

**DON BOSCO ARTS & SCIENCE COLLEGE**  
**(Affiliated to Kannur University)**  
**ANGADIKADAVU, IRITTY, KANNUR**



**COURSE PLAN**

**B.Com Computer Application**

**SEMESTER - 1**

**ACADEMIC YEAR 2015 - 16**

| SL No. | Name of Subjects                            | Name of the Teacher | Duty Hours per week |  |
|--------|---|---------------------|---------------------|--|
|        | <b>I Sem B.Com Computer (2015 - 18)</b>     |                     |                     |  |
| 1.     | 1A01 ENG - Communicative English I          | Sarath Krishnan     | 5                   |  |
| 2.     | 1A02 ENG - Language Through Literature I    | Joshy Sebastian     | 4                   |  |
| 3.     | 1A07 - 1 MAL - Sahithiya Roopangal          | Baby P J            | 5                   |  |
| 4.     | 1A07 - 1 HIN - Srujanatmak Sahithya         | Jainy N.George      | 5                   |  |
| 5.     | 1B01 COM - Management Concepts & Principles | Sr. Daisylet        | 3                   |  |
| 6.     | 1B02 COM - Financial Accounting             | Stephy Emmanuel     | 4                   |  |
| 7.     | 1C01 COM - Business Statistics              | Roshini P K         | 4                   |  |

### TIME TABLE

| Day | 9.50am - 10.45am                | 10.45am - 11.40am   | 11.55am - 12.50am   | 1.40am - 2.35am   | 2.35am - 3.30am   |
|-----|---------------------------------|---|---|---|---|
| 1   | 1C01 COM - Business Statistics  | 1A01 ENG - Communicative English I  | 1A07 - 1 MAL - Sahithiya Roopangal<br>1A07 - 1 HIN - Srujanatmak Sahithya | 1B01 COM - Management Concepts & Principles                               | 1A02 ENG - Language Through Literature I                                  |
| 2   | 1C01 COM - Business Statistics  | 1B02 COM - Financial Accounting   | 1A07 - 1 MAL - Sahithiya Roopangal<br>1A07 - 1 HIN - Srujanatmak Sahithya | 1A02 ENG - Language Through Literature I                                  | 1A01 ENG - Communicative English I  |
| 3   | 1B02 COM - Financial Accounting | 1A02 ENG - Language Through Literature I                                  | 1C01 COM - Business Statistics  | 1A07 - 1 MAL - Sahithiya Roopangal<br>1A07 - 1 HIN - Srujanatmak Sahithya | 1A01 ENG - Communicative English I  |
| 4   | 1C01 COM - Business Statistics  | 1A07 - 1 MAL - Sahithiya Roopangal<br>1A07 - 1 HIN - Srujanatmak Sahithya | 1A01 ENG - Communicative English I  | 1B01 COM - Management Concepts & Principles                               | 1B02 COM - Financial Accounting   |
| 5   | 1B02 COM - Financial Accounting | 1A02 ENG - Language Through Literature I                                  | 1A01 ENG - Communicative English I  | 1B01 COM - Management Concepts & Principles                               | 1A07 - 1 MAL - Sahithiya Roopangal<br>1A07 - 1 HIN - Srujanatmak Sahithya |

## **1A01 ENG : COMMUNICATIVE ENGLISH I**

**No. of Credits: 4**

**No. of Contact hours: 5 Hrs per week / 90 Hrs**

### **Course Objectives:**

- The modules of the course have been planned and selected in such a way as to help the students to develop an overall knowledge and understanding of English Grammar and Phonetics and communicate ideas and information effectively.
- The student will learn to ask relevant questions when necessary, make appropriate and meaningful comments, and insightful observations.
- The student will select and use appropriate listening strategies according to the intended purpose, such as solving problems, interpreting and evaluating techniques and intent of a presentation, and taking action in career-related situations.
- The students will be familiarized with the basics of oral communication and thus develop their ability to use English for performing some of the most vital communicative functions in academic, social and professional situations.
- The student will develop global intelligibility.
- The student will follow the writing conventions correctly without making any serious lapses in grammar or word choices.

### **Module 1: Phonetics (2 Hours/Week)**

1. Received Pronunciation
2. Vowel Sounds
3. Diphthongs
4. Consonants
5. Transcription of Words
6. Syllables and Word Stress
7. Weak Forms
8. Intonation

### **Module 2: Language (1 Hour/Week)**

1. Word Classes 1
2. Word Classes 2
3. Modals
4. Articles

### **Module 3: Language (1 Hour/Week)**

1. Sentence Types
2. Question tags
3. Tenses
4. Subject-Verb concord

### **Module 4: Composition (1 Hour/Week)**

1. Letter Writing
2. CV and Cover letter
3. Essay Writing
4. Paraphrasing

## TEACHING SCHEDULE

| No of Weeks | Dates                          | Session  | Topic                                       |
|-------------|--------------------------------|----------|---|
| 1           | 30-07-2015<br>To<br>31-07-2015 | 01       | Need for phonetics                          |
|             |                                | 02       | Need for phonetics                          |
|             |                                | 03       | Need for phonetics                          |
| 2           | 03-08-2015<br>To<br>07-08-2015 | 04       | Phonetic Symbols                            |
|             |                                | 05       | Phonetic Symbols                            |
|             |                                | 06       | RP  |
|             |                                | 07       | Monophthongs                                |
| 3           | 10-08-2015<br>To<br>14-08-2015 |          | <b>Spoken English Course</b>                |
|             |                                |          | <b>Spoken English Course</b>                |
|             |                                |          | <b>Spoken English Course</b>                |
|             |                                |          | <b>Spoken English Course</b>                |
|             |                                |          | <b>Spoken English Course</b>                |
| 4           | 17-08-2015<br>To<br>21-08-2015 | 09       | Consonants                                  |
|             |                                | 10       | Transcription                               |
|             |                                | 11       | Transcription                               |
|             |                                | 12       | Transcription                               |
|             |                                | 21 - Aug | <b>Onam Celebration</b>                     |
| 5           | 24-08-2015<br>To<br>28-08-2015 |          | <b>Holiday</b>                              |
|             |                                |          | <b>Holiday</b>                              |
|             |                                |          | <b>Holiday</b>                              |
|             |                                |          | <b>Holiday</b>                              |
|             |                                |          | <b>Holiday</b>                              |
| 6           | 31-08-2015<br>To<br>04-09-2015 | 13       | Class Test                                  |
|             |                                | 14       | Seminar                                     |
|             |                                | 15       | Syllables                                   |
|             |                                | 16       | Word stress                                 |
|             |                                | 17       | Word stress                                 |
| 7           | 07-09-2015<br>To<br>11-09-2015 | 18       | Weak forms                                  |
|             |                                | 19       | Intonation                                  |
|             |                                | 20       | Intonation                                  |
|             |                                | 21       | Word classes 1                              |
|             |                                | 22       | Noun  |
| 8           | 14-09-2015<br>To<br>19-09-2015 | 23       | Pronoun                                     |
|             |                                | 24       | Adjectives                                  |
|             |                                | 25       | Adjectives                                  |
|             |                                | 17 - Sep | <b>Annual Retreat</b>                       |
|             |                                |          | <b>Annual Retreat</b>                       |
| 9           | 21-09-2015<br>To               |          | <b>Sree Narayana Guru Samadhi - Holiday</b> |
|             |                                | 26       | Degree of comparison, Word classes 2        |

| No of Weeks | Dates                          | Session | Topic                                      |
|-------------|--------------------------------|---------|--|
|             | 25-09-2015                     | 27      | Verbs                                      |
|             |                                |         | <b>Bakrid - Holiday</b>                    |
|             |                                |         | <b>COMET</b>                               |
| 10          | 28-09-2015<br>To<br>02-10-2015 | 28      | Adverbs                                    |
|             |                                | 29      | Preposition                                |
|             |                                | 30      | Conjunction                                |
|             |                                | 31      | Interjection                               |
| 11          | 05-10-2015<br>To<br>09-10-2015 | 32      | Modals                                     |
|             |                                | 33      | Articles                                   |
|             |                                | 34      | Essay writing                              |
|             |                                | 35      | Paraphrasing                               |
| 12          | 12-10-2015<br>To<br>16-10-2015 | 36      | Paraphrasing                               |
|             |                                | 37      | CV   |
|             |                                | 38      | Cover letter                               |
|             |                                | 39      | Cover letter                               |
| 13          | 19-10-2015<br>To<br>23-10-2015 | 40      | Letter writing                             |
|             |                                | 41      | Resume                                     |
|             |                                | 42      | Seminar                                    |
|             |                                | 43      | Revision                                   |
| 14          | 26-10-2015<br>To<br>30-10-2015 | 44      | Revision                                   |
|             |                                |         | <b>Mahanavami - Holiday</b>                |
|             |                                |         | <b>Vijayadasami - Holiday</b>              |
|             |                                |         | <b>First Internal for UG/PG</b>            |
|             |                                |         | <b>First Internal for UG/PG</b>            |
| 15          | 02-11-2015<br>To<br>06-11-2015 |         | <b>First Internal for UG/PG</b>            |
|             |                                |         | <b>First Internal for UG/PG</b>            |
|             |                                |         | <b>First Internal for UG/PG</b>            |
|             |                                |         | <b>First Internal for UG/PG</b>            |
| 16          | 09-11-2015<br>To<br>13-11-2015 | 45      | Sentence types                             |
|             |                                | 46      | Sentence types                             |
|             |                                | 47      | Question tags                              |
|             |                                | 48      | Question tags                              |
| 17          | 16-11-2015<br>To<br>20-11-2015 | 49      | Subject - Verb Concord                     |
|             |                                |         | <b>Deepavali - Holiday</b>                 |
|             |                                | 50      | Subject - Verb Concord                     |
|             |                                | 51      | Tenses                                     |
| 18          | 23-11-2015                     | 52      | Tenses                                     |
|             |                                | 53      | Tenses                                     |
|             |                                | 54      | Revision                                   |
|             |                                | 55      | Revision                                   |
|             |                                | 56      | Revision                                   |
|             |                                | 57      | Discussion of previous year question paper |
|             |                                |         | <b>Study Leave</b>                         |

| No of Weeks | Dates                          | Session  | Topic                           |
|-------------|--------------------------------|----------|---------------------------------|
|             | To<br>27-11-2015               |          | Study Leave                     |
|             |                                |          | Second Internal for UG/PG       |
|             |                                |          | Second Internal for UG/PG       |
|             |                                |          | Second Internal for UG/PG       |
| 19          | 30-11-2015<br>To<br>04-12-2015 |          | Second Internal for UG/PG       |
|             |                                |          | Second Internal for UG/PG       |
|             |                                |          | Second Internal for UG/PG       |
|             |                                |          | Study Leave                     |
| 20          | 07-12-2015<br>To<br>11-12-2015 |          | Study Leave                     |
|             |                                |          | Study Leave                     |
|             |                                |          | Study Leave                     |
|             |                                | 07 - Dec | I Sem UG University Exam Begins |

## **1A01 ENG : LANGUAGE THROUGH LITERATURE – I**

**No. of Credits: 3**

**No. of Contact hours: 4 Hrs per week / 72 Hrs**

### **Course Objectives:**

- To highlight the reciprocity of the relationship between writing and reading.
- To develop critical insights and faculties.
- The lexical exercises have been devised to initiate problem-solving activities which facilitate learning.

### **Module 1 (2 Hours/Week)**

1. Voluntary Poverty: M K Gandhi
2. Spoken and Broken English: G B Shaw
3. Thank You: Anonymous

### **Module 2 (1Hour/Week)**

1. The Road Not Taken: Robert Frost
2. New Directions: Maya Angelou
3. To be of Use: Marge Piercy

### **Module 3(1Hour/Week)**

1. My Financial Career: Stephen Leacock
2. There will Come Soft Rains: Sara Teasdale

Core Text: *Language Through Literature 1* (New Delhi: Cambridge University Press)

## TEACHING SCHEDULE

| No of Weeks | Dates                          | Session  | Topic                                       |
|-------------|--------------------------------|----------|---|
| 1           | 30-07-2015<br>To<br>31-07-2015 | 01       | Introduction and Word Games                 |
|             |                                | 02       | Word Games                                  |
|             |                                | 03       | Word Games                                  |
| 2           | 03-08-2015<br>To<br>07-08-2015 | 04       | The Road Not Taken                          |
|             |                                | 05       | The Road Not Taken                          |
|             |                                | 06       | Exercise                                    |
|             |                                | 07       | Exercise                                    |
| 3           | 10-08-2015<br>To<br>14-08-2015 |          | <b>Spoken English Course</b>                |
|             |                                |          | <b>Spoken English Course</b>                |
|             |                                |          | <b>Spoken English Course</b>                |
|             |                                |          | <b>Spoken English Course</b>                |
|             |                                |          | <b>Spoken English Course</b>                |
| 4           | 17-08-2015<br>To<br>21-08-2015 | 08       | Exercise                                    |
|             |                                | 09       | Thank You                                   |
|             |                                | 10       | Exercise                                    |
|             |                                | 11       | Exercise                                    |
|             |                                | 21 - Aug | <b>Onam Celebration</b>                     |
| 5           | 24-08-2015<br>To<br>28-08-2015 |          | <b>Holiday</b>                              |
|             |                                |          | <b>Holiday</b>                              |
|             |                                |          | <b>Holiday</b>                              |
|             |                                |          | <b>Holiday</b>                              |
|             |                                |          | <b>Holiday</b>                              |
| 6           | 31-08-2015<br>To<br>04-09-2015 | 12       | New Directions                              |
|             |                                | 13       | New Directions                              |
|             |                                | 14       | New Directions                              |
|             |                                | 15       | Exercise                                    |
| 7           | 07-09-2015<br>To<br>11-09-2015 | 16       | Exercise                                    |
|             |                                | 17       | Spoken English and Broken English           |
|             |                                | 18       | Spoken English and Broken English           |
|             |                                | 19       | Spoken English and Broken English           |
| 8           | 14-09-2015<br>To<br>19-09-2015 | 20       | Loan Words                                  |
|             |                                | 21       | Exercise                                    |
|             |                                | 22       | Exercise                                    |
|             |                                | 17 - Sep | <b>Annual Retreat</b>                       |
|             |                                |          | <b>Annual Retreat</b>                       |
|             |                                |          | <b>Annual Retreat</b>                       |
| 9           | 21-09-2015<br>To<br>25-09-2015 |          | <b>Sree Narayana Guru Samadhi - Holiday</b> |
|             |                                | 23       | Homophones                                  |
|             |                                | 24       | Exercise                                    |
|             |                                |          | <b>Bakrid - Holiday</b>                     |
|             |                                |          | <b>COMET</b>                                |



| No of Weeks | Dates                          | Session | Topic                            |
|-------------|--------------------------------|---------|----------------------------------|
| 10          | 28-09-2015<br>To<br>02-10-2015 | 25      | Summarizing and paraphrasing     |
|             |                                | 26      | To Be Of Use                     |
|             |                                | 27      | To Be Of Use                     |
|             |                                | 28      | Figurative Language              |
| 11          | 05-10-2015<br>To<br>09-10-2015 | 29      | Exercise                         |
|             |                                | 30      | Exercise                         |
|             |                                | 31      | Seminar                          |
|             |                                | 32      | Seminar                          |
| 12          | 12-10-2015<br>To<br>16-10-2015 | 33      | My Financial Career              |
|             |                                | 34      | My Financial Career              |
|             |                                | 35      | Exercise                         |
|             |                                | 36      | Exercise                         |
| 13          | 19-10-2015<br>To<br>23-10-2015 | 37      | American and British Spelling    |
|             |                                | 38      | Common Spelling errors           |
|             |                                | 39      | Concord                          |
|             |                                |         | <b>Mahanavami - Holiday</b>      |
| 14          | 26-10-2015<br>To<br>30-10-2015 |         | <b>Vijayadasami - Holiday</b>    |
|             |                                |         | <b>First Internal for UG/PG</b>  |
|             |                                |         | <b>First Internal for UG/PG</b>  |
|             |                                |         | <b>First Internal for UG/PG</b>  |
|             |                                |         | <b>First Internal for UG/PG</b>  |
|             |                                |         | <b>First Internal for UG/PG</b>  |
| 15          | 02-11-2015<br>To<br>06-11-2015 | 40      | There Will Come Soft Rains       |
|             |                                | 41      | There Will Come Soft Rains       |
|             |                                | 42      | There Will Come Soft Rains       |
|             |                                | 43      | Exercise                         |
| 16          | 09-11-2015<br>To<br>13-11-2015 | 44      | Exercise                         |
|             |                                |         | <b>Deepavali - Holiday</b>       |
|             |                                | 45      | Exercise                         |
|             |                                | 46      | Voluntary Poverty                |
| 17          | 16-11-2015<br>To<br>20-11-2015 | 47      | Voluntary Poverty                |
|             |                                | 48      | Exercise                         |
|             |                                | 49      | Exercise                         |
|             |                                | 50      | Revision                         |
| 18          | 23-11-2015<br>To<br>27-11-2015 | 51      | Revision                         |
|             |                                |         | <b>Study Leave</b>               |
|             |                                |         | <b>Study Leave</b>               |
|             |                                |         | <b>Second Internal for UG/PG</b> |
| 19          | 30-11-2015<br>To               |         | <b>Second Internal for UG/PG</b> |
|             |                                |         | <b>Second Internal for UG/PG</b> |
|             |                                |         | <b>Second Internal for UG/PG</b> |

| No of Weeks | Dates      | Session         | Topic                                  |
|-------------|------------|-----------------|--|
|             | 04-12-2015 |                 | <b>Second Internal for UG/PG</b>       |
|             |            |                 | <b>Study Leave</b>                     |
|             |            |                 | <b>Study Leave</b>                     |
| 20          | 07-12-2015 |                 | <b>Study Leave</b>                     |
|             | To         |                 | <b>Study Leave</b>                     |
|             | 11-12-2015 | <b>07 - Dec</b> | <b>I Sem UG University Exam Begins</b> |

## **1B01 COM : MANAGEMENT CONCEPTS & PRINCIPLES**

**No.of Credits -2**

**No.of Contact hours -3Hrs per week / 54 Hrs**

**Objectives:**

*To acquaint the students with the principles of management, help in understanding various functions of management and developing management skills.*

**Module I:**

**Management Concepts:** Evolution of Management thoughts : Classical approaches –Scientific management, administrative management and bureaucracy- Neo classical Approaches – Human relations and Behavioral approach - Modern approaches-Quantitative approach , systems approach, and contingency approach . [10Hours]

**Module II:**

**Planning - :** Nature, importance and purpose of planning - Planning process- Steps in Planning—Types of plans – Strategies-Standing Plans: Policies, Procedures, Methods and Rules- Limitations of planning- [10 Hours]

**Module III:**

**Organising:** Nature and purpose of organization-Principles of organizing- Types of organization – line, functional, line and staff - Departmentalization- Span of management — Centralization Vs decentralization of authority and responsibility - Span of Control - MBO and MBE. [9Hours]

**Module IV:**

**Staffing:** Concepts – factors affecting staffing- manpower planning – process – importance. Performance appraisal : meaning – objectives [6Hours]

**Module V:**

**Directing:** Meaning-definition- principles –techniques of direction. Motivation: techniques – problems— motivation and performance – Theories : Maslow’s Need Hierarchy – Herzberg –Theory X and Theory Y – Leadership: concept – styles – leadership and management. [13 Hours]

**Module VI :**

**Controlling:** Meaning – definition –essentials of effective control system – behavioral implications – causes of resistance to control. [6 Hours]

**Reference :**

1. Principles of Management : PC Tripathi& PN Reddy
2. Principles of Management : B.S.Mushal
3. Management theory &Practice : C.B.Guptha
4. Essential of Management : Harold koontz Heinz &Wehrich.
5. Principles and Practice of management :T.N.Chabra

**TEACHING SCHEDULE**

| No of Weeks | Dates                          | Session      | Topic   |
|-------------|--------------------------------|--------------|---|
| 1           | 30-07-2015<br>To<br>31-07-2015 | 01           | Introduction to the topic                     |
|             |                                | 02           | Evolution of Management thoughts              |
|             |                                | 03           | Evolution of Management thoughts              |
| 2           | 03-08-2015<br>To<br>07-08-2015 | 04           | Meaning and features                          |
|             |                                | 05           | Classical approaches                          |
|             |                                | 06           | Classical approaches                          |
| 3           | 10-08-2015<br>To<br>14-08-2015 |              | <b>Spoken English Course</b>                  |
|             |                                |              | <b>Spoken English Course</b>                  |
|             |                                |              | <b>Spoken English Course</b>                  |
|             |                                |              | <b>Spoken English Course</b>                  |
|             |                                |              | <b>Spoken English Course</b>                  |
| 4           | 17-08-2015<br>To<br>21-08-2015 | 07           | Neo classical approach                        |
|             |                                | 08           | Modern Approaches                             |
|             |                                | 09           | Modern Approaches                             |
|             |                                | 21 - Aug     | <b>Onam Celebration</b>                       |
| 5           | 24-08-2015<br>To<br>28-08-2015 |              | <b>Holiday</b>                                |
|             |                                |              | <b>Holiday</b>                                |
|             |                                |              | <b>Holiday</b>                                |
|             |                                |              | <b>Holiday</b>                                |
|             |                                |              | <b>Holiday</b>                                |
| 6           | 31-08-2015<br>To<br>04-09-2015 | 10           | Planning- Importance                          |
|             |                                | 11           | Purpose, Process                              |
|             |                                | 12           | Nature, Steps, Limitations                    |
| 7           | 07-09-2015<br>To<br>11-09-2015 | 13           | Types, Policies, Procedures, Methods          |
|             |                                | 14           | Strategies, Standing Plans, Methods and Rules |
|             |                                | 15           | Organizing: Nature and purpose                |
| 8           | 14-09-2015<br>To<br>19-09-2015 | 16           | Principles, Types                             |
|             |                                | 17           | Line, Functional, Line and staff Process      |
|             |                                | 18           | Departmentalization                           |
|             |                                | 17 - Sep     | <b>Annual Retreat</b>                         |
|             |                                |              | <b>Annual Retreat</b>                         |
|             | <b>Annual Retreat</b>          |              |   |
| 9           | 21-09-2015<br>To<br>25-09-2015 |              | <b>Sree Narayana Guru Samadhi - Holiday</b>   |
|             |                                | 19           | Span of Management                            |
|             |                                | 20           | Centralization vs Decentralization            |
|             |                                |              | <b>Bakrid - Holiday</b>                       |
|             |                                | <b>COMET</b> |   |
| 10          | 28-09-2015<br>To<br>02-10-2015 | 21           | Span of Control                               |
|             |                                | 22           | MBO   |
|             |                                | 23           | MBE   |
| 11          | 05-10-2015                     | 24           | Staffing: Concepts, Factors Affecting         |

| No of Weeks | Dates                          | Session                       | Topic  |
|-------------|--------------------------------|-------------------------------|--|
|             | To<br>09-10-2015               | 25                            | Man Power Planning, Process, Importance          |
|             |                                | 26                            | Performance Appraisal Meaning, Objectives        |
| 12          | 12-10-2015<br>To<br>16-10-2015 | 27                            | Directing: Definition, Principles and Techniques |
|             |                                | 28                            | Motivation: Techniques, Problems and Performance |
|             |                                | 29                            | Maslow's Theory, X and Y theory, Herzberg theory |
| 13          | 19-10-2015<br>To<br>23-10-2015 | 30                            | Leadership: Concept, Styles                      |
|             |                                | 31                            | Discussion on various Topics                     |
|             |                                | 32                            | Revision   |
|             |                                |                               | <b>Mahanavami - Holiday</b>                      |
|             |                                | <b>Vijayadasami - Holiday</b> |  |
| 14          | 26-10-2015<br>To<br>30-10-2015 |                               | <b>First Internal for UG/PG</b>                  |
|             |                                |                               | <b>First Internal for UG/PG</b>                  |
|             |                                |                               | <b>First Internal for UG/PG</b>                  |
|             |                                |                               | <b>First Internal for UG/PG</b>                  |
|             |                                |                               | <b>First Internal for UG/PG</b>                  |
| 15          | 02-11-2015<br>To<br>06-11-2015 | 33                            | Leadership and Management                        |
|             |                                | 34                            | Controlling Meaning, Definition                  |
|             |                                | 35                            | Essentials of Effective Control System           |
| 16          | 09-11-2015<br>To<br>13-11-2015 | 36                            | Behavioral Implications                          |
|             |                                |                               | <b>Deepavali - Holiday</b>                       |
|             |                                | 37                            | Causes of resistance to control                  |
|             |                                | 38                            | Revision   |
| 17          | 16-11-2015<br>To<br>20-11-2015 | 39                            | Question papers Discussion                       |
|             |                                | 40                            | Question papers Discussion                       |
|             |                                | 41                            | Revision   |
| 18          | 23-11-2015<br>To<br>27-11-2015 | 42                            | Previous year question paper discussion          |
|             |                                |                               | <b>Study Leave</b>                               |
|             |                                |                               | <b>Second Internal for UG/PG</b>                 |
|             |                                |                               | <b>Second Internal for UG/PG</b>                 |
| 19          | 30-11-2015<br>To<br>04-12-2015 |                               | <b>Second Internal for UG/PG</b>                 |
|             |                                |                               | <b>Second Internal for UG/PG</b>                 |
|             |                                |                               | <b>Second Internal for UG/PG</b>                 |
|             |                                |                               | <b>Study Leave</b>                               |
|             |                                |                               | <b>Study Leave</b>                               |
| 20          | 07-12-2015<br>To<br>11-12-2015 |                               | <b>Study Leave</b>                               |
|             |                                |                               | <b>Study Leave</b>                               |
|             |                                | <b>07 - Dec</b>               | <b>I Sem UG University Exam Begins</b>           |

## 1B02 COM : FINANCIAL ACCOUNTING

**No of credits: 3**

**Contact hours: 72 Hours per week 4**

### **Objectives of the Course:**

To develop among the students a conceptual understanding of the fundamentals of financial accounting system and to equip them with basic skills for recording various types of business transactions. To help the students to acquire the conceptual knowledge of accounting and to help them to learn the techniques of preparing the financial statements.

### **Module I:**

Introduction to accounting- Branches of accounting -Meaning, characteristics, objects, scope and limitations of financial accounting- Evolution of Accounting as a social science –Accounting principles -GAAP –Accounting systems - Accounting Standards – Need and Advantages - Role of Accountant in the society –Modern trends in Accounting (Computerized accounting, Environmental accounting, forensic accounting, creative accounting ) – Accounting process up to preparation of Trial Balance (An over view)  
(10 hours)

### **Module II:**

Final Accounts of Non- corporate Entities: Capital and Revenue –deferred revenue expenditure - Manufacturing Trading and Profit & Loss Accounts and Balance Sheets – Adjusting and Closing entries – Rectification of errors.  
(18 hours)

### **Module III:**

Accounting for special transactions: Consignment Accounts – concepts – accounting treatment – cost price and invoice price – unsold stock – loss of goods. Joint Venture accounts- (Memorandum Joint Venture Account excluded) - difference from consignment and partnership- accounting treatment – Account current and average due date including red ink interest  
(30 hours)

### **Module IV**

Accounting for non trading concerns –Receipts and Payment account- Income and expenditure account – accounting treatment – preparation of Balance Sheet  
(14 hours)

### **References :**

1. Advanced Accounting : Prof. M. C.K.Nambiar
2. Advanced Accounting :M.C.Shukla&T.S.Grewal
3. Advanced Accounting :R.L.Guptha
4. Advanced Accounting :S.N.Maheshwari
5. Advanced Accounting :B.S.Raman
6. Advanced Accounting : Ashok Sehgal& Deepak Sehgal
7. Advanced Accounting :S.K.R.Paul

## TEACHING SCHEDULE

| No of Weeks | Dates                          | Session  | Topic   |
|-------------|--------------------------------|----------|---|
| 1           | 30-07-2015<br>To<br>31-07-2015 | 01       | Introduction to accounting- branches of accounting - meaning, characteristics |
|             |                                | 02       | Objects, scope and limitations of financial accounting                        |
|             |                                | 03       | Evolution of Accounting as a social science                                   |
| 2           | 03-08-2015<br>To<br>07-08-2015 | 04       | Accounting principles   |
|             |                                | 05       | GAAP  |
|             |                                | 06       | Accounting systems  |
|             |                                | 07       | Accounting Standards  |
| 3           | 10-08-2015<br>To<br>14-08-2015 |          | <b>Spoken English Course</b>  |
|             |                                |          | <b>Spoken English Course</b>  |
|             |                                |          | <b>Spoken English Course</b>  |
|             |                                |          | <b>Spoken English Course</b>  |
|             |                                |          | <b>Spoken English Course</b>  |
| 4           | 17-08-2015<br>To<br>21-08-2015 | 08       | Need and advantages of accounting   |
|             |                                | 09       | Role of accountant in the society   |
|             |                                | 10       | Modern trends in Accounting   |
|             |                                | 11       | Computerized accounting   |
|             |                                | 21 - Aug | <b>Onam Celebration</b>   |
| 5           | 24-08-2015<br>To<br>28-08-2015 |          | <b>Holiday</b>  |
|             |                                |          | <b>Holiday</b>  |
|             |                                |          | <b>Holiday</b>  |
|             |                                |          | <b>Holiday</b>  |
|             |                                |          | <b>Holiday</b>  |
| 6           | 31-08-2015<br>To<br>04-09-2015 | 12       | Environmental accounting  |
|             |                                | 13       | Forensic accounting   |
|             |                                | 14       | Creative accounting   |
|             |                                | 15       | Accounting process up to preparation of Trial Balance                         |
| 7           | 07-09-2015<br>To<br>11-09-2015 | 16       | Accounting process up to preparation of Trial Balance                         |
|             |                                | 17       | Class Test  |
|             |                                | 18       | Final Accounts of Non- corporate Entities                                     |
|             |                                | 19       | Final Accounts of Non- corporate Entities                                     |
| 8           | 14-09-2015<br>To<br>19-09-2015 | 20       | Final Accounts of Non- corporate Entities                                     |
|             |                                | 21       | Capital and Revenue   |
|             |                                | 22       | Capital and Revenue   |
|             |                                | 17 - Sep | <b>Annual Retreat</b>   |
|             |                                |          | <b>Annual Retreat</b>   |
| 9           | 21-09-2015<br>To               |          | <b>Sree Narayana Guru Samadhi - Holiday</b>                                   |
|             |                                | 23       | Deferred Revenue Expenditure  |

| No of Weeks | Dates                          | Session | Topic   |
|-------------|--------------------------------|---------|---|
|             | 25-09-2015                     | 24      | Deferred Revenue Expenditure  |
|             |                                |         | <b>Bakrid - Holiday</b>   |
|             |                                |         | <b>COMET</b>  |
| 10          | 28-09-2015<br>To<br>02-10-2015 | 25      | Manufacturing Trading and Profit & Loss Accounts and Balance Sheets |
|             |                                | 26      | Manufacturing Trading and Profit & Loss Accounts and Balance Sheets |
|             |                                | 27      | Manufacturing Trading and Profit & Loss Accounts and Balance Sheets |
|             |                                | 28      | Manufacturing Trading and Profit & Loss Accounts and Balance Sheets |
| 11          | 05-10-2015<br>To<br>09-10-2015 | 29      | Adjusting and Closing entries                                       |
|             |                                | 30      | Adjusting and Closing entries                                       |
|             |                                | 31      | Rectification of errors   |
|             |                                | 32      | Rectification of errors   |
| 12          | 12-10-2015<br>To<br>16-10-2015 | 33      | Class Test  |
|             |                                | 34      | Accounting for special transactions : Consignment Accounts          |
|             |                                | 35      | Concepts – accounting treatment – cost price and invoice price      |
|             |                                | 36      | Concepts – accounting treatment – cost price and invoice price      |
| 13          | 19-10-2015<br>To<br>23-10-2015 | 37      | Unsold stock – loss of goods  |
|             |                                | 38      | Joint Venture accounts  |
|             |                                | 39      | Joint Venture accounts  |
|             |                                |         | <b>Mahanavami - Holiday</b>   |
| 14          | 26-10-2015<br>To<br>30-10-2015 |         | <b>Vijayadasami - Holiday</b>                                       |
|             |                                |         | <b>First Internal for UG/PG</b>                                     |
|             |                                |         | <b>First Internal for UG/PG</b>                                     |
|             |                                |         | <b>First Internal for UG/PG</b>                                     |
|             |                                |         | <b>First Internal for UG/PG</b>                                     |
|             |                                |         | <b>First Internal for UG/PG</b>                                     |
| 15          | 02-11-2015<br>To<br>06-11-2015 | 40      | Difference from consignment and partnership                         |
|             |                                | 41      | Accounting treatment  |
|             |                                | 42      | Account current and average due date including red ink interest     |
|             |                                | 43      | Accounting for non trading concerns                                 |
| 16          | 09-11-2015<br>To<br>13-11-2015 | 44      | Receipts and Payment account  |
|             |                                |         | <b>Deepavali - Holiday</b>  |
|             |                                | 45      | Income and expenditure account                                      |
|             |                                | 46      | Accounting treatment  |
|             |                                | 47      | Preparation of Balance Sheet  |
| 17          | 16-11-2015                     | 48      | Class Test  |



| No of Weeks | Dates                          | Session         | Topic                                   |
|-------------|--------------------------------|-----------------|---|
|             | To<br>20-11-2015               | 49              | Seminar                                 |
|             |                                | 50              | Previous year question paper discussion |
|             |                                | 51              | Previous year question paper discussion |
| 18          | 23-11-2015<br>To<br>27-11-2015 |                 | <b>Study Leave</b>                      |
|             |                                |                 | <b>Study Leave</b>                      |
|             |                                |                 | <b>Second Internal for UG/PG</b>        |
|             |                                |                 | <b>Second Internal for UG/PG</b>        |
|             |                                |                 | <b>Second Internal for UG/PG</b>        |
| 19          | 30-11-2015<br>To<br>04-12-2015 |                 | <b>Second Internal for UG/PG</b>        |
|             |                                |                 | <b>Second Internal for UG/PG</b>        |
|             |                                |                 | <b>Second Internal for UG/PG</b>        |
|             |                                |                 | <b>Study Leave</b>                      |
|             |                                |                 | <b>Study Leave</b>                      |
| 20          | 07-12-2015<br>To<br>11-12-2015 |                 | <b>Study Leave</b>                      |
|             |                                |                 | <b>Study Leave</b>                      |
|             |                                | <b>07 - Dec</b> | <b>I Sem UG University Exam Begins</b>  |

## **1C01 COM: BUSINESS STATISTICS**

**No.of Credits -3**

**No.of Contact hours -72 Hours per week 4**

### **Objectives**

*To familiarize the students with the basic statistical tools used to summaries and analyse quantitative information for decision making.*

### **Module I**

**Introduction to statistics-** Meaning, Definition, functions, scope and limitation- Statistical investigation – stages (Brief explanation only) - Classification and Tabulation-Construction of frequency distributions.

[16 Hours]

### **Module II**

**Measures of central tendency** – meaning –requisites of good average -objectives - types of averages - Mean: simple & weighted – Median – Mode - Geometric mean – Harmonic mean (Algebraic method only).

[18 Hours]

### **Module III**

**Measures of dispersion** – meaning –various measures of dispersion –Range-Quartile Deviation – Mean Deviation -Standard deviation.

[18 Hours]

### **Module IV**

**Index Numbers** – meaning and definition-uses- Problems in the construction of index numbers Types of index numbers – Methods of construction of index numbers - Tests of adequacy - Fixed Base and Chain Base Methods –cost of living index- Consumer price index: uses and methods of construction

[20 Hours]

### **Reference**

1. S.P. Gupta : Statistical Methods, Sultan Chand & Sons, NewDelhi2.
2. Dr. B.N.Gupta : Statistics Theory & Practice , SahithyaBhavan,Agra
3. D.N. Elhance : Fundamentals of Statistics, KithabMahal
4. C.B Gupta & Vijay Gupta : An Introduction to Statistical Methods, AneBooks Pvt. Ltd.
5. SL Aggarwal& SL Bhardwaj : Fundamentals of Business Statistics, KalyaniPublishers.

## TEACHING SCHEDULE

| No of Weeks | Dates                          | Session  | Topic  |
|-------------|--------------------------------|----------|--|
| 1           | 30-07-2015<br>To<br>31-07-2015 | 01       | <b>Introduction to statistics:</b> Meaning and definitions |
|             |                                | 02       | Functions and scope of statistics                          |
|             |                                | 03       | Limitations of statistics                                  |
| 2           | 03-08-2015<br>To<br>07-08-2015 | 04       | Stages of statistical investigation                        |
|             |                                | 05       | Classification of data                                     |
|             |                                | 06       | Tabulation of data   |
|             |                                | 07       | Constructions of frequency distribution                    |
| 3           | 10-08-2015<br>To<br>14-08-2015 |          | <b>Spoken English Course</b>                               |
|             |                                |          | <b>Spoken English Course</b>                               |
|             |                                |          | <b>Spoken English Course</b>                               |
|             |                                |          | <b>Spoken English Course</b>                               |
|             |                                |          | <b>Spoken English Course</b>                               |
| 4           | 17-08-2015<br>To<br>21-08-2015 | 08       | Problems relating to frequency distribution                |
|             |                                | 09       | Test paper-Module 1  |
|             |                                | 10       | <b>Measures of central tendency:</b> meaning               |
|             |                                | 11       | Requisites of good average                                 |
|             |                                | 21 - Aug | <b>Onam Celebration</b>                                    |
| 5           | 24-08-2015<br>To<br>28-08-2015 |          | <b>Holiday</b>   |
|             |                                |          | <b>Holiday</b>   |
|             |                                |          | <b>Holiday</b>   |
|             |                                |          | <b>Holiday</b>   |
|             |                                |          | <b>Holiday</b>   |
| 6           | 31-08-2015<br>To<br>04-09-2015 | 12       | Objectives of average                                      |
|             |                                | 13       | Types of averages: Arithmetic mean                         |
|             |                                | 14       | Simple arithmetic mean- problems                           |
|             |                                | 15       | Weighted arithmetic mean- problems                         |
| 7           | 07-09-2015<br>To<br>11-09-2015 | 16       | Median - meaning   |
|             |                                | 17       | Median - problems  |
|             |                                | 18       | Mode - meaning   |
|             |                                | 19       | Mode - problems  |
| 8           | 14-09-2015<br>To<br>19-09-2015 | 20       | Geometric mean - introduction                              |
|             |                                | 21       | Geometric mean - problems                                  |
|             |                                | 22       | Harmonic mean - introduction                               |
|             |                                | 17 - Sep | <b>Annual Retreat</b>                                      |
|             |                                |          | <b>Annual Retreat</b>                                      |
|             |                                |          | <b>Annual Retreat</b>                                      |
| 9           | 21-09-2015<br>To<br>25-09-2015 |          | <b>Sree Narayana Guru Samadhi - Holiday</b>                |
|             |                                | 23       | Harmonic mean - problems                                   |
|             |                                | 24       | Test paper – Module 2                                      |
|             |                                |          | <b>Bakrid - Holiday</b>                                    |
|             |                                |          | <b>COMET</b>   |

| No of Weeks | Dates                          | Session                          | Topic   |
|-------------|--------------------------------|----------------------------------|---|
| 10          | 28-09-2015<br>To<br>02-10-2015 | 25                               | <b>Measures of Dispersion:</b> meaning                  |
|             |                                | 26                               | Various measures of dispersion                          |
|             |                                | 27                               | Range   |
|             |                                | 28                               | Co-efficient of range                                   |
| 11          | 05-10-2015<br>To<br>09-10-2015 | 29                               | Quartile deviation                                      |
|             |                                | 30                               | Co-efficient of Quartile deviation                      |
|             |                                | 31                               | Mean deviation  |
|             |                                | 32                               | Co-efficient of mean deviation                          |
| 12          | 12-10-2015<br>To<br>16-10-2015 | 33                               | Standard deviation                                      |
|             |                                | 34                               | Co-efficient of variation                               |
|             |                                | 35                               | Test paper – module 3                                   |
|             |                                | 36                               | Index numbers: meaning and definition                   |
| 13          | 19-10-2015<br>To<br>23-10-2015 | 37                               | Uses of index numbers                                   |
|             |                                | 38                               | Problems in the construction of index numbers           |
|             |                                | 39                               | Types of index numbers                                  |
|             |                                |                                  | <b>Mahanavami - Holiday</b>                             |
| 14          | 26-10-2015<br>To<br>30-10-2015 |                                  | <b>Vijayadasami - Holiday</b>                           |
|             |                                |                                  | <b>First Internal for UG/PG</b>                         |
|             |                                |                                  | <b>First Internal for UG/PG</b>                         |
|             |                                |                                  | <b>First Internal for UG/PG</b>                         |
|             |                                |                                  | <b>First Internal for UG/PG</b>                         |
|             |                                |                                  | <b>First Internal for UG/PG</b>                         |
| 15          | 02-11-2015<br>To<br>06-11-2015 | 40                               | Methods of construction of index numbers                |
|             |                                | 41                               | Methods of construction of index numbers - problems     |
|             |                                | 42                               | Tests of adequacy                                       |
|             |                                | 43                               | Problems relating to tests of adequacy                  |
| 16          | 09-11-2015<br>To<br>13-11-2015 | 44                               | Fixed base method of index                              |
|             |                                |                                  | <b>Deepavali - Holiday</b>                              |
|             |                                | 45                               | Chain base method of index                              |
|             |                                | 46                               | Conversion of chain index to fixed index                |
| 17          | 16-11-2015<br>To<br>20-11-2015 | 47                               | Base shifting, Deflating of index numbers               |
|             |                                | 48                               | Cost of living index or Consumer price index            |
|             |                                | 49                               | Consumer price index - problems                         |
|             |                                | 50                               | Consumer price index – uses and methods of construction |
| 18          | 23-11-2015<br>To<br>27-11-2015 | 51                               | Test paper – Module 4                                   |
|             |                                |                                  | <b>Study Leave</b>                                      |
|             |                                |                                  | <b>Study Leave</b>                                      |
|             |                                |                                  | <b>Second Internal for UG/PG</b>                        |
|             |                                | <b>Second Internal for UG/PG</b> |   |
|             |                                | <b>Second Internal for UG/PG</b> |   |

| No of Weeks | Dates                          | Session         | Topic                                  |
|-------------|--------------------------------|-----------------|--|
| 19          | 30-11-2015<br>To<br>04-12-2015 |                 | <b>Second Internal for UG/PG</b>       |
|             |                                |                 | <b>Second Internal for UG/PG</b>       |
|             |                                |                 | <b>Second Internal for UG/PG</b>       |
|             |                                |                 | <b>Study Leave</b>                     |
|             |                                |                 | <b>Study Leave</b>                     |
| 20          | 07-12-2015<br>To<br>11-12-2015 |                 | <b>Study Leave</b>                     |
|             |                                |                 | <b>Study Leave</b>                     |
|             |                                | <b>07 - Dec</b> | <b>I Sem UG University Exam Begins</b> |