



Bachelor of Commerce

SEMESTER IV

1. English IV
2. Communicative English IV
3. Corporate Accounting
4. Advanced Cost Accounting
5. Income Tax II
6. Computer Application

ADVANCED COST ACCOUNTING

Unit 1: Output or unit costing – Introduction- statement of cost- preparation of estimation- tenders and quotations.

Unit 2: Contract costing – introduction- contract account - profit on incomplete contracts - work in progress- Contractee's Account –Escalation Clause.

Unit 3: Process costing- introduction, distinction between job costing and process costing, process losses; inter process profits, process accounts. Joint products and By -products – Difference between joint products: methods of assigning joint cost, accounting for By- products.

Unit 4: Operating costing – introduction, transport costing, standing charges, operating and running cost. Preparation of operating cost sheet, calculation of passenger kms / ton kms.

Unit 5: Reconciliation of cost and financial Accounts – Need for reconciliation, reasons for disagreement, reconciliation procedure, Problems on reconciliation.

Skill Development:

1. Listing of industries located in your area and methods of costing adopted by them.
2. Calculation of profit transferable to P & L A /C, when the contract is not complete.
3. Valuation of abnormal loss and abnormal gain with imaginary figures.
- 4: Preparation of reconciliation of statement with imaginary figures.
5. Collect the format of log sheet from a transport service operator and show their content & purpose.
6. As a printer, quote the price of 2000 copies skill development records which your college principal would like to order.

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

Communicative English IV

Unit 1

Transitions - Introduction, Transition: Its Interpretation, Use of Transition in Written Work, Uses of Transitions.

Unit 2

Spelling Rules -Introduction ,Spelling Rules ,Different Spellings for the Same Sound, Silent Consonant Letters in Some Words ,Variant Spellings.

Unit 3

Hyphenation- Introduction,Compound Words with Hyphens,Use Hyphens with Numbers ,Use Hyphens with Prefixes ,Compound Words without Hyphens, Prefixes without Hyphens.

Unit 4

Transcribing Numbers -Introduction ,Numbers Spelled Out, Numbers Expressed in Figures, Large Numbers.

Unit 5

Abbreviating Technical and Non-technical Terms -Introduction

Unit 6

Proofreading -Introduction

Suggested Readings

1. Professional Communication by Aruna Koneru.

COMPUTER APPLICATIONS

Unit 1: Review of Electronic Spread Sheet Data Base –data Processing –Analysis of Logic in Design Process.

Unit 2 : System Analysis and Design: Project Management –Gant Chart Role of PERT /CPM – Data Flow Diagram –Critical Path Analysis-Project Life Cycle-Project Cost Estimation

Unit 3: Computer Based Accounting and Auditing Package-General Awareness and Application of particular Package (for Example Tally Peach tree and Quick Book)

Unit 4 : Computer Based Statistical Package-General Awareness and Application of a Particular Package(for example SPSS)

Unit 5: Cyber Ethics: An overview of Major Provisions of Cyber laws and Information Technology Act.

Skill Development/Practical:

1. Prepare a list of Application Software's and its uses that are used in Business Organization
2. Create a Data flow diagram of a Business Project.
3. Completing accounting cycle using Tally.
4. Computation of Descriptive statistics using SPSS Package
5. Organize a talk by Project Manager and write a report on the talk
6. Create a Gant Chart of a Business Project using MS-Project.
7. Write a report on measures taken by a Business Organization to mitigate cyber crime.
8. List the pictures used in flow chart and Data flow diagram.

Books for Reference:

1. **Computer Systems and Application:** Rustam Shroff
2. **Computer architecture and organization:** Heys –McGraw hill
3. **Information system for Modern Management:** Murdick R (PHI)
4. **E-Commerce-Concepts and Modern Strategy:** Murthy CSV Himalaya
5. **Database Management System:** A lexis Leon and Mathew lean (Vikas)
6. **Internet for everyone:** Leon
7. **Internet-complete reference:** Peterson(TMh)

CORPORATE ACCOUNTING

Unit 1: Accounting for Amalgamation: Meaning of Amalgamation,– Provisions of AS14– Merger & Acquisition. Methods of Accounting for Amalgamation: (a) Pooling Interest Method (b) Purchase method. Meaning and methods of computing Purchase Consideration. Ledger accounts in the books of Transferor Company- Opening entries and Balance sheet in the books of Transferee Company.

Unit 2: Internal Reconstruction: Meaning & Objectives of Internal Reconstruction - Methods of Internal Reconstruction – Accounting entries for Internal Reconstruction under Capital Reduction Method.

Unit 3: Accounting for Banking Companies (as per new regulations)

Unit 4: Accounting for Life Insurance companies (as per IRDA Regulations).

Unit 5: Accounting for General Insurance companies (as per IRDA Regulations) (Fire and Marine).

Unit 6: Accounting for Holding Companies: Preparation of Consolidated Balance sheet of Holding with one Subsidiary – Minority Interest –Computation of Goodwill/Capital Reserve – Revaluation of Assets of subsidiary.

Skill Development:

1. Calculation of Purchase Consideration and its discharge under Net Assets Method with imaginary figures.
2. Calculation of Cost of Control – Minority Interest with imaginary figures.
3. Collection of Final Accounts of Banking Companies and identifying the schedules and redrafting them (at least THREE).
4. Listing of Life Insurance Policies and the Bonus applicable.
5. Preparation of Valuation Balance Sheet with imaginary figures and preparation of Statement of Distribution of Surplus.
6. Collecting General Insurance Claim Form and filling it with imaginary information and figures.

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.

English- IV

Poetry:

1. "Character of a Happy Life" – Henry Wotton
2. "The Dead Fox Hunter"- Robert Graves
3. "Refugee Blues" – W. H. Auden
4. "Bazaars of Hyderabad" – Sarojini Naidu
5. "Money Madness" – D. H. Lawrence

Short Stories:

1. "The Fly" – Katherine Mansfield
2. "Moonlight" (Clair de Lune) – Guy de Maupassant

Essays:

1. "Science and Tradition" – Bertrand Russell
2. "Stay Hungry, Stay Foolish" – Steve Jobs

INCOME TAX –II

Unit 1: Profits and Gains of Business or Profession - Meaning and Definition of Business,

Profession –Expenses Expressly Allowed – Allowable Losses - Exps: Expressly

Disallowed etc., - Problems on:-

a) Business Relating to Sole Trader only

b) Profession - Relating to CA, Advocate/ Lawyer – Doctor / Medical Practitioner.

Unit 2: Depreciation – Meaning – Conditions- Block of Assets – Problems on Computation of Depreciation U/S 32.

Unit 3: Assessment of Firms- Definitions – Book Profit, Working Partner – Provision of sections 184 and 40(b) – Treatment of firm’s losses – Computation of Total Income and Tax Liability of Firm and Computation of Taxable Income of Partners .

Unit 4: Assessment of Companies - normal computation only.

Unit 5: Tax Deduction at Source – Advance Payment of Tax – Interest U/S 234C only

Unit 6: Assessment Procedure – Kinds of Assessments Interest U/S 234C only

Skill Development:

1. PAN – Filling of Form No. 49A (other than Individuals)
2. TAN – Filling of Form No. 49B
3. Filling of challan for making payment of taxes (Corporate assesses)
4. Filling of Form No. 16A and 15H
5. Different kinds of notices U/s, 142, 143, 144 and 148
6. Filling of Returns of Income (Other than Individuals)

Books for Reference:

IT Law and Practice – V P Gaur, D.B. Narang & Others (Kalyani Publishers)

IT Law and Accounts – Dr. H C Mehrotra & Dr. S P Goyal (Sahitya Bhavan Publications)

Problems and Solutions in Income Tax : Dr. H C Mehrotra & Dr. S P Goyal (Sahitya Bhavan Publications)

IT Law and Practice – Dr. Bhagawathi Prasad (Vishwa Prakashan)

Direct Taxes – B.B Lal (Konark Publishers)

IT Law and Practice - M.B Kadkal (Renuka Prakashan)

IT Law and Practice - Dinkar Pagare (Sultan Chand & Sons)

Direct Taxes – Law and Practice – Dr. V.K. Singhania (Taxmann Publications)

Government of India – Income Tax Manual

[www.incomeindia .gov.in](http://www.incomeindia.gov.in)