



Bachelor of Commerce

SEMESTER III

1. English III
2. Communicative English III
3. Fundamentals of Cost Accounting
4. Financial Accounting -III
5. Income tax I
6. Computer Fundamentals

Communicative English III

Unit 1-

Reading Skill -Introduction, Mechanics of Reading, Undesirable Reading Habits, Guidelines for Improving Reading Skill, Types of Reading, Reading Speed, Techniques for Comprehension.

Unit 2-

Listening Skill -Introduction, Purpose of Listening, Cognitive Process of Listening, Barriers to Listening, Overcoming Listening Barriers, Guidelines for Improving Listening Skill.

Unit 3-

Note-making Introduction, A Worked Out Sample.

Unit 4

Précis Writing Introduction, Principles of a Good Précis, Steps for Writing a Good Précis, Methods for Abridging Sentences.

Unit 5

Audiovisual Aids Introduction, TVDes of Visuals,Use of Audiovisuals, Principles to Use Audiovisuals, Use of Audiovisual Equipment: Applications.

Unit 6

Oral Communication – Introduction, Preparing for the Presentation, Structure of Your Presentation, Plan Your Presentation,Mastering the Techniques of Delivery, Impromptu Speaking Rehearsing the Presentation,Guidelines for Final Speech,Handling Question-and Answer Session.

Suggested Readings-

1. Professional Communication by Aruna Koneru.

COMPUTER FUNDAMENTALS

Unit 1 : Introduction to Computer – Uses of Computers in Business –Overview of Technology and Organization –Computer Hardware Types, Parts and their functions-software: System Software-Application Software

Unit 2 : Office productivity Tools Word Processing –Electronic Spreadsheets –Business Project Management and Presentation Tools.

Unit 3: Data Processing –Techniques of data processing: online, Batch mode real time – Processing Software tools and applicability to organization setup

Unit 4: Database Structure –Types and Comparison –Data access control software – Methods and structure of Data Base management – Data storage and retrieval current and most frequently used Reporting systems, Management Systems and Languages.

Unit 5: telecommunications and Networking –Network Design LAN /WAN/ SAN –Networking structure needed for a Business Organization – Data Transmission methods – Internet Email, Chatting and video conferencing Web browsers, Search engines

Skill Development/Practical:

1. Visit a Browsing center/cafe and make a list of Hardware and Software used by them.

2. MS-WORD

- (a). Preparing a neat aligned, error free document, add header and footer, also perform find replace operation and define bookmarks.
- (b). Preparing documents with special effects and adding new Symbols and frames.
- (c). Preparing documents with insert pictures.
- (d). Adding Tables.
- (e). Preparing the documents in newspaper column layout.
- (f). Perform mail merger operation and preparing labels.
- (g). Type the text; change the font size at 20. Align the text to left, right and justify and centre and underline the text.
- (h) Prepare a job application letter enclosing your bio-data.
- (i) Type the text, check spelling and grammar, bullets and numbering list items.

3. MS-EXCEL

- (a). Entering and printing worksheet
 - (b). Worksheet Using formulas
 - (c). Worksheet Manipulation for electricity bill preparation
 - (d). Drawing graphs to illustrate class performance
 - (e). An excel worksheet contains monthly Sales Details of five companies.
1. Create a table “student” with the following fields student_ID, name, address, city, state, pincode, remarks, sub1_marks, sub2_marks, sub3_marks with suitable data types.
- (a) Create another table “student_marks” from student. Select sub1_marks, sub2_marks, sub3_marks fields from student.
 - b) Insert data into student
 - c) Insert data into student_marks
 - d) Delete the selected row in the student.
5. Create a table student_master with the following fields name, regno, dept and year with suitable data types. Use Select command to do the following.
- a) Select the student’s name column.

- b) Eliminate the duplicate entry in table.
 - c) Sort the table in alphabetical order.
 - d) Select all the Students of a particular department.
6. Prepare a list of Hardware and Software used in Networking
7. Filing of online application for PAN, TAN.

Books for Reference:

1. **Computer Fundamentals:** Rajaram (PHI)
2. **Computer Fundamentals:** Shiva (BPB)
3. **Computer Fundamentals and Architecture:** Ram (New Age)
4. **Data Base Management System:** Karth (McGraw Hill)
5. **Computer Networks:** Tenevaum (PHI)

English - III

UNIT - I

Voice (5 Marks)

Direct and Indirect Speech (5 Marks)

Verbs: Linking Verbs; Auxiliaries

Transitive and Intransitive Verbs

Negative Verbs and Infinitives (10 Marks)

UNIT - II

Reading and Writing Skills:

Reading aloud passages from Books, Newspapers, Journals etc.,

Precise Writing (10 Marks)

Paraphrasing (5 Marks)

Expansion (5 Marks)

UNIT - III

Facing Interviews (Including preparation necessary)

Interviewing skills

Group Discussion (4 Marks)

Conversation Skills in specific situations: (8x2=16)

Fixing an appointment

a) At a Bank; Post-office

b) At an Airport, Bus Stand, Railway Station

c) At a Travel Agency, At the Hospital

d) At the Doctor's

FINANCIAL ACCOUNTING – III

Unit 1: Accounting for Share Capital:

Meaning and Types of shares – Issue of Shares at Par/Premium/at Discount – Over subscription and Pro-rata Allotment of shares – Forfeiture of shares – Re-issue of Forfeited Shares – Passing Journal Entries & Preparing Balance Sheet.

Unit 2: Financial Statements of Limited Companies:

Meaning & Contents of financial Statements – Part I Form of Balance sheet – Part II form of Statement of Profit/Loss Account in Vertical form as per Schedule VI - Dividends; Meaning and declaration of Dividend – Interim Dividend, Proposed Dividend, Unclaimed Dividend, Dividend Distribution Tax – Theory only.

Unit 3: Accounting for Redemption of Preference Shares & Bonus Issue:

Conditions for Redemption of Preference Shares and Accounting procedure for Redemption – meaning of Bonus Shares & Bonus Issue – SEBI Guidelines for Bonus Issue – Accounting entries for issue of Bonus shares.

Unit 4: Liquidation of Companies:

Meaning and Circumstances of liquidation – Preparation of Liquidators Final statement of Accounts.

Unit 5: Issue & Redemption of Debentures:

Meaning and Types of Debentures – methods of Redemption of Debentures – Journal entries for issue of debentures and Conditions for Redemption – Sources of Redemption of debentures and financing of Redemption of Debentures (Theory only).

Unit 6: Valuation of shares and Goodwill.

Skill Development:

1. Collection of Share Application form of a company and filling it up
2. Collection of final Accounts of a Company and redrafting Balance sheet.
3. Based on the collected final Accounts of a company calculate intrinsic value of equity shares.
4. Preparation of Liquidator's final Statement of Account with imaginary figures
5. List the SEBI guidelines for issue of Bonus shares.
6. Collection of Debenture Certificate and redrafting it.

Books for Reference:

1. **Accounting Principles;** Anthony, R.N. and Reece, J.S.: Richard Irwin Inc.
2. **Financial Accounting;** Gupta, R.L and Radhaswamy, M:
Sultan Chand and Sons, New Delhi.
3. **Financial Accounting;** . Monga J.R., Ahuja Girish, and Sehgal Ashok:
Mayur Paper Back, Noida.
4. **Advanced Accounts;** Shukla. M.C., Grewal T.S., and Gupta, S.C.:
S. Chand & Co. New Delhi.
5. **Compendium of Statement and Standards of Accounting:**
The Institute of Chartered Accountants of India, New Delhi.
6. **Higher Sciences of Accountancy :** . Agarwala A.N., Agarwala K.N.:
Kitab Mahal, Allahabad.
7. **Financial Accounts,** Mishra A.K.: Sahitya Bhawan Publishers and Distributers.
8. **Financial Accounting,** Jha, B.K.: Kedar Nath & Ram Nath, Meerut.

FUNDAMENTALS OF COST ACCOUNTING

Unit 1: Introduction : Definition and meaning of cost, costing, cost accounting, cost accountancy; distinction between cost accounting and Financial accounting, objects, functions and limitations of cost accounting, methods and techniques of costing.

Unit 2: Elements of cost: classifications of cost, cost centre, cost unit, cost sheet, problems on preparation of cost sheet.

Unit 3: Materials: classification and codification of materials, functions of purchase, receiving, inspection and stores departments; stores records, inventory control Techniques; E O Q, stock levels, ABC Analysis, VED Analysis, treatments of wastages, scrap, defectives and spoilage, pricing of materials. Problems on EOQ. Stocks levels, FIFO, LIFO, simple average & weighted average.

Unit 4: Labour : time keeping and time booking, methods of remuneration time rate, piece rate, Halsey plan, Rowan plan, idle time – causes and treatment, overtime, labour turnover causes, measurement and treatment Frauds in wage payment- steps to check frauds. Problems on time rate, piece rate, Taylor, Halsey & Rowan plan.

Unit 5: Overheads: classification of over heads, allocation and apportionment —Problems on primary distribution - secondary distribution – repeated distribution method only – absorption of overheads- methods of absorption- MHR only.

Skill Development:

1. Prepare a cost sheet format with opening and closing stocks of materials, work in progress and finished goods with imaginary figures.
2. List out the documents used in materials purchase, storage and issue collect formats and write a brief note on each of them (Any four).
3. Collect the formats of job card, time card etc. and explain the content & purpose.
4. Show a pay roll format with imaginary figures.
5. Prepare Primary distribution summary with imaginary figures

Books for reference:

1. **Cost Accounting:** N.K. Prasad
2. **Cost Accounting:** Nigam & Sharma :
3. **Practical Costing:** Khanna Pandey & Ahuja
4. **Cost Accounting:** M.L. Agarwal
5. **Cost Accounting:** Jain & Narang
6. **Cost Accounting:** S.P. Iyengar
7. **Cost Accounting:** S.N. Maheshwari
8. **Cost Accounting: A Managerial Emphasis.** Horngren
9. **Cost Accounting:** M. N. Arora
10. **Cost Accounting:** Dutta

INCOME TAX – I

Unit -1: Introduction to Income Tax - Important Terms – Person, Income, Assessment Year, Previous Year, Assessee, Gross Total Income, Total Income, Finance Bill- Exempted Incomes- Residential Status and Incidence of Tax (Individuals only)

Unit-2: Heads of Income – Income from Salary - Features of Salary Income-Basic Salary, Allowances, Perquisites, PFs - Retirement Benefits - Gratuity, EL, Commutation of Pension – Deductions U/S 16 - Problems on Income from Salary.

Unit-3: Computation of Income from House Property- Deemed Owners – Exempted Incomes – Annual Values – Determination of Annual Values under Different situations – Deductions - Practical Problems.

Unit 4: Capital Gains- Types of capital Assets- Transfer- Cost of Acquisition, Cost of Improvement - Selling Exps.- Deduction U/S 54 – Problems

Unit 5: Income from other sources:- Kinds of Securities – Cum-Interest and Ex-Interest Transactions- Bond washing Transactions – Deduction of Tax at source – Grossing Up – Totally Exempted Interest an securities- Deductions U/S 57 – Problems.

Unit 6: Set off of Losses – Carry forward and set off of losses – Order of set off (Theory only) – Deductions under Chapter VI A - 80C, 80CCC, 80CCD, 80CCE, 80CCF, 80D, 80DD, 80DDB, 80E, 80G, 80GG, 80GGB, 80QQB, 80RRB, 80U. – Assessment of Individuals (Who is not a Businessman or a Professional)

Skill Development:

1. Collection of salary certificate of an employee.
2. PAN – Filling of Form No: 49A (For Individuals)
3. Filling of Form No. 16
4. Due dates for filing return of income and filling of tax payment challan for all kinds of assesseees
5. Preparation of perquisites n and allowances chart
6. Organizational chart of IT office.

Books for Reference:

1. **IT Law and Practice** – V P Gaur, D.B. Narang & Others (Kalyani Publishers)
2. **IT Law and Accounts** – Dr. H C Mehrotra & Dr. S P Goyal (Sahitya Bhavan Publications)

3. **Problems and Solutions in Income Tax** : Dr. H C Mehrotra & Dr. S P Goyal (Sahitya Bhavan Publications)
4. **IT Law and Practice** – Dr. Bhagawathi Prasad (Vishwa Prakashan)
5. **Direct Taxes** – B.B Lal (Konark Publishers)
6. **IT Law and Practice** - M.B Kadkal (Renuka Prakashan)
7. **IT Law and Practice** - Dinkar Pagare (Sultan Chand & Sons)
8. **Direct Taxes** – Law and Practice – Dr. V.K. Singhania (Taxmann Publications)
9. **Government of India – Income Tax Manual**
10. **[www.incomeindia .gov.in](http://www.incomeindia.gov.in)**