producer's Equilibrium (d) Principle of Returns to Scale (e) Economies of Scale (f) Case Studies
<b>4</b>	<b>Cost and Revenue Analysis</b>
	(a) Cost Concepts: Fixed and Variable Costs (b) Behavior of Cost Curves: Short Run and Long Run (c) Producer's Surplus (d) Revenue Concepts: Total Revenue, Average Revenue and Marginal Revenue under Perfect Competition and Monopoly (e) Break-Even Analysis (f) Case Studies
<b>5</b>	<b>Market Structure</b>
	(a) Features of Perfect Competition and Monopoly (b) Long-run Equilibrium of a Firm and Industry under Perfect Competition and Monopoly (c) Features of Monopolistic Competition (d) Features of Oligopoly: Price Indeterminateness, Cartel Formation and Forms of Price Leadership (e) Case Studies

<b>6</b>	<b>Pricing Practices, Market Failure and Project Planning</b>
<b>6.1</b>	<b>Pricing Practices</b>
	(a) Price Discrimination (b) Dumping (c) Marginal-Cost Pricing (d) Cost-Plus Pricing (e) Case Studies
<b>6.2</b>	<b>Market Failure</b>
	(a) Concept of Market Failure and Inefficiency (Productive and Allocative Inefficiency using PPC) (b) Causes of Market Failure (Public Goods, Market Power, Externalities, Information Asymmetry and Equity) (c) Government Intervention and Market Efficiency (d) Case Studies
<b>6.3</b>	<b>Capital Budgeting</b>
	(a) Meaning and Importance (b) Steps in Investment Appraisal (c) Case Studies

## Question Paper Pattern

Maximum Marks: 60

Questions to be Set: 04

Duration: 2 Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Q-1	Objective Type Question	15 Marks
Q-2	Question with Internal Choice within the Questions	15 Marks
Q-3	Question with Internal Choice within the Questions	15 Marks
Q-4	Question with Internal Choice within the Questions	15 Marks

Note: Questions can be Sub-divided into (a) and (b), if Necessary, for 8 and 7 Marks Respectively.

## Reference Books

- The Macro Economics Today by Bradley R. Schiller, Tata McGraw-Hill, New Delhi
- Microeconomics by B. Douglas Bernheim and Michael D. Whinston, Tata McGraw-Hill, New Delhi
- Economics, by R.G. Lipsey and A.K. Chrystal, Oxford University Press, New Delhi
- Economics: Principles and Applications by N.G. Mankiw, Cengage Learning, New Delhi
- Microeconomics by R.S. Pindyck and D.L. Rubinfeld, Pearson Education, New Delhi
- Principles of Economics by J.E. Stiglitz and C.E. Walsh, W.W. Norton, New York
- Microeconomics: Theory and Applications by D.L. Salvatore, Oxford University Press, New Delhi
- Managerial Economics by Suma Damodaran, Oxford University Press, New Delhi
- Intermediate Microeconomics: A Modern Approach by H.R. Varian, W.W. Norton, New York
- Microeconomic Theory by Sen and Anindya, Oxford University Press, New Delhi
- Modern Microeconomics by A .Koutsoyiannis, MacMillan Press, New Delhi
- Business Economics by H.L. Ahuja, Business Economics, S. Chand and Company (P) Ltd., New Delhi

**Revised Syllabus and Question Paper Pattern of Courses of B.Com.  
B.Com. (Accounting and Finance) Programme at Semester I  
with Effect from the Academic Year 2013-2014**

**1.1.4 Commerce -  
Business Environment - Paper I**

**Modules at a Glance**

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of Lectures</b>
1	Business and its Environment	08
2	Business and Society	16
3	Contemporary Issues	12
4	International Environment	14
<b>Total</b>		<b>50</b>

Sr. No.	Modules / Units
<b>1</b>	<b>Business and its Environment</b>
	1. Business Objectives, Dynamics of Business and its Environment, Types of Business Environment 2. Environmental Analysis: Importance, Factors, PESTEL Analysis, SWOT Analysis
<b>2</b>	<b>Business and Society</b>
	1. Business Ethics: Nature and Scope of Ethics, Ethical Dilemmas, Corporate Culture and Ethical Climate 2. Development of Business Entrepreneurship: Entrepreneurship and Economic Development, Micro, Small and Medium Enterprises Development (MSMED) Act, 2006, Entrepreneurship as a Career Option 3. Consumerism and Consumer Protection: Consumerism in India, Consumer Protection Act 1986
<b>3</b>	<b>Contemporary Issues</b>
	1. Corporate Social Responsibility and Corporate Governance: Social Responsibility of Business, Ecology and Business, Carbon Credit 2. Social Audit: Evolution of Social Audit, Benefits of Social Audit, Social Audit v/s Commercial Audit
<b>4</b>	<b>International Environment</b>
	1. Strategies for going Global: MNCs and TNCs, WTO 2. Foreign Trade in India- Balance of Trade, FDI Investment Flows and its Implication for Indian Industries

## Question Paper Pattern

Maximum Marks: 60

Questions to be Set: 04

Duration: 2 Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Q-1	Objective Type Question	15 Marks
Q-2	Question with Internal Choice within the Questions	15 Marks
Q-3	Question with Internal Choice within the Questions	15 Marks
Q-4	Question with Internal Choice within the Questions	15 Marks

Note: Questions can be Sub-divided into (a) and (b), if Necessary, for 8 and 7 Marks Respectively.

### Reference Books

- Business Environment Text and Cases by M.B. Shukla, Taxman Publications, New Delhi
- Global Economy and Business Environment by Francis Cherunilam, Himalaya Publication House, Mumbai
- Business Environment: Text and Cases by Francis Cherunilam, Himalaya Publication House, Mumbai
- Indian Economy by Dutt and Sundaram, S. Chand and Company Pvt. Ltd., New Delhi
- Essentials of Business Environment by K. Aswathappa, Himalaya Publication House, Mumbai
- Business Environment by Justin Paul, Tata McGraw Hill Education Pvt. Ltd., New Delhi
- Indian Economy by Misra and Puri, Himalaya Publishing House, Mumbai
- Entrepreneurial Development by S.S. Khanka, S. Chand and Company Pvt. Ltd., New Delhi
- Dynamics of Entrepreneurship by Vasanta Desai, Himalaya Publishing House, Mumbai
- Entrepreneurship and Small Development Business Management by C.B. Gupta and S.S. Khanka, Sultan Chand and Sons, New Delhi
- Entrepreneurship by David H. Holt, PHI Learning Pvt. Ltd., New Delhi
- Management of Small-Scale Industries by Vasant Desai, Himalaya Publishing House, Mumbai
- Business and Government by Francis Cherunilam, Himalaya Publishing House, Mumbai
- Corporate Governance in India by Jayati Sarkar and Subrata Sarkar, Sage Publications, New Delhi
- Corporate Governance: Principles, Policies and Practices by A.C. Fernando, Pearson Education India, New Delhi



**Revised Syllabus and Question Paper Pattern of Courses of B.Com.  
B.Com. (Accounting and Finance) Programme at Semester I  
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**1.1.5 Accounting with Use of Accounting Softwares -  
Introduction and Applications - Paper I**

**Modules at a Glance**

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of Lectures</b>
1	Introduction to Computers	03
2	Office Productivity Tools	08
3	Web	02
3	Accounting with Use of Accounting Softwares	37
<b>Total</b>		<b>50</b>

Sr. No.	Modules / Units
<b>1</b>	<b>Introduction to Computers</b>
	(a) History of Computers (b) Parts of Computers (c) Hardwares: Specifications and Data Storage Management (d) Softwares: Concept of System Softwares and Applications
<b>2</b>	<b>Office Productivity Tools</b>
	(a) MS Word: Creating, Editing, Formatting and Printing of Documents, Using Tools, Mailmerge and Print Review and Set-up (b) MS Excel: Creating Worksheet, Creating Various Formulae, Creating Charts, Rename and Copy of Worksheets, Using Tools, Printing Review and Set-up (c) Power Point: Create Project Report, Create Slides, Animation, Page Designing, Insert Image, View Page, Print Review and Set-up
<b>3</b>	<b>Web</b>
	(a) Use of Various Web Browser (b) Information Searching Tool (c) Downloading (d) Create New email ID (e) Sending Data through email
<b>4</b>	<b>Accounting with Use of Accounting Softwares</b>
	(a) Introduction to Accounting Software (b) Features of Accounting Softwares (c) Installation of Tally ERP.9 Accounting Software: <ol style="list-style-type: none"> <li>i) Opening Screen of Tally, Creating Company, Loading / Selecting of Company, Setting a Company, Altering / Modifying Existing Company, Configuring Company</li> <li>ii) Menu Related to Accounts, Groups, Managing Groups and Multiple Groups</li> <li>iii) Ledgers: Creating Single Ledger, Advanced Uses of Single Ledger, Displaying Ledger and Altering Multiple Ledger</li> <li>iv) Inventory: Creation of Group and Creation of Stock</li> <li>v) Vouchers in Tally               <ol style="list-style-type: none"> <li>1. Pre-define Vouchers: Contra Vouchers, Sales Vouchers, Payment Vouchers, Receipt Vouchers, Journal Vouchers, Memo, Optional Vouchers and Post-dated Vouchers</li> <li>2. Configuring Vouchers, Creating / Customizing Vouchers, Displaying Vouchers and Altering Vouchers</li> </ol> </li> <li>vi) Bank Deposit: Filling and Check Preparation and Bank Reconciliation</li> <li>vii) Depreciation: Fixed Installment Method, Reducing Balance Method and Change in Method</li> <li>viii) Reports: Trail Balance, Balance Sheet, Profit and Loss Account, Bank Reconciliation Statement</li> </ol>

## Question Paper Pattern

Maximum Marks: 60

Questions to be Set: 04

Duration: 2 Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Q-1	Objective Type Question	15 Marks
Q-2	Question with Internal Choice within the Questions	15 Marks
Q-3	Question with Internal Choice within the Questions	15 Marks
Q-4	Question with Internal Choice within the Questions	15 Marks

Note: Questions can be Sub-divided into (a) and (b), if Necessary, for 8 and 7 Marks Respectively.

### Reference Books

- Introduction to Computer by Peter Norton, Tata McGraw-Hill, New Delhi
- Computer Fundamentals by P.K. Sinha, P.B.P. Publications, New Delhi
- Fundamentals of Information Technology by S.K. Bansal, A.P.H. Publishing Corporation, New Delhi
- Using Microsoft Office XP by E. Bott and Woody Leonhard, Phuket Island Song Pen Co. Ltd., Phuket
- Microsoft Office 2010 by Gary B. Shelly and Misty E. Vermaat, Cengage Learning, Boston, U.S.A.
- The Complete Reference Internet by Margaret Levine Young, Tata McGraw-Hill, New Delhi
- The Complete Reference Internet by Harley Hahn, Tata McGraw-Hill, New Delhi
- [www.tallysolutions.com](http://www.tallysolutions.com)

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**1.1.6 Business Communication - Paper I**

**Modules at a Glance**

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of Lectures</b>
1	Nature and Process of Communication	10
2	Methods of Communication	15
3	Dimensions of Corporate Communication	15
4	Listening and Communication	10
<b>Total</b>		<b>50</b>

Sr. No.	Modules / Units
<b>1</b>	<b>Nature and Process of Communication</b>
	(a) Concept of Communication (b) Definitions of Communication (c) Process of Effective Communication (d) Elements of Communication (e) Importance of Communication in Corporate World
<b>2</b>	<b>Methods of Communication</b>
	(a) Nature and Definitions of Verbal Communication (b) Oral Communication: Definition, Advantages and Disadvantages (c) Written Communication: Definition, Advantages and Disadvantages (d) Guidelines for Making Effective Verbal Communication (e) Non-verbal Communication: Facial Expressions, Gestures, Postures, Eye-Contact and Silence
<b>3</b>	<b>Dimensions of Corporate Communication</b>
	(a) Corporate World and Communication (b) Nature of Hierarchy in Corporate World (c) Downward Communication: Definition, Illustrations, Merits and Demerits (d) Upward Communication: Definition, Illustrations, Merits and Demerits (e) Horizontal Communication: Definition, Illustrations, Merits and Demerits (f) Vertical Communication: Definition, Illustrations, Merits and Demerits (g) Grapevine Communication: Definition, Illustrations, Merits and Demerits
<b>4</b>	<b>Listening and Communication</b>
	(a) Nature and Definitions of Listening (b) Importance of Effective Listening in Communication (c) Active and Passive Listening (d) Barriers to Effective Listening (e) Guidelines of Effective Listening

## Question Paper Pattern

Maximum Marks: 60

Questions to be Set: 04

Duration: 2 Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Q-1	Short Notes (Any 3 Out 5)	15 Marks
Q-2	Question with Internal Choice within the Questions	15 Marks
Q-3	Question with Internal Choice within the Questions	15 Marks
Q-4	Question with Internal Choice within the Questions	15 Marks

Note: Questions can be Sub-divided into (a) and (b), if Necessary, for 8 and 7 Marks Respectively.

### Reference Books

- Business Communication Today by Bovee and Thill, Tata McGraw-Hill, New Delhi
- Business Communication by Balasubramanyam, Vikas Publishing House, New Delhi
- Effective Business Communication by Kaul, Prentice Hall, New Delhi
- Communicative Competence in Business English by Robinson, Netrakanti and Shintre, Orient Longman, Hyderabad
- Business Communication by J.K. Sinha, Galgotia Publishing House, Delhi
- Effective Communication in Business by Walf and Warner, Southern Western Publications Cine Innali, U.S.A.
- Today's Business Letter Writing by Avett Elizabeth Maynard, Prentice Hall, New Delhi

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**1.1.7 Foundation Course -  
Commercial Environment - Paper I**

**Modules at a Glance**

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of Lectures</b>
1	Introduction to Commerce	14
2	Business and Basic Commercial Information	10
3	Business and Basic Accounting Information	10
4	Basic Economic Challenges	10
5	Organization, Management and Administration	06
<b>Total</b>		<b>50</b>

<b>Sr. No.</b>	<b>Modules / Units</b>
<b>1</b>	<b>Introduction to Commerce</b>
<b>1.1</b>	<b>Concepts</b>
	(a) Trade (b) Commerce (c) Business (d) Industry (e) Profession (f) Employment
<b>1.2</b>	<b>Ecology and Business</b>
	(a) Meaning of Environment (b) Ecology and Ecology Balance (c) Relationship between Ecology and Business (d) Protection of Environment and Need for Pollution Control (e) Environment Audit
<b>1.3</b>	<b>Social Responsibilities of Business</b>
	(a) Concept of Social Responsibilities (b) Cases for and Against Social Responsibilities
<b>1.4</b>	<b>Business Ethics</b>
	(a) Concept and Need (b) Principles of Business Ethics
<b>2</b>	<b>Business and Basic Commercial Information</b>
<b>2.1</b>	<b>Managerial Response to Change in Business Environment</b>
	(a) Management Information System (MIS) (b) Forecasting (c) Experts (d) Innovation (e) Acquisition (f) Merger (g) Joint Venture
<b>2.2</b>	<b>Commercial Terms</b>
	(a) Services (b) Outstanding (c) e-Commerce (d) M-Commerce (e) Infrastructure (f) Bank Assurance (g) Liberalization (h) Privatization (i) Globalization (j) Profit



<b>3</b>	<b>Business and Basic Accounting Information</b>
	<ul style="list-style-type: none"> <li>(a) Meaning and Objectives of Accounting</li> <li>(b) Accounting as a Source of Information</li> <li>(c) Internal and External Users of Accounting Information and their Needs</li> <li>(d) Basic Accounting Terms: Assets, Liability, Expenses, Capital Expenditure, Revenue Expenditure, Income, Debtors, Creditors, Goods, Stock, Voucher, Transaction and Drawings</li> </ul>
<b>4</b>	<b>Basic Economic Challenges</b>
	<ul style="list-style-type: none"> <li>(a) Poverty: Absolute and Relative</li> <li>(b) Rural Development - Key Issues: Credit and Marketing, Co-operatives, Farming, Organic Farming, Alternatives to Farming</li> <li>(c) Employment: Concept, Problems and Policies</li> <li>(d) Infrastructure: Concept, Types and Problems a Critical Assessment</li> </ul>
<b>5</b>	<b>Organization, Management and Administration</b>
	<ul style="list-style-type: none"> <li>(a) Organization: Concept and Features</li> <li>(b) Management: Concept and Features</li> <li>(c) Difference between Organization and Management</li> <li>(d) Administration: Concept and Features</li> </ul>

## Question Paper Pattern

Maximum Marks: 60

Questions to be Set: 04

Duration: 2 Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Q-1	Objective Type Question	15 Marks
Q-2	Question with Internal Choice within the Questions	15 Marks
Q-3	Question with Internal Choice within the Questions	15 Marks
Q-4	Question with Internal Choice within the Questions	15 Marks

Note: Questions can be Sub-divided into (a) and (b), if Necessary, for 8 and 7 Marks Respectively.

## Reference Books

- Indian Economy under Liberalised System: Issues and Problems by Bhuleshkar, V. Ashok and Suresh R. Desai (eds), Himalaya Publishing House, Mumbai
- Business Environment by Cherunilam Francis, Himalaya Publishing House, Mumbai
- Centre for Science and Environment (1997), The State of India's Environment (1984-1985), CSE, New Delhi
- Man's Impact on Environment by T.R. Delwyler, Tata McGraw-Hill, New York
- Ecology and Development of Third World by A. Gupta, Roylledge, London
- Environmental Priorities in India and Sustainable Development by Khoshoo, Indian Environmental Society, New Delhi
- Environment and Entrepreneur by B.C. Tondon, Chugh Publications, Allahabad
- Entrepreneurial Megabucks by Siner A. David, John Willey and Sons, New York
- Practical Guide to Industrial Entrepreneur by S.B. Srivastava, Sultan Chand and Sons, New Delhi
- Entrepreneurship: New Venture Creation by Dacad H. Halt, Prentice Hall of India Ltd., New Delhi
- Introduction to Accountancy by T.S. Grewal, S. Chand and Company (P) Ltd., New Delhi
- Financial Accounting by Lesile Chandwichk, Pentice Hall of India Adin Bakley (P) Ltd
- Accounting Principles by R.N. Anthony and J.S. Reece, Richard Irwin, Inc
- Essentials of Management: An International Perspective by Harold Koontz and Heinz Wehrich, Tata McGraw-Hill, New Delhi
- Business Management and Organization by Thelma J. Talloo, Tata McGraw-Hill, New Delhi