

BUSINESS COMMUNICATION PAPER 1

TOPICS FOR THE STUDY:

1. Introduction to Communication
2. Methods of verbal communication
3. Dimensions of Corporate communication
4. Informal dimension of communication
5. Listening & improving communication
6. Business English

• **Introduction to Communication:**

1. The concept of communication
2. Definitions of communication
3. Process of effective communication
4. Significance of feedback
5. Attributes of communication
6. Importance of communication in corporate world.

• **Methods of Verbal Communication:**

1. Nature & definition of Verbal Communication
2. Oral communication- definition, advantages & disadvantages
3. Written communication- definition, features, advantages & disadvantages in business world.
4. Tips for making verbal communication effective.

• **Formal dimensions of corporate communication:**

1. Introduction & Hierarchical structure
2. Downward- definition, merits & demerits
3. Upward- definition, advantages and disadvantages.
4. Horizontal- definition, strengths and limitations.

• **Informal dimensions of communication:**

1. Nature & Importance
2. Grapevine communication- definition & salient features
3. Advantages & disadvantages of grapevine
4. Types of grapevine chains
5. Effective use of grapevine

• **Listening & Improving communication:**

1. Nature & definition of Listening
2. Process of effective listening
3. Barriers of effective listening
4. Guidelines for effective listening

• **Business English:**

1. Introduction & Importance of English in business
2. Commercial English
3. Features of Commercial English
4. English for Business

COMMERCE PAPER 1: Business Environment

TOPICS FOR THE STUDY:

1. Business
2. Business Structure
3. Business Environment
4. International Environment
5. Business Objectives
6. Business & Social Control

- **Business:**

1. Definition, features, functions, scope & significance
2. Evolution from local to global state
3. Changing scenario since liberalization

- **Business Structure:**

1. Concept & terms
2. Structural relationship of Business components like trade, industry, commerce & services
3. Various sector & business units in the economy like private sector, public sector & co op sector

- **Business Environment:**

1. Environment -Concept & Significance of economic, political, social, technological, legal, cultural environments.
2. Inter dependence of business & environment
3. Educational environment & Business- career options in Business

- **International Environment:**

1. International Environment- Overview
2. Trends in world & the problems of developing countries
3. Foreign Trade & economic growth

- **Business Objectives:**

1. Business Objectives
2. Multiplicity of Objectives
3. Organic Objectives- Survival- Growth- Image

- **Business & Social Control:**

1. Business & Government
2. Consumerism & Consumer Movement
3. Social Audit
4. Role of NGOs

COST ACCOUNTING PAPER 1: introduction and element of cost

TOPICS FOR THE STUDY:

1. Introduction
2. Cost Concepts
3. Material Cost
4. Labors Cost
5. Overheads Cost
6. Cost Sheet

- **Introduction:**

1. Evolution
2. Objectives

3. Importance & Advantages of Cost Accounting
4. Difference between Cost Accounting & Financial Accounting
5. Limitations of Financial Accounting.

- **Cost Concepts:**

1. Cost Accounting
2. Classification of Costs with different parameters
3. Cost Allocation & Apportionment

- **Material Cost:**

1. Material control procedure
2. Documentation
3. Stock Ledger, Bin card
4. Stock levels
5. E.Q.C

- **Labour Cost:**

1. Composition of Labour cost
2. Labour cost records
3. Overtime/ Idle time/ Incentive Schemes

- **Overhead Cost:**

1. Classification
2. Allocation & Absorption of Overheads

- **Cost Sheet:**

1. Preparation of Cost sheet of a manufacturing concern.

ECONOMICS PAPER 1

TOPICS FOR THE STUDY:

- | | |
|------------------------|---|
| 1. Introduction | 2. Demand & Supply |
| 3. Production Function | 4. Cost & Revenue Analysis |
| 5. Market Structure | 6. Project Planning & Pricing Practices |

- **Introduction:**

1. Scarcity
2. Choice & Efficiency(with reference to PPC)- Basic tools of Economic analysis, equations
3. Functions
4. Identities
5. Slope
6. Time series
7. Cross section analysis
8. Scatter diagrams
9. Derivatives & limits

- **Demand & Supply:**

1. Determination of equilibrium price in an open market system.
2. Elasticity of demand- Price
3. Income
4. Cross- Promotional elasticity of demand- its measurement & application in business decisions.
5. Indifference Curves Analysis(case studies)- its properties of indifference curves, consumer's equilibrium
6. Demand Forecasting- Survey & Statistical methods

- **Production Function:**

1. Production Function -Laws explaining production function in the short & long run, Internal & External economics (Case studies).

- **Cost & Revenue Analysis:**

1. Cost concepts- behavior of costs in the short run & the long run (Case studies)., Revenue concepts, Break-even Analysis.

- **Market Structure:**

1. Features of Perfect Competition & monopoly- concept of price discrimination- equilibrium under dumping.
2. Features of Monopolistic Competition.
3. Oligopoly- Price Indeterminateness- Cartel Formation
4. Different forms of Price leadership.

- **Project Planning & Pricing Practices:**

- Project Planning**

1. Meaning & Significance
2. Steps in Investment Appraisal

- Pricing Practices**

1. Marginal cost pricing- cost plus pricing- Transfer pricing
2. Pricing practices(Case studies)

FINANCIAL ACCOUNTING PAPER 1

TOPICS FOR THE STUDY:

1. Introduction to Accounting
2. Accounting Procedure
3. Capital & Revenue
4. Reconciliation & Rectification
5. Depreciation provisions & Reserve
6. Final Accounts

- **Introduction to Accounting**

- **Meaning & Scope of Accounting:**

1. Need
2. Objectives
3. Functions
4. Development & Definition of Accounting
5. Book keeping & Accounting
6. Users of Accounting
7. Disclosures
8. Branches of Accounting
9. Objectives of Accounting
10. Methods of Accounting
11. Limitations of Accountingⁱ

- **Accounting Principles:**

1. Accounting Concepts
2. Accounting Convention
3. Accounting Standard

- **Accounting Procedure:**

1. Accounting Cycle

2. Rules of debit & credit
3. Journal
4. Subsidiary Book
5. Ledger
6. Opening Entry
7. Trial Balance

- **Capital, Revenue & Deferred Revenue Expenditure & Receipt:**

Expenditure. Importance and tests:

1. Capital Expenditure
2. Revenue Expenditure
3. Distinction between Capital Expenditure and Revenue Expenditure
4. Deferred Revenue
5. Unusual Expenses
6. Effect or Error
7. Criteria Tests

Receipts

1. Capital Receipts
2. Revenue Receipts
3. Distinction between Capital Receipts and Revenue Receipts

Profit or Loss-

1. Revenue
2. Capital

- **Reconciliation & Rectification:**

Bank Reconciliation

1. Cash book to Bank statement (including overdraft)
2. Bank statement to Cash book(including overdraft)

Debtors & Creditors Reconciliation

1. Customer A/C in Proprietor's book & vice versa
2. Supplier's A/C in Proprietor's book & vice versa.

Rectification

1. Types
2. Rectification of entries excluding suspense a/c.

- **Depreciation, Provisions & Reserve:**

1. Practical problems based on accounting treatment by provision for depreciation using Straight line & reducing balance method.
2. Presentation of fixed assets in the Final accounts of Sole Trader.

- **Final Accounts:**

1. Introduction
2. Adjusting & closing entries
 - a) Outstanding expense & Outstanding Incomes
 - b) Prepaid expenses & Incomes received in advance
 - c) Depreciation
 - d) Bad debts, Provision for bad and doubtful debts, reserve for discount on Debtors / Creditors
 - e) Goods or material or cash withdrawn by proprietor
 - f) Sales or purchases include fixed assets and investments
 - g) Goods or materials lost by fire, theft, etc. Goods sent on sales or return basis

- h) Rectification of errors
- 3. Preparation of Final Accounts in Horizontal Format
 - a) Manufacturing Account
 - b) Trading Account
 - c) Profit and Loss Account
 - d) Balance Sheet

FOUNDATION COURSE PAPER 1

TOPICS FOR THE STUDY:

- | | |
|--|--|
| 1. Fundamentals of Business | 2. Business & Society |
| 3. Business & Basic commercial information | 4. Business & Basic accounting information |
| 1. Basic Environmental Challenges | 6. Organization & Management |

- **Fundamentals of Business:**

1. Concept- Business, profession, employment
2. Comparison of business, profession and employment
3. Business risks- Features & causes
4. Basic factors of starting a business

- **Business & Society:**

1. Ecology and Business
 - Meaning and environment
 - Ecology and Ecology balance
 - Relationship between Ecology & Business
 - Protection of environment & need for pollution control
 - Environment Audit
2. Social responsibilities of Business
 - i) Concept of Social responsibilities ii) Cases for & against Social responsibilities
3. Business Ethics-
 - i) Concept and Need ii) Principles of Business ethics

- **Business & basic commercial information:**

1. Introduction of Commerce
2. Classification of business activities
3. Managerial response to change in business environment- MIS forecasting, Experts, Innovations, Path of least resistance, Acquisition, Merger, Joint venture etc....
4. Commercial Terms

i) Services	ii) Outstanding	iii) E-commerce	iv) M-commerce	v)
Infrastructure	vi) Bank assurance	vii) Liberalizations	viii) Privatization	ix)
Globalization	x) Profit			

- **Business & basic accounting information:**

1. Meaning & objects of accounting
2. Accounting as a source of information
3. Internal & external users of accounting information and their need
4. Accounting terms like Assets, Liabilities, Capital, Expenses, Income, Expenditure, Revenue, Debtors, Creditors, Goods, Stock, Voucher, Transaction, Drawings.

- **Basic Economic Challenges:**

1. Poverty- Absolute & relative, main programs for poverty alleviation
2. Rural development key issues- credit and marketing, co-operatives, alternatives to farming, organic farming.
3. Employment- Problems & Policies
4. Infrastructure- Meaning, types and problems a critical assessment.

- **Organization & Management:**

1. Organization- Meaning & Features
2. Management- Meaning & Features
3. Difference between organization & management.

INFORMATION TECHNOLOGY PAPER 1

TOPICS FOR THE STUDY:

1. Introduction to Computer
2. Office Productivity Tool
3. Introduction to Accounting package
4. Introduction to Accounting Information
5. Vouchers in Tally
6. Reports

• Introduction to Computers:

1. Definition of computer, hardware, software, generation of computer, its parts of computer (block diagram) & types of computer.
2. I/O devices- keyboard, mouse, printer, plotter
3. Storage devices- primary & secondary memory
4. Software- concept of system software & applications software
5. Operating system- DOS, UNIX, WINDOWS.

• Office Productivity Tool:

1. MS-WORD- Uses of word, creating, editing, formatting & printing documents, use of tools such as spell check, thesaurus etc....
2. MS-EXCEL- Application of spreadsheet related to accounting & finance, creating dynamic & sensitive worksheet using graphics & formatting of worksheet.
3. MS-POWERPOINT- Creating, editing, formatting, animation, customization, transition of slides using graphics into slide show.

• Introduction to Accounting package:

1. Introduction to computerized accounting, importance & application of accounting package, ,advantages & disadvantages of computerized accounting.

• Introduction to Tally Accounting Information:

1. Opening screen of tally, creating company, loading/selecting company, shutting a company, altering / modifying Existing Company, configuring company.
2. Menu related to accounts, groups, managing groups & multiple groups.
3. Ledgers- creating single ledger, advanced usage, displaying ledgers, Altering multiple ledgers.

• Vouchers in Tally:

1. Predefined vouchers: Contra vouchers, Sales vouchers, Payment vouchers, Receipt vouchers, Journal vouchers, Memo vouchers, Optional vouchers & postdated vouchers
2. Configuring Vouchers, Creating/Customizing Vouchers, Displaying vouchers & Altering Vouchers.

• Reports:

1. Trial balance, Balance sheet, Profit & Loss A/c, Account books, Statement of accounts, Bank reconciliation statement, Day book.

1.2.2 AUDITING PAPER- 1: Introduction planning and Techniques of Auditing

A) Topics for the study	No of lectures
1. Auditing- Introduction	06
2. Types of Audit	06
3. Audit Planning	08
4. Vouching	10
5. Verification	10
6. Reading of Ledgers	10

1. Auditing:- Introduction:

- | | | |
|--|----------------|----------------|
| (a) Evolution | (b) Definition | (c) Scope |
| (d) Objectives | (e) Functions | (f) Principles |
| (g) Advantages and Limitations of Auditing | | |

2. Types of Audit:

- | | | |
|-------------------------|--|-----------------------|
| (a) Statutory Audit | (b) Non-Statutory audit and Internal Audit | (c) Concurrent Audit |
| (d) Interim Audit | (e) Cost Audit | (f) Tax Audit |
| (g) Balance sheet Audit | (h) In-depth Audit | (i) Cash Audit |
| (j) Special Audit | (k) Management Audit | (l) Operational Audit |
| (m) Efficiency Audit | (n) Propriety Audit | |

3. Audit Planning:

- | | |
|----------------------------|--|
| (a) Appointment of Auditor | (b) Letter of Communication |
| (c) Audit Programme | (d) Working Papers |
| (e) Audit Memorandum | (f) Audit Notebook |
| (g) Audit Markings | (h) Control over the Quality of Audit Work |

4. Vouching:

- (a) Meaning
- (b) Requirements of a Voucher
- (c) Vouching of income and expenses

5. Verification:

- (a) Cash verification
- (b) Stock verification
- (c) Fixed Asset verification
- (d) Share Capital verification
- (e) Liabilities verification
- (f) Bank verification

6. Reading of Ledgers:

- (a) Personal Accounts
- (b) Nominal Accounts
- (c) Real Accounts

BUSINESS COMMUNICATION –II : Application in Business

Topics for Study

1. Interviews
2. Barriers to effective business communication
3. Non-verbal Aspects of business communication
4. Theory & Practice of advanced commercial correspondence
5. Report Writing
6. Presentation

1. INTERVIEWS

- a) Definition & Importance
- b) Types of Interviews
- c) Conducting an Interview
- d) Preparation made by the Interviewer
- e) Preparation made by the Interviewee
- f) Letters of application & resume

2. BARRIERS TO EFFECTIVE BUSINESS COMMUNICATION

- a) Nature & definitions of Barriers
- b) Physical Barriers - Types & Illustrations
- c) Semantic Barriers - Types & Illustrations
- d) Psychological Barriers - Types & Illustrations
- e) Guidelines for removal of Barriers

3. NON-VERBAL ASPECTS OF BUSINESS COMMUNICATION

- a) Nature & definitions
- b) Kinesics – Facial Expression, Gesture :Posture, eye contact, silence
- c) Para – Language & Importance of voice
- d) Word accent & sentence accent
- e) Advantages & Limitations of Para language
- f) Exercises in voice modulation

4. THEORY & PRACTICE OF ADVANCED COMMERCIAL CORRESPONDENCE

- a) Basics of letter writing
- b) Parts & layouts of Business Letter
- c) Functions of Business Letter
 - i) Letter of inquiry
 - ii) Letter of order
 - iii) Letter of complaint
 - iv) Letter of sales
 - v) Letter of collection

5. REPORT WRITING

- a) Nature & definitions
- b) Types of Report
- c) Structure of Report
- d) Exercises in formal report writing

6. PRESENTATION

- a) Nature, Importance & Definition
- b) Structure of Presentation
- c) Guidelines for effective presentation
- d) Exercise in presentation
- e) Fax-E-mail & Video - conferencing

REVISED SYLLLABUS FYBAF SEM. II

BUSINESS LAW PAPER -1: Business Regulatory Framework

Topics for Study

1. Law of contract 1872
2. Special Contracts
3. Sales of Goods Act 1930
4. Negotiable Instrument Act 1881
5. The Consumer Protection Act 1986
6. Foreign Exchange Management Act 2000

1. LAW OF CONTRACT - 1872

- a) Nature of Contract
- b) Classification of Contracts
- c) Offer & Acceptance
- d) Capacities of Parties to Contract
- e) Free Consent
- f) Consideration
- g) Legality of Object
- g) Agreement declared Void
- i) Performance of Contract
- j) Discharge of Contract
- k) Remedies for breach of contract

2. SPECIAL CONTRACTS

- a) Indemnity
- b) Guarantee
- c) bailment & pledge
- d) Agency

3.SALES OF GOOD ACT 1930

- a) Formation of contract of sale
- b) Goods & their Classification
- c) Price, Conditions & Warranties
- d) Transfer of Properties in Goods
- e) Performance of the Contract of Sales
- f) Unpaid Seller & his rights
- g) Sale by auction
- h) Hire purchase agreement

4. Negotiable Instrument Act, 1881

- a) Definition of negotiable instruments
- b) Features of negotiable instruments
- c) Promissory note
- d) Bill of Exchange & Cheque

- e) Holder & holder in the due course
- f) Crossing of a Cheque
- g) Types of Crossing, Negotiation
- h) Dishonor & discharge of negotiable instruments

5. The Consumer Protection Act, 1986

- a) Salient features
- b) Definition of Consumer
- c) Grievance redressal machinery

6. Foreign Exchange Management Act, 2000

- a) Definition & main provisions

FIRST YEAR- 2ND SEMESTER

1.2.1 FINAL ACCOUNTING PAPER-2: SPECIAL ACCOUNTING AREAS

A) TOPICS FOR STUDY	No of lectures
1. Stock valuation and valuation of inventory	08
2. Accounting of department store	08
3. Single entry system of accounting	10
4. Final accounts of Non Profit making organization	10
5. Branch accounting	10
6. Accounting in computerized Environment	04
1. <u>Stock Valuation and Valuation of inventory:</u>	
1) Methods of Stock valuation as per AS-2	
2) Problems of stock Valuations on FIFO and Weighted Average Method (Preparation of stock register/store register by applying FIFO and Weighted Average Method of Stock Valuation)	
3) Problems on Reconciliation of stock- Stock verification on prior or subsequent to year end.	
2. <u>Accounting of Departmental Store(including mall):</u>	
1) Meaning 2) Basis of allocation(of expenses and income/receipts)	
2) Inter Departmental Transfer a) At cost price b) At invoice price	
4) Stock Reserve	
5) Problem based on Departmental trading and profit and loss account and balance sheet	
3. <u>Single Entry System of Accounting:</u>	
1) a) Introduction b) Feature c) Limitations	
2) Problems based on conversion if single entry into double entry	
4. <u>Final Accounts of Non Profit making organization:</u>	
1) Meaning	
2) Problem based on Preparation on incomes and expenditure account and Balance Sheet from receipt and payment and opening Balance sheet	
3) Problem based on Preparation of Receipt and payments Account from the income and Expenditure and balance sheet	
5. <u>Branch Accounting:</u>	
1) Branch accounting in Head office books- a) Memorandum Debtors Method b) Stock and Debtors method c) Independent branch	
Accounting under separate books	
6. <u>Accounting in Computerized Environment</u>	
1) An overview of computerized environment 2) Features of computerized accounting system	
3) Concept of grouping of accounts 4) Codification of accounts	
5) Maintaining the hierarchy & ledgers 6) Accounting Packages & consideration of them in selection	

Financial Management paper – 1

Introduction to Financial management:

A) <u>Topics for study</u>	<u>No. of lectures</u>
1. Introduction to financial Management	08
2. Capital budgeting	08
3. Concept in valuation	10
4. Financial Analysis	10
5. Cost of capital	08
6. Valuation of securities	06

1. Introduction to financial management :

- (a) Evolution
- (b) Meaning
- (c) Importance
- (d) Scope and objective of financial management
- (e) Conflicts in principles of profits V/S Value Maximization

2. Capital Budgeting

- (a) Nature of investment decisions
- (b) Investment evaluation criteria
- (c) Payback Period
- (d) Accounting rate of return
- (e) Profitability index
- (f) NPV and IRR comparison

3. Concepts in valuation

- (a) The time value of money
- (b) Present Values
- (c) Internal rate of return or yield
- (d) Bond returns
- (e) The returns from stock investment

4. Financial Analysis

- (a) Basic concepts of balance sheet, Profit and Loss
- (b) Ratios
- (c) Fund flow, Cash Flow & Working Capital (excluding problems – Basics concepts only)

5. Cost of Capital

- (a) Significance of cost of capital
- (b) Cost of debt, Preference shares, Equity capital and Retained earnings.
- (c) Combined (Weighted) cost of capital

6. Valuation of securities

- (a) Valuation of shares
- (b) Valuation of bonds

BAF SEM. II

QUANTITATIVE METHODS FOR BUSINESS - I

Topics for Study

1. Introduction
2. Presentation of Data
3. Analysis of Quantitative Data
4. Measures of Dispersion
5. Index Numbers
6. Elementary Calculus

1. INTRODUCTION

- a) Meaning, Scope & limitation of Statistics
- b) Concepts of statistical population & sample from a population
- c) Qualitative & Quantitative Data
- d) Discrete & Continuous Data
- e) Primary & Secondary Data

2. PRESENTATION OF DATA

- a) Construction of table
- b) Univariate frequency distribution of discrete & continuous variables
- c) Cumulative frequency distribution by Histogram, Frequency Polygon, frequency Curves & Ogives
- d) Diagrammatic representation using bar diagrams
- e) Pie chart & Rectangle

3. ANALYSIS OF QUANTITATIVE DATA

- a) Measures of Central tendency or location
- b) Arithmetic mean (simple & weighted), Geometric mean
- c) Median, Quartiles, Deciles, Percentiles, Mode, Merits, Demerits & uses of Mean, Median & Mode
- d) Requirements of a good average

4. Measures of Disperation

- a) Range, Semi-inter quartile range, Mean absolute deviation, Standard deviation
- b) Coefficient of Variation

5. Index Numbers

- a) Index number as a comparative tool
- b) Simple & Composite Index Number
- c) Laspeyre's, Paasche's, Marshal Edgeworth's, Bowley's & Fisher's Index Numbers.
- d) Cost of Living Index Number
- e) Real Income concept of wholesale price Index Number

6. Elementary Calculas

- a) Introduction to function & limit (concept only)
- b) Differentiation
- c) Derivatives of x^n , e^x , a^x , $\log x$..
- d) Law of derivatives for sum, product & quotient of two function of x .
- e) Application of derivatives

- f) Maxima & Minima (Statement of sufficient conditions in terms of first & second order derivatives)
- g) Simple applications in Economics, Commerce & Management

TAXATION PAPER -1: INDIRECT TAXES -I

A. CENTRAL SALES TAX ACT 1956

- 1. Definitions
- 2. Principles of determination inter-state Sales and Purchases
- 3. Liabilities and Rate

B. THE MAHARASHTRA VALUE ADDED TAX ACT, 2002.

- 1. Definitions
- 2. Incidence & Levy of Tax
- 3. Payment of Tax & Recovery of set off & refund

(A) CENTRAL SALES TAX ACT 1956

1. Definitions :

Section :

- 2(aa) Business
- 2(b) Dealer
- 2(c) Declared Goods
- 2(g) Sale
- 2(h) Sales Price

2. Principles of determination inter-state Sales and Purchases :

Section :

- 3 Sale & Purchase in course of inter-state trade or commerce
- 4 Sale or Purchase out side state
- 5 Sale or Purchase in the course of import or export

3. Liabilities & Rate :

Section:

- 6 Liabilities to tax
- 8 Rate of tax

(B) THE MAHARASHTRA VALUE ADDED TAX ACT, 2002

1. Definitions :

Section :

- 2(4) Business
- 2(8) Dealer
- 2(12) Goods
- 2(13) Importer
- 2(15) Manufacture
- 2(20) Purchase Price
- 2(22) Resale
- 2(24) Sales
- 2(25) Sales Price
- 2(27) Service
- 2(33) Turnover of sales

2. Incidence & Levy of Tax

Section :

3 Incidence of Tax

4 Tax Payable

5 Tax no leviable on certain goods

6 Levy of Sales Tax on goods Specified in the schedule

7 Rate of Tax on Packing Material

8 Certain Sales & Purchases not liable to tax

3. Payment of Tax & Recovery, set off & refund

Section :

42 Composition of Tax

Set-off, Refunds etc.

Section :

48 & 49 Set-off, refund etc. along with rules 52, 53, 54