

INTERNATIONAL INSTITUTE OF PROFESSIONAL STUDIES

DEVI AHILYA VISHWAVIDYALAYA, INDORE

SYLLABUS



B. Com. /Hons. Semester I

Learning Outcomes-based Curriculum Framework (LOCF) in B. Com. /Hons.

1. Introduction

In order to foster education development agenda in India, significant reforms in the undergraduate education is to introduce the Learning Outcomes-based Curriculum Framework (LOCF) which aims at making teaching student-centric, interactive, and outcome-oriented with well-defined aims, objectives, and goals to be achieved. The programme learning outcomes include subject-specific skills and generic skills, including transferable global skills and competencies. It would also focus on knowledge and skills that prepare students for further study, research, employment, and research. One of the ways to measure the development of a nation is the advancement of the knowledge of its people. Hence, advanced measures should be taken to improve the quality of commerce knowledge in our society by nurturing quality higher education. This shall include translation of academic research into innovations for practical use in society and economy.

2. Learning Outcomes-based approach to curriculum planning

The Bachelor's Degree in B. Com. (Hons.) awarded to the student on the basis of demonstrated achievement of outcomes (expressed in terms of knowledge, understanding, skills, attitudes, and values) and academic criteria expected of graduates at the end of the programme. Therefore, the learning outcomes of this particular programme are aimed at facilitating the students to acquire these attributes, keeping in view changes in the current socio- economic environment.

The LOCF of B. Com. (Hons.) has been designed keeping in view the graduate attributes, qualification descriptors, programme learning outcomes, and course learning outcomes. The committee has tried to frame the syllabi in order to engage students through an all – encompassing knowledge impartation.

3. Aims of Bachelor's Degree Programme in B. Com. /Hons. (Programme Objectives)

The overall aim of B. Com. (Hons.) as a programme is to:

- Provide a conducive environment that holistically engages students through an all- encompassing knowledge impartation;
- Widen the scope and depth of the course enabling them to undertake further studies in commerce and its allied areas on multiple disciplines concerned with commerce;
- Construct a sound theoretical footing;
- Acquainting students with recent business practices related to field of commerce;
- Encourage the students to advance a range of generic skills helpful in employment, internships, and social activities;

4. Graduate Attributes in B. Com. / Hons.

The graduate attributes in B. Com. (Hons.) are the outline of the expected course learning outcomes mentioned in the beginning of each course. The characteristic attributes that a B. Com. (Hons.) graduate will be able to demonstrate through learning various courses are listed below:

1. Disciplinary Knowledge:

- Capability of executing comprehensive knowledge and understanding of one or more discipline that form part of commerce.

2. Communication skills:

- Ability to communicate long standing unsolved problems in commerce;
- Ability to show the importance of commerce as precursor to various market developments since the beginning of the civilization.

3. Critical Thinking:

- Ability to engage in reflective and independent thinking by understanding the concepts in every area of Commerce and Business;
- Ability to examine the results and apply them to various problems appearing in different branches of Commerce and Business.

4. Problem solving :

- Capability to deduce a business problem and apply the class room learning into practice to offer a solution for the same.
 - Capabilities to analyze and synthesize data and derive inferences for valid conclusion.
 - Able to comprehend solution to sustain problems originating in the diverse management areas such as Finance, Marketing, Human Resource, and Taxation.
5. **Employability:** Ability to get employed in related disciplines/areas at entry level.
6. **Research Related Skills**
- Ability to search for, locate, extract, organise, evaluate, and use or present information that is relevant to a particular topic;
 - Ability to identify the developments in various branches of Commerce and Business.
7. **Information and Communication Technology (ICT) digital literacy**
- Capability to use various technical ICT tools (like spreadsheet) for exploring, analysis, and using the information for business purposes.
8. **Experimental Learning**
- Capability to work independently in diverse projects and ensure detailed study of various facets of Commerce and Business.
9. **Moral and Ethical Awareness/Reasoning**
- Ability to ascertain unethical behaviour, falsification, and manipulation of information;
 - Ability to manage self and various social systems.

5. Programme Learning Outcomes of B. Com. / Hons. [P.S.O.]

Completion of the program shall result in-

- i. Giving comprehensive knowledge of Business and Corporate Law, Economics, Finance, Accounting, Management, Tax and several other branches of Commerce.
- ii. Helping students in building a concrete footing for advanced studies and to stand with the requirement of business sector, insurance, banking seeking youth fit for employment.
- iii. Ability to develop managerial knowledge with a broader skill set and encourages them to seek out audacious, innovative solutions for today's business.
- iv. Inculcation of good value systems leading to high ethical and moral conduct in society at large Competencies and attitudes, values

Scheme

B.Com. / Hons. Semester I

Subject Code	Subject	Classification as per NEP	Hours per Week
IB-101N	Financial Accounting-I	Major	3
IB-102N	Cost Accounting	Major	3
IB-103N	Micro Economics	Minor	3
IB-104N	Principles and Practices of Management	Minor	3
IB-110ME	Language Ability (Hindi)	SEC	4
IB-105ME	Computer Fundamentals	GE- I	4
IB-105NE	Basics of Psychology	GE-II	4
Total Hours per week			20

Note: Student can choose any one Generic Elective

GE: Generic Elective

SEC: Skill Enhancement Course

B.Com /Hons.
Semester I
Cost Accounting

Course Type :- Major

Course Credits –03Theory

Course Objective – This course is designed to give an insight to the students about practical use of concepts, techniques and practices of this subject which can help in financial decision making to the managers. It further helps in planning and controlling of business operations.

Course Outcomes – After completion of the course, student will develop;

- CO1: Basic understanding of cost accounting concepts.
- CO2: Understanding of elements of cost and ability to value them.
- CO3: Knowledge of the cost procedure for different industries.
- CO4: Ability to identify possible inefficiencies or areas necessary for improvement.
- CO5: Ability to prepare cost sheet and understanding of its related concepts.

Course Content -

Unit No	Name	Contents	Hours
1	Fundamentals of Cost Accounting	Fundamentals: Cost Accounting- Meaning, Objective, Advantage and importance, Concepts and Classification of cost, Techniques of Cost accounting, Cost Unit, Cost Reduction and control, Cost accounting as compared with Financial and Management Accounting.	2
2	Elements of Cost-Materials:	Meaning and Classification, LIFO, FIFO and other methods, Concept and importance of Inventory management, EOQ, etc , Numericals. Labor: Meaning and Classification, Methods of wage payment, incentive schemes, Numericals.	6
3	Overheads:	Meaning and Classification, Accounting for overheads: Allocation, Apportionment and Absorption, Under and Over absorption of Overheads and their treatment, Computation under various methods.	6
4	Unit or Output Costing	Costing Procedure, Items excluded from cost, Preparation of Cost Sheet, Numerical Problems: Estimated cost sheets, Quotation and tenders etc.	5
5	Contract costing	Features of contract costing, Contract costing procedure, Special points in contract costing. Numerical problems: Incomplete Contracts. Job & Batch Costing- Difference between contract and Job costing.	4
6	Process	Essential characteristics of process costing, Process costing Procedure,	5

	Costing	Process losses & Wastages, Process gains & Effectiveness. Numerical problems: Partial sale of production, Inter-process profits, etc. Numerical Problems.	
7	Misc. costing methods	Uniform costing, Operating costing, etc, Numerical Problems.	2

Books and Reading

Text Book: Cost Accounting by M.N. Arora, Himalaya Pub. House, 2009.

Cost Accounting by M.C. Shukla, T.S. Grewal and M.P. Gupta, S.Chand Publications

Practical Costing by P.C. Tulsian

CO-PO Mapping

	CO1	CO2	CO3	CO4	CO5
PO1-Values for life and character building					
PO2- Disciplinary knowledge	✓	✓	✓	✓	✓
PO3- Communication skills					
PO4- Critical thinking, Problem Solving				✓	✓
PO5- Research related skills		✓		✓	
PO6- Application Skills			✓	✓	✓
PO7- Employability	✓	✓	✓	✓	✓

B.Com /Hons.
Semester I
CODE-IB- FINANCIAL ACCOUNTING

Course Type: - Major

Course Credits: 3 Theory

Course Objective – The objective behind this course is to acquaint the students with basic clarity about some important dimensions of financial accounting, one of the fundamental pillars of commerce profession.

Course Outcomes – After completion of the course, student will develop;

- CO1- Basic understanding about recording of business transactions, measuring business profitability and preparation of financial accounts of small business firms.
- CO2- Contextual understanding of depreciation accounting and its importance in business decision making and performance.
- CO3: Contextual clarity about errors relating to financial accounting process and acquire basic ability of rectification of errors of financial accounts of small business firms.
- CO4: Develop basic understanding of consignment accounting and understanding of basic level of preparing consignment related accounts.
- CO5: Acquire the basic understanding of Hire Purchase and Installment System and understanding of basic level of preparing related accounts.
- **Course Content** –

Unit No	Name	Contents	Hours
1	Fundamentals of financial accounting	Concept and definition of accounting: its need and functions, users, importance and limitations. Branches of accounting , relationship of accounting with other disciplines, Accounting Principles- Concepts and Conventions, An introduction to Accounting Standards and US GAAPs	4
2	DES-I; Recording Business	Concept and definition, Process of Accounting, various stages of DES accounting: Journal (including subsidiary	6

	Transactions	books), An introduction to Bank reconciliation statement and numericals. Ledger; Concept and Preparation.	
3	DES-II; Measuring Business Income	Concept and Preparation of Trial Balance, Preparation of Final Accounts, Concept and types of errors and rectification of errors.	6
4	DES-III; Adjustments in Final Accounts	Important Adjustments in Final Accounts., Preparation of Final accounts with adjustments. Impact of Errors and their rectification on Final A/cs.	6
5	Accounting for depreciation	Concept and definition, Causes/need and objectives of providing depreciation, Basic factors in considering depreciation, Fixed Installments and reducing balance methods of charging depreciation and their merits and demerits .Numerical problems	6
6	Consignment accounts	Concept and important terms, Sale v/s. Consignment, Types of Commissions Payable, Valuation of Unsold Stock, important records in the books of Consignor and Consignee.	6
7	Hire purchase and installment purchase system	An introduction to Hire Purchase and Installment System, and related accounting in the books of Hirer Purchaser and Hire Vendor, Numerical problems	6

Books and Reading

BOOKS:

Financial Accounts by S.M. Shukla, Sahitya Bhawan Publication

An Introduction to Accountancy by Maheshwari and Maheshwari (Vikas Publication)

Advanced Accounts volume I by Shukla Grewal and Gupta (S. Chand Publication)

Journals: 1. "THE MANAGEMENT ACCOUNTANT" (ICMA, LONDON)

CO-PO Mapping

	CO1	CO2	CO3	CO4	CO5
PO1-Values for life and character building					
PO2- Disciplinary knowledge	✓	✓	✓	✓	✓
PO3- Communication skills	✓	✓	✓	✓	✓
PO4- Critical thinking, Problem Solving	✓	✓	✓		
PO5- Research related skills					
PO6- Application Skills	✓	✓	✓	✓	✓
PO7- Employability	✓	✓	✓	✓	✓

B.Com. /Hons.
Semester I
Micro Economics

Course Type :- Minor

Course Credits – 3 Theory

Course Objective – Objective of this course is to acquaint the students with the concept of micro economics dealing with consumer behavior. The course also makes the student understand the supply side of the market through the production and cost behavior of firms.

Course Outcomes – After completion of this course the learner will be able to-

CO1- apply the basic theories of economics in critical thinking and problem solving.

CO2- Understand how households (demand) and businesses (supply) interact in various market structures to determine price and quantity of a good produced.

CO3- make decisions wisely using cost-benefit analysis.

CO4- Understand how different degrees of competition in a market affect pricing and output.

Course Content -

Unit No	Name	Contents	Hours
1	Economics Basics	Meaning, Definition , Scope, Types, Importance, and Limitation of Micro Economics.	2
2	Demand Analysis	Law of Demand and law of supply, Elasticity of Demand, Utility Analysis, Law of Diminishing marginal Utility, Consumer Surplus. Indifference curve and revealed preference theory..	7
3	Production Analysis	Small Scale of Production and Large Scale of Production: Advantages , disadvantages and problems Law of Return: Law of Diminishing Return, Law of Constant Return, Law	5

		of Increasing returns : classical and modern views	
4	Cost Analysis	Types of Cost, Short run Cost and Long run Cost Analysis	3
5	Production Pricing	Equilibrium of the firm and industry	2
6	Market and their Classification	Perfect Competition , Imperfect Competition and Monopoly: price determination under these markets.	4
7	Theory of distribution	Theory of Rent: Recordian and Modern Theory of Rent, Theory of Interest : Classical and Modern Theory of Interest, Theory of Wages: , Theory of Profit : Schumpeter’s Theory and Knight Theory of profit: Marginal Productivity Theory of Profit.	7

Books and Reading

1. **Text Book:**
 - **Principles of Micro Economics by Dr. H.L. AHUJA**
2. **Reference Book:**
 - **MICRO ECONOMIC THEORY by M.L. JHINGAN**
 - **PRINCIPLES of ECONOMICS by PREM. J. BHUTANI**
 - **MICRO ECONOMICS- PRINCIPLES AND POLICY by WILLIAM J. BAUMOL and ALANS. BLINDER**
3. **Suggested Readings:** Business Standard, The Economic Times & Financial Express, Economic and Political Weekly, Bloomberg Economic News.

CO-PO Mapping

	CO1	CO2	CO3	CO4
PO1-Values for life and character building				
PO2- Disciplinary knowledge	✓	✓	✓	✓
PO3- Communication skills	✓	✓	✓	✓
PO4- Critical thinking, Problem Solving	✓	✓	✓	✓
PO5- Research related skills				
PO6- Application Skills	✓	✓	✓	✓
PO7- Employability				

B.Com. /Hons.
Semester -I
Principles and Practices of Management

Course Type: Minor

Course Credits: 3 Theory

Course Objective:

To expose the students to basic concepts of management like problem solving, cooperation/Teamwork, Decision making skills and to enable them to gain appreciation for emerging ideas, techniques, procedures and practices in the field of management as well as to highlight professional challenges that managers face in various organization.

Course Outcomes:

- CO1: Gain an understanding of the functions and responsibilities of the manager by interpolating various managerial skills, roles, functions and levels.
- CO2: Examine the management theory with corresponding opportunities for application of these ideas in real world situations using professional and application skills.
- CO3: Understanding the managerial functions of Assessing, Planning, Organizing, and Controlling.

Course Contents:

Unit No	Name	Contents	Hours
1	Concept of Management	Concept and Nature of Management , Functions of Management, Fayol's Principles of Management , Evolution of Management(Approaches to management) ; the Classical School, the Human Relations School, Systems theory, Contingency Management , Basic managerial roles and skills	6
2	Planning	Nature and Purpose of Planning, the Planning Process, Types of Planning , ,Advantages and Limitations of Planning	5

3	Objectives	Concept and Nature of Objectives, Setting of Objectives ,Types of Objectives, Importance of Objectives, Management by Objectives (MBO) ,Benefits and weaknesses ofMBO	4
4	Strategies and Policies	Concept of Corporate Strategy, Types of Policies, Decision Making Process, individual Decision-MakingModels	4
5	Organizing	Nature and Purpose of Organizing, Bases of Departmentation, Span of Management, Line and Staff Relationship and Conflict, Delegation and Decentralization, , Staffing Fundamentals	5
6	Directing	Nature and Purpose of Directing, Directing : Motivation(theories) , Communication and Leadership	3
7	Coordination and Control	Concept of Coordination, Concept and Process of Control, Control Techniques, Principles or Requirements of good control system.	3
		Total Hrs	30

Text Book:

L.M.Prasad, Principles and Practice of Management , S.Chand Publishers.

Suggested Readings:

1. Harold Koontz, O'Donnell and HeinzWehrich, "Essentials of Management", New Delhi, Tata McGraw Hill.
2. R. D. Agrawal, "Organization and Management", New Delhi, Tata McGraw Hill.
3. Hellriegel/ Jackson/Slocum," Management: A competency based approach", Thomson South western.
4. Harold Koontz, Heinz Wehrich, "Management: A Global Perspective", McGraw Hill.

PO –CO Mapping:

		CO1	CO2	CO3
PO1	Values for life and character building	✓		
PO2	Disciplinary knowledge	✓	✓	
PO3	Communication skills	✓		
PO4	Critical thinking, Problem Solving		✓	✓
PO5	Research related skills			
PO6	Application Skills		✓	
PO7	Employability			

B. Com./ Hons.

Semester- I

COMPUTER FUNDAMENTALS

Course Type :- Generic Elective

Course Credits – 03 Theory –01 Practical (4 credits)

Course Objective –Objectives of this course is to introduce the students to the basic concepts of computer and MS office.

Course Outcomes –

CO1. Gain in depth knowledge about the functioning of computers and its uses for managers

CO2. Learn to use Internet and its applications

CO3. Understand and implement Word processing software, Spread sheet software and Presentation software.

Course Content -

Unit No	Name	Contents	Hours
1	Introduction to Computer	Definition, characteristics, components, function and application. Classification of computer, History of computer, Von Neumann Model ,Introduction, block diagram I/O interface	4
2	Number System, Memory and Languages	Decimal conversion, binary conversion octal conversion Hexadecimal conversion ,Types of memory, Input /output devices, System software, Application softwareIntroduction Machine language, Assembly language, High level language, Advantages disadvantages	4
3	Operating system and Application software	Introduction, types of O.S., MS dos introduction, commands (internal & external), file management, booting process	4
4	Ms office	Introduction, MS word: - Introduction, typing, editing, formatting, EtcWord processing concepts: Opening, Saving, Closing the file, Opening an existing document, Selecting text, Editing text, Finding and replacing text, printing documents, Creating and Printing Merged Documents, Character and Paragraph Formatting, Page Design and Layout. Editing and Profiling Tools: Checking and correcting spellings. Using Graphics, Tables, Charts, Document Templates and Wizards.	8

5	Ms Excel Spreadsheet Package	Spreadsheet: Concept and Working Interface, Creating, Saving and Editing a Workbook, Inserting, Deleting Work Sheets, entering data in a cell / formula Copying and Moving from selected cells, handling operators in Formulae. Functions in Spreadsheet: Mathematical, Logical, statistical, text, financial, Date and Time functions, Using Function Wizard. Formatting a Worksheet and Cell: changing data alignment, changing date, number, character or currency format, changing font, adding borders and colors. Printing worksheets, Charts and Graphs – Creating, Previewing, and Modifying Charts.	8
6	Ms power point	Interface of the Presentation Package: Creating, Opening and Saving Presentations. Professional Look of the Presentation: Working in different Design & Views, Working with Slides. Formatting and Editing: Text, Image and Paragraph formatting, Checking Spelling and Correcting Typing Mistakes, Making Notes Pages and Handouts, Drawing and Working with Objects, Adding Clip Art and other pictures, Designing Slide Shows, Running and Controlling a Slide Show, Printing Presentations.	6
7	Internet and Networking	types: - LAN, WAN, MAN. Network architecture. Internet, Protocol, intranet, WWW, Extra net, user interface, flow chart, multimedia, multiprocessing, Batch processing, system approach, time sharing.	6

Books and Reading

- Shrivastava-Fundamental of Computer& Information Systems (Wiley Dreamtech)
- .Leon A and Leon M - Introduction to Computers (Vikas, 1st Edition).
- P.K. Sinha – Computer basics.
- R.K. Taxali – MS office package.
- B.Ram – Computer fundamentals.
- Stephon I. nelson – Complete reference office. Computer today.

CO-PO Mapping

	CO1	CO2	CO3
PO1-Values for life and character building			
PO2- Disciplinary knowledge	✓	✓	✓
PO3- Communication skills			
PO4- Critical thinking, Problem Solving			
PO5- Research related skills			
PO6- Application Skills	✓	✓	✓
PO7- Employability	✓	✓	✓