



MU BAF ACC Sem 2 syllabus

Business Communication-II

Business Communication - II

1 Presentation Skills

Presentations: (to be tested in tutorials only) 4 Principles of Effective Presentation
Effective use of OHP
Effective use of Transparencies
How to make a Power-Point Presentation

2 Group Communication

Interviews: Group Discussion Preparing for an Interview, Types of Interviews - Selection, Appraisal, Grievance, Exit

Meetings: Need and Importance of Meetings, Conduct of Meeting and Group Dynamics Role of the Chairperson, Role of the Participants, Drafting of Notice, Agenda and Resolutions

Conference: Meaning and Importance of Conference Organizing a Conference

Modern Methods: Video and Tele - Conferencing

Public Relations: Meaning, Functions of PR Department, External and Internal Measures of PR

3 Business Correspondence

Trade Letters: Order, Credit and Status Enquiry, Collection (just a brief introduction to be given)

Only following to be taught in detail:-

Letters of Inquiry, Letters of Complaints, Claims, Adjustments Sales Letters, promotional leaflets and fliers Consumer Grievance Letters, Letters under Right to Information (RTI) Act

4 Language and Writing Skills

Reports: Parts, Types, Feasibility Reports, Investigative Reports

Summarisation: Identification of main and supporting/sub points
Presenting these in a cohesive manner

Business Law (Business Regulatory Framework) - I

Business Law - Business Regulatory Framework - I

1 Law of Contract 1872

- (a) Nature of Contract
- (b) Classification of Contracts
- (c) Offer and Acceptance
- (d) Capacity of Parties to Contract
- (e) Free Consents
- (f) Consideration
- (g) Legality of Object
- (h) Agreement Declared Void
- (i) Performance of Contract
- (j) Discharge of Contract
- (k) Remedies for Breach of Contract
- (l) Indemnity
- (m) Guarantee
- (n) Bailment and Pledge
- (o) Agency

2 Sale of Goods Act 1930

- (a) Formation of Contract of Sale
- (b) Goods and their Classifications
- (c) Price, Conditions and Warranties
- (d) Transfer of Properties in Goods
- (e) Performance of Contract of Sales
- (f) Unpaid Seller and his Rights
- (g) Sale by Auction
- (h) Hire Purchase Agreement

3 Negotiable Instrument Act 1881

- (a) Definition of Negotiable Instruments
- (b) Features of Negotiable Instruments
- (c) Promissory Note
- (d) Bill of Exchange and Cheque
- (e) Holder and Holder in due Course
- (f) Crossing of a Cheque
- (g) Types of Crossing
- (h) Dishonour and Discharge of Negotiable Instruments

4 Consumer Protection Act 1986

- (a) Salient Features
- (b) Definition of Consumers
- (c) Deficiency in Service
- (d) Defects in Goods

Innovative Financial Services

Innovative Financial Services

Introduction to Traditional Financial Services

a) Financial Services:

Concept, Objectives/Functions, Characteristics, Financial Service Market, Financial Service Market Constituents, Growth of Financial Services in India, Problems in Financial Services Sector, Banking and Non-Banking Companies, Regulatory Framework

b) Factoring and Forfaiting:

Introduction, Types of Factoring, Theoretical Framework, Factoring Cost, Advantages and Disadvantages of Factoring, Factoring in India, Factoring v/s Forfaiting, Working of Forfaiting, Benefits and Drawbacks of Forfaiting, Practical Problems.

c) Bill Discounting:

Introduction, Framework, Bill Market Schemes, Factoring V/s Bill Discounting in Receivable Management.

Issue Management and Securitization

a) Issue Management and Intermediaries:

Introduction, Merchant Bankers/ Lead Managers, Underwriters, Bankers to an Issue, Brokers to an Issue

b) Stock Broking:

Introduction, Stock Brokers, SubBrokers, Foreign Brokers, Trading and Clearing/Self Clearing Members, Stock Trading (Cash and Normal) Derivative Trading

c) Securitization:

Definition, Securitization v/s Factoring, Features of Securitization, Pass Through Certificates, Securitization Mechanism, Special Purpose Vehicle, Securitisable Assets, Benefits of Securitization, New Guidelines on Securitization

Financial Services and its Mechanism

a) Lease and Hire-Purchase:

Meaning, Types of Lease - Finance Lease, Operating Lease, Advantages and Disadvantages of Leasing, Leasing in India, Legal

Aspects of Leasing.

Definition of Hire Purchase, Hire Purchase and Installment Sale Characteristics, Hire Purchase and Leasing, Advantages of Hire Purchase, Problems of Hire Purchase.

b) Housing Finance:

Introduction, Housing Finance Industry, Housing Finance Policy Aspect, Sources of Funds, Market of Housing Finance, Housing Finance in India- Major Issues, Housing Finance in India - Growth Factors, Housing Finance Institutions in India, National Housing Bank (NHB), Guidelines for Asset Liability Management System in HFC, Fair Trade Practice Code for HFC's, Housing Finance Agencies

c) Venture Capital:

Introduction, Features of Venture Capital, Types of Venture Capital Financing Stages, Disinvestment mechanisms, Venture Capital Investment process, Indian Scenario

Consumer Finance and Credit Rating

a) Consumer Finance:

Introduction, Sources, Types of Products, Consumer Finance Practice in India, Mechanics of Consumer Finance, Terms, Pricing, Marketing and Insurance of Consumer Finance, Consumer Credit Scoring, Case for and against Consumer Finance

b) Plastic Money:

Growth of Plastic Money Services in India, Types of Plastic Cards- Credit card- Debit Card- Smart card- Add-on Cards, Performance of Credit Cards and Debit Cards, Benefits of Credit Cards, Dangers of Debit Cards, Prevention of Frauds and Misuse, Consumer Protection. Indian Scenario.

Smart Cards- Features, Types, Security Features and Financial Applications

c) Credit Rating:

Meaning, Origin, Features, Advantages of Rating, Regulatory Framework, Credit Rating Agencies, Credit Rating Process, Credit Rating Symbols. Credit Rating Agencies in India, Limitations of Rating

Business Mathematics

Business Mathematics

1 Ratio, Proportion and Percentage

Ratio- Definition, Continued ratio, Inverse Ratio,

Proportion - Continued proportion, Direct proportion, Inverse proportion,

Variation - Inverse variation, Joint variation

Percentage- Meaning and computation of percentage

2 Profit and Loss

Terms and formulae, Trade discount, Cash discount, problems involving cost price, selling price, trade discount, cash discount.

Introduction to Commission and brokerage - problems on commission and brokerage

3 Interest and Annuity

Simple interest, compound interest,

Equated monthly instalments, reducing balance and flat rate of interest

Annuity immediate- present value and future value

Stated annual rate and effective annual rate

4 Shares and Mutual Fund

Shares- Concept, face value, market value, dividend, Equity shares, preference shares, bonus shares,

Mutual Fund- Simple problems on calculation of net income after considering entry load, exit load, dividend, change in net asset value

Auditing (Introduction and Planning) - I

Auditing - Introduction and Planning - I

1 Introduction to Auditing

- Basics Financial Statements, Users of Financial Information, Definition of Auditing,

Objectives of Auditing - Primary and Secondary, Expression of Opinion, Detection of Frauds and Errors, Inherent Limitations of Audit

- Errors and Frauds

Concepts, Reasons and Circumstances, Types of Errors -Commission, Omission, Principle and Compensating, Types of Frauds, Risk of Fraud and Error in Audit, Auditor's Duties and Responsibilities in Respect of Fraud

- Principles of Audit

Integrity, Objectivity, Independence, Confidentiality, Skills and Competence, Materiality and Work Performed by Others,

Documentation, Planning, Audit Evidence, Accounting System and Internal Control, Audit Conclusions and Reporting

- Types of Audit

Meaning, Advantages and Disadvantages of Balance Sheet Audit, Interim Audit, Continuous Audit, Concurrent Audit, Annual Audit

- Miscellaneous

Advantages of Independent Audit, Qualities of Auditors, Auditing Vs Accounting, Auditing Vs Investigation, View the Concept True and Fair

- Accounting Concepts Relevant to Auditing Materiality, Going Concern

2 Audit Planning, Procedures and Documentation

- Audit Planning

Meaning, Objectives, Factors to be Considered, Sources of Obtaining Information, Discussions with Client, Overall Audit Plan

- Audit Programme

Meaning, Factors to be Considered, Advantages, Disadvantages, Overcoming Disadvantages, Methods of Work, Instruction before Commencing Works of Audit, Overall Audit Approach

- Audit working Papers

Meaning, Importance, Factors Determining Form and Contents, Main Functions / Importance, Features, Contents of Permanent Audit File, Temporary Audit File, Ownership, Custody, Access of Other Parties to Audit Working Papers, Auditors Lien on Working Papers, Auditors Lien on Client's Books

- Audit Notebook

Meaning, Structure, Contents, General Information, Current Information and Importance

3 Auditing Techniques

- Test Check

Test Checking Vs Routing Checking, Test Check Meaning, Features, Factors to be Considered, When Test Checks can be Used, Advantages, Disadvantages and Precautions.

- Audit Sampling

Audit Sampling, Meaning, Purpose, Factors in Determining Sample Size - Sampling Risk, Tolerable Error and Expected Error, Methods of Selecting Sample Items Evaluation of Sample Results Auditors Liability in Conducting Audit based on Sample

- Internal Control

Meaning and Purpose, Review of Internal Control, Advantages, Auditors Duties, Review of Internal Control, Inherent Limitations of Internal Control, Internal Control Samples for Sales and Debtors, Purchases and Creditors, Wages and Salaries

- Internal Checks Vs Internal Control, Internal Checks Vs Test

Checks

4 Internal Audit

Meaning, Basic Principles of Establishing Internal Audit, Objectives, Evaluation of Internal Audit by Statutory Auditor, Usefulness of Internal Audit

Internal Audit Vs External Audit, Internal Checks Vs Internal Audit

Financial Accounting (Special Accounting Areas) - II

Financial Accounting - Special Accounting Areas - II

1 Accounting from Incomplete Records

Introduction

Problems on Preparation of Final Accounts of Proprietary Trading Concern (Conversion Method)

2 Consignment Accounts

Accounting for Consignment Transactions

Valuation of Stock

Invoicing of Goods at Higher Price

(Excluding Overriding Commission, Normal/Abnormal Losses)

3 Branch Accounts

Meaning / Classification of Branches

Accounting for Dependent Branch Not Maintaining Full Books

Debtors Method

Stock and Debtors Method

4 Fire Insurance Claims

Computation of Loss of Stock by Fire

Ascertainment of Claim as per the Insurance Policy

Exclude: Loss of Profit and Consequential Loss