

BBM -131: FINANCIAL ACCOUNTING

Objective: The objective of this course is to acquaint students with the concepts, tools and techniques of accounting influencing business organizations.

MODULE - I:

Introduction to Accounting: 5 Hrs

Meaning, Need for accounting, Internal and External uses of accounting information, Accounting concepts and conventions, Accounting practices, Generally Accepted Accounting Principles. (Concept only of GAAP)

MODULE - 2:

Accounting systems & process 14 Hrs

Nature of accounting, Systems of accounting (Single entry and double entry), Process of accounting transactions, types of accounts Rules of accounting. Journal -Meaning, features, simple and compound entries. Ledger-Meaning, features, preparation of ledgers

MODULE -3:

Subsidiary books 12 Hrs

Subsidiary books - Sales book, sales return book, purchases book, purchase returns book, receivable book, payable book,
Cash Book- (Single column, double column, and three columnar cash book, petty cash book) and journal proper.

MODULE - 4:

Rectification of errors and Trial balance 6 Hrs

Types of accounting errors and methods or rectification of errors. Preparation of Trial balance

MODULE-5

Bank reconciliation statement 8 Hrs

Need for reconciliation and preparation of bank reconciliation statement.

MODULE - 6:

Single Entry system of bookkeeping 10 Hrs

Preparation of Opening and Closing statement of Affairs and Computation of profit. Preparation of revised statement of affairs

MODULE - 7

Fundamentals of Partnership 6 Hrs

Preparation of partners capital account- fixed and fluctuating-preparation of profit and loss adjustment account –calculation of interest on drawings.

MODULE - 8:
Final Accounts

14 Hrs

Preparation of Trading and Profit and Loss account and balance sheet of sole trading concerns and partnership firms including all adjustments.

BOOKS FOR REFERENCE:

1. S.N. Maheshwari, Fundamental of Accounting.
2. Shukla and Grewal - Advanced Accountancy
3. Gupta and Radhaswamy - Advanced Accountancy Vol-I
4. Jain S P and Narang K L, Basic Financial Accounting – I
5. B.S.Raman accountancy vol-I & II
6. Reddy and appannaih- Fundamental of Accounting

BBM-132: MANAGEMENT CONCEPTS

Objective: Is to provide a comprehensive understanding of the Principles and theories of Management practices.

MODULE -I

8 hrs

Nature of Management – Definition of Management, Nature of Management- Management as a Science or Art- Management as a profession- Administration and Management.

MODULE -II

12 hrs

Evolution of Management Thought- Scientific Management, Contributions of Henry Fayol, Hawthorne Experiments and Human Relations, Contributions of Behavioural Scientists- Schools of Management Thought

MODULE -III

8 hrs

Functions of Management- Nature of Management functions- Principles of Management, Management of Change-Social Responsibility and Ethics.

MODULE -IV

12 hrs

Planning- Nature and Definition of Planning- Importance and Steps in planning- Types of Plans- Objectives and MBO- Policy and Strategy- Forecasting and Decision Making

MODULE -V

10 hrs

Organising- Nature and purpose- Principles of Organization- Types of Organisation- Departmentation- Committees- Authority and Responsibility- Centralization Vs Decentralization.

MODULE -VI

12 hrs

Directing-Principles-Theory X & Y- Motivation and Behaviour- Theories of Motivation- Maslow's theory, Herzberg's Theory, McClelland's Theory

Leadership – Theories and Styles of leadership

Communication-Meaning and importance, barriers.

MODULE -VII

8 hrs

Staffing-Manpower planning-Recruitment and Selection- Training and Development- Performance Appraisal.

MODULE -VIII

5 hrs

Co-ordination- Cooperation, Techniques of Coordination- Control- Essentials of Control- Control Techniques.

BOOKS FOR REFERENCE:

1. Stoner, Freeman, Gilbert Jr, Management, Prentice Hall
2. Koontz, Weihrich, Essentials of Management, Mc.Graw Hill
3. S.L Gupta, Anurag Mittal, Dr. Sunil K. Gupta, Case Studies in Management, Wisdom Publications
4. R.K Sharma, Shashi Gupta, Business Management, Kalyani Publishers
5. L.M. Prasad, Principles and Practice of Management, Sulthan Chand publishers

BBM-133: BUSINESS ENVIRONMENT

Objective: To develop a systematic understanding about the different forces influencing the conduct of business

MODULE-I

Business and its environment

6 hrs

Meaning, scope and characteristics, Internal and External Environment, macro Environmental change, SWOT analysis, 7s model

MODULE -II

6 hrs

Political Environment

Indian Constitution-Preamble, Fundamental Rights, Directive principles of state policy (in brief), political institution-Legislature, Judiciary, Executives, Role of govt.in business, rationale and extent of state intervention, political risks, Indicators of political instability.

MODULE-III

3 hrs

Demographic Environment

Population size, Falling birth rate and changing age structure, its implication to business, Migration and Ethnic aspects.

MODULE-IV

8 hrs

Technological Environment

Innovation, Technology S Curve, technological leadership and followership, Technology and competitive advantage, Impact of technology, Technology and society, technological dynamics, Management of Technology.

MODULE-V

10 hrs

Global Environment

Nature of globalization, Manifestation of Globalization, GATT, Uruguay round of GATT, WTO, Trading blocks (SAARC,EU,NAFTA),Stages of Globalization, Merits and demerits.

MODULE-VI

11 hrs

Economic Environment

Characteristics of Indian Economy, factors affecting economy, Economic resources, Impact of Liberalization and Privatisation,Expansion of public sector and its defects, Ways of privatization,Obstacles,Benefits of privatization.

MODULE-VII

9 hrs

Government Policies

Impact of Fiscal, Monetary and Exim policy, Industrial policy in business

MODULE-VIII

5 hrs

Socio-cultural Environment

Business and society, Professionalisation, Business Ethics, Social responsibility of business, Responsibility to shareholders, employees, consumers and the community, Indian situation.

MODULE -IX

1hrs

Natural environment

Impacts of natural environment in Business. Eco Tourism sector

MODULE-X

1hrs

Cross cultural environment

Definition and differences in culture

Books Recommended:

1. Business Environment by Dr. Aswattahappa –Himalaya Publishing House 1st Edition
2. Business Environment by Suresh Bedi –Excel Books-5th Edition
3. Business Environment by by Francis Cherunilam –Himalaya Publishing House – National Edition
4. Business Environment by Rosy Walia –Vikas Publication House-5th Edition

BBM 134 MANAGERIAL ECONOMICS

Module 1. Managerial Economics

(5 hours)

Definition and scope of business economics; Roles and responsibilities of business economists – core economic problems- scarcity- Production possibilities- opportunity cost- the circular flow - Approaches to economic analysis- distinction between micro and macro

Module 2. Analysis of Demand

(10 hours)

Meaning of demand- Determinants of demand - law of demand – Demand curve- Exceptions- demand distinctions – demand forecasting methods - consumer surplus

Demand forecasting: Meaning and objectives; Methods of demand forecasting- survey and statistical methods.

Demand elasticity analysis: Price elasticity; Income and Cross price elasticity- measurement of elasticity

Module 3. Analysis of Supply

(05 hours)

Determinants- law of supply- elasticity of supply - Market Equilibrium

Module 4. Theory of production

(10 hours)

Production function – law of variable proportion- law of returns of scale.

Economies and diseconomies of scale of production

Cost analysis: types of costs – cost output relations

Module 5. The competitive firms:

(15 hours)

Market structure- Nature of perfect competition; Product and price decisions; Profit maximizing rule; Shutdown point

Monopoly: factors influencing monopoly- types of monopoly- price discrimination – types and degrees.

Monopolistic competition: features - output and price decisions

Oligopoly: Types- features- price leadership- cartels- price rigidity and kinked demand curve.

Module 6. Pricing Methods and policies:

(05 hours)

Objectives of pricing policy- methods in pricing

References

1. Managerial economics, Dominique Salvatore, Tata Mc grahill, New Delhi.

2. Managerial economics, William Boyes, New Managerial Economics, BizTantra

BBM-135:BUSINESS MATHEMATICS

MODULE I : (10Hours) MATRICES AND DETERMINANTS

Matrices and Determinants – Addition of matrices – Multiplication of Matrices by a scalar – Some special types of matrices – Multiplication of two matrices – Properties of Matrix multiplication- determinants – Minors and co-factors – properties of determinants (statement only) – product of two determinants – inverse of Matrix (Simple Problems Only).

Application of matrices and Determinants – Matrix representation of data – Addition of matrices – scalar multiple of a matrix – Applications – Multiplication of matrices – Applications – System of linear equations- Matrix inverse method – Cramer's rule – Leontief's input – Output model.

MODULE II : (10 Hours) MATHEMATICS OF FINANCE

Simple interest – Compound Interest – Equivalent rate – Depreciation – Present value – Annuity – Sinking Fund.

MODULE III: (5 Hours) RATIO AND PROPOTIONS

Ratio – Proportion – Direct proportion – Inverse proportion – Compound proportions.

MODULE IV : (10 Hours) LINEAR PROGRAMMING PROBLEM

Definition – Linear Programming Problem – Formulation – Solution by Graphical method.

MODULE V: (15 Hours) CALCULUS

Limits – Differentiation - Methods of differentiation – Second order derivative – Maxima and Minima. Application to commerce and Economics. - Revenue Function – Cost function – Profit function – Elasticity of demand – Break even point.

TEXT BOOKS :

1. “*Business Mathematics*” by Sancheti & Kapoor , Sultan Chand and Sons.
2. “*Quantitative Techniques for Managerial Decision* ” by Srivastava , Sharma & Shenoy , Wiley Eastern Ltd.

BOOKS FOR REFERENCE :

1. “ *Business Mathematics and Statistics*” by P Navaneetham , Anand Publishers.
2. “ *Mathematics for Business and Economics* ” by J.D. Gupta , P.K. Gupta & ManMohan., Tata McGraw Hill Publishing Company Limited.