

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 |
| 1. 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.