

CC-1 Financial Accounting

Syllabus (Truncated)

Unit 1: Theoretical Framework (Lectures: 12)

Accounting as an information system, Users of financial accounting information and their needs; Qualitative characteristics of accounting information; Functions, advantages and limitations of accounting; Branches of accounting; Bases of accounting- cash basis and accrual basis of accounting.

The nature of financial accounting principles – Basic concepts and conventions: entity, money measurement, going concern, cost, realization, accruals, periodicity, consistency, prudence (conservatism), materiality, matching and full disclosures.

Unit 2: Final Accounts (Lectures: 12)

Preparation of financial statements of sole proprietorship business entities from trial balance, Trading, P/L A/C and Balance Sheet; Rectification of errors.

Preparation of Final A/C from incomplete records and of Non-trading concerns.

Unit 3: Accounting for Special Sales Transaction (Lectures: 10)

Consignment: Basic features, difference with normal sales, recording of books, commission-ordinary, del credere and Special; Treatment of abnormal and normal loss, valuation of closing stock; Recording in the books of consignee.

Accounting for sale on approval.

Unit 4: Partnership Accounts (Lectures: 16)

P/L Appropriation Account, Capital and Current account, Guarantee-by firm or by partner(s) or by both; Rectification of wrong appropriation with retrospective effect. Change in profit sharing ratios.

Treatment of goodwill, admission and retirement of partner(s), revaluation of assets and liabilities (with/without alteration), treatment of reserve and adjustment relating to capital, joint life policy.

Dissolution of partnership- insolvency of one or more partner, consideration of private estate and private liabilities, piecemeal distribution- surplus capital method and maximum loss method.

CC-2 Principles and Practice of Management

Syllabus (Truncated)

Unit 1: Introduction (Lectures: 10)

Concept of management, Need for Study of management, Managerial Functions- An overview; Co-ordination, Essence of Managership.

Evolution of the Management Thought, Classical Approach – Taylor, Fayol, Neo-Classical Approach. MBO - Peter F. Drucker.

Unit 2: Planning (Lectures: 10)

Definition, nature and importance of planning, steps in planning, planning premises, benefits and limitations of planning, types of plan, decision making-concept, importance, steps.

Unit 3: Organising (Lectures: 10)

Concept and process of organising – An overview, Span of management, Different types of authority (line, staff and functional), Decentralisation, Delegation of authority, departmentation, Formal and Informal Structure; Principles of Organising.

Unit 4: Motivation and Leading (Lectures: 14)

Motivation: Concept, Importance, extrinsic and intrinsic motivation; Major Motivation theories - Maslow's Need-Hierarchy Theory; Herzberg's Two-factor Theory..

Leadership: Concept, Importance, Leadership style, Major theories of Leadership (Likert's scale theory, Blake and Mouten's Managerial Grid theory).

Unit 5: Control (Lectures: 6)

Concept, Process, Limitations, Principles of Effective Control, Feed forward and feedback control.