

Mahatma Education Society's
Pillai College of Arts, Commerce & Science
(Autonomous)

Affiliated to University of Mumbai

New Panvel



Syllabus for First Year Bachelors of Commerce.
Accounting and Finance

(B.Com. A.F) Semester II

Program: Bachelors of Commerce. Accounting and
Finance

(B.Com. A.F)

(Semester based Credit and Grading system for the
academic year 2019-20)

F.Y.B.Com A.F

Semester II						
Course Code	Course Type	Course Title	Theory/ Practical	Marks	Credits	Lectures /Week
PUCAF201	CORE	FINANCIAL ACCOUNTING II (SPECIAL ACCOUNTING AREAS)	Theory	100	3	04
PUCAF202	CORE	AUDITING (INTRODUCTION AND PLANNING) I	Theory	100	3	04
PUCAF203	CORE	INNOVATIVE FINANCIAL SERVICES	Theory	100	3	04
PUCAF204	CORE	BUSINESS COMMUNICATION II	Theory	100	3	04
PUCAF205	CORE	FOUNDATION COURSE II	Theory	100	2	03
PUCAF206	CORE	BUSINESS LAW (BUSINESS REGULATORY FRAMEWORK) - I	Theory	100	3	04
PUCAF207	CORE	BUSINESS MATHEMATICS	Theory	100	3	04
TOTAL				700	20	27

BOS	B.Com. Accounting and Finance
Class	F.Y.B.Com. Accounting and Finance
Semester	II
Subject Name	Financial Accounting – II
Subject Code	PUCAF201
Level of the Subject	Basic

Objectives:

1. To acquire the knowledge on conversion of single entry system to double entry system and computation of loss of stock by fire.
2. To acquire knowledge of specialized accounts like Branch Accounts and Consignment Accounts.

Unit No.	Name of Unit	Topic No	Name of Topic	No. of Lectures
1	Accounting from Incomplete Records	1.1	Introduction	15
		1.2	Problems on preparation of Final Accounts of Proprietary Trading Concern (Conversion Method)	
2	Consignment Accounts	2.1	Introduction	15
		2.2	Accounting for Consignment Transactions	
		2.3	Invoicing of goods at higher price (Excluding Overriding Commission, Normal / Abnormal Losses)	
3	Branch Accounts	3.1	Meaning	15
		3.2	Classification of Branch	

		3.3	Accounting for Dependent Branch not maintaining full books	
		3.4	Debtors Method	
		3.5	Stock and Debtors Methods	
4	Fire Insurance Claims	4.1	Introduction	15
		4.2	Computation of Loss of Stock by Fire	
		4.3	Ascertainment of Claim as per the Insurance Policy	
		4.4	Escalation Clause	
Total number of Lectures				60

Expected Outcomes:

1. The students will be capable of understanding conversion method for accounting from incomplete records
2. The students will be capable of preparation of consignment accounts, branch accounts and also to calculate loss of stock by fire

Reference Books:

1. Introduction to Accountancy by T. S. Grewal, S. Chand and Company (P) Ltd., New Delhi
2. Modern Accountancy by Mukherjee and Hanif, Tata Mc. Grow Hill & Co. Ltd., Mumbai
3. Ashok Sehgal – “Fundamentals of Financial Accounting”, Taxman’s Publishers
4. Ashish K. Bhattacharyya – “Financial Accounting for Business Managers”, Prentice Hall of India Pvt. Ltd.
5. Financial Accounting by V. Rajasekaran, Pearson Publications, New Delhi.

BOS	Accounting & Finance
Class	B.Com. Accounting & Finance
Semester	II
Subject Name	Auditing
Subject Code	PUCAF202
Level	Basic

Objectives:

1. The objective of this paper is to help students to acquire conceptual knowledge of auditing.
2. To make students understand both the steps and procedural aspects of Auditing.
3. To make the students acquaint with the ethical aspects in auditing.

Unit No.	Name of Unit	Topic No.	Name of Topic	No. of Lectures
1	Introduction to Traditional Financial Services	1.1	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	15
		1.2	Factoring and Forfeiting: Introduction, Types of Factoring, Theoretical Framework Advantages and Disadvantages of Factoring, Factoring v/s Forfeiting, Working of Forfeiting, Benefits and Drawbacks of Forfeiting. Practical problems on factoring.	
		1.3	Bill Discounting: Introduction, Framework, Factoring V/s Bill Discounting in Receivable Management	
2	Issue Management and Securitization	2.1	Issue Management and Intermediaries: Introduction, Merchant Bankers/ Lead Managers, Underwriters	15
		2.2	Stock Broking: • Introduction, Stock Brokers, Duties of Stock Brokers, Sub	

			Brokers, Foreign Brokers, Trading and Clearing/Self Clearing Members, Stock Trading (Cash and Normal) Derivative Trading	
		2.3	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	
3	Financial Services and its Mechanism	3.1	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 and Disadvantages of Hire Purchase	15
		3.2	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), , Housing Finance Agencies	
		3.3	Venture Capital: Introduction, Features of Venture Capital, Types of Venture Capital Financing Stages, Disinvestment mechanisms, Venture Capital Investment process, Indian Scenario	
4	Consumer Finance and Credit Rating	4.1	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	15
		4.2	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	
		4.3	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.	
				Total Lectures 60

Expected Outcomes:

1. Student will have an overall idea about the concept of auditing, its documentation, the Internal control system and duties of auditors.
2. Ethical aspects involved in auditing is also put across to students.

Reference books:

1. Contemporary Auditing by Kamal Gupta, Tata Mc-Graw Hill, New Delhi
2. A Hand-Book of Practical Auditing by B.N. Tandon, S. Chand and Company, New Delhi
3. Fundamentals of Auditing by Kamal Gupta and Ashok Arora, Tata McGraw Hill, New Delhi
4. Auditing: Principles and Practice by Ravinder Kumar, Virender Sharma, PHI Learning Pvt. Ltd., New Delhi
5. Auditing and Assurance for CA IPCC by Sanjib Kumar Basu, Pearson Education, New Delhi
6. Contemporary Auditing by Kamal Gupta, McGraw Hill Education Pvt. Ltd., New Delhi
7. Fundamentals of Auditing by Kamal Arora and Ashok Gupta, Tata McGraw Hill, New Delhi

BOS	B.Com. Accounting and Finance
Class	F.Y.B.Com. Accounting and Finance
Semester	II
Subject	Innovative Financial Services
Subject Code	PUCAF203
Level	Basic

Objectives:

1. To familiarize the learners with the fundamental aspects of various issues associated with various Financial Services
2. To give a comprehensive overview of emerging financial services in the light of globalization
3. To introduce the basic concepts, functions, process, techniques and create an awareness of the role, functions and functioning of financial services

Unit No.	Name of Unit	Topic No.	Name of Topic	No. of Lectures
1	Introduction to Traditional Financial Services	1.1	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	15
		1.2	Factoring and Forfeiting: Introduction, Types of Factoring, Theoretical Framework Advantages and Disadvantages of Factoring, Factoring v/s Forfeiting, Working of Forfeiting, Benefits and Drawbacks of Forfeiting.	
		1.3	Bill Discounting: Introduction, Framework, Factoring V/s Bill Discounting in Receivable Management	
2	Issue Management and Securitization	2.1	Issue Management and Intermediaries: Introduction, Merchant Bankers/ Lead Managers, Underwriters	15

		2.2	Stock Broking: • Introduction, Stock Brokers, Duties of Stock Brokers ,Sub Brokers, Foreign Brokers, Trading and Clearing/Self Clearing Members, Stock Trading (Cash and Normal) Derivative Trading	
		2.3	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	
3	Financial Services and its Mechanism	3.1	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.	15
		3.2	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), , Housing Finance Agencies	
		3.3	Venture Capital: Introduction, Features of Venture Capital, Types of Venture Capital Financing Stages, Disinvestment mechanisms, Venture Capital Investment process, Indian Scenario	
4	Consumer Finance and Credit Rating	4.1	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	15
		4.2	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	
		4.3	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	
	Total No. of Lectures			60

Expected Outcomes:

1. Understand the role and function of the financial services provided by the banking and Non banking institutions
2. Demonstrate an awareness of the current structure and regulation of the Indian financial services sector.
3. Evaluate and create strategies to promote financial products and services.

Reference books:

1. I.M. Pandey, Financial Management, Vikas Publishing House Ltd.
2. Khan M.Y., Financial Services, Mc Graw Hill Education.
3. Dr.S.Gurusamy, Financial Services, Vijay Nicole Imprints
4. Financial Market and Services, E, Gordon and K. Natrajan, Himalaya Publishing House

BOS	Communication
Class	FY. B.Com. Accounting. & Finance.
Semester	II
Subject Name	Business communication-II
Subject code	PUCAF204
Level of Subject	Medium

Objectives:

1. To enhance communication and presentation skills of students.
2. To enhance the writing skills of students.

Unit No.	Name of Unit	Topic No.	Name of Topic	Number of Lectures
1.	Presentation Skills	1.1 1.2 1.3	(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	05
2.	Group Communication	2.1 2.2 2.3 2.4	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- External and Internal measures	20
3.	Business Correspondence	3.1 3.2 3.3	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, Follow-Up Letters, Cover letters Consumer Grievance Letters, Letters under Right to Information (RTI) Act	20
4.	Language and Writing Skills	4.1 4.2 4.3	Reports: Meaning, Parts Types Feasibility Reports, Investigative Reports Summarization: Identification of main and supporting/sub points Presenting these in a cohesive manner	15
TOTAL LECTURES				60

BOS	Business Economics
Class	B.Com. Accounting & Finance
Semester	II
Subject Name	Foundation Course – II
Subject Code	PUCAF205
Level of the Subject	Basic

Expected Outcome:

1. Students will have a clear idea of an effective presentation and group discussions
2. Students will develop an understanding of writing trade letters and different types of reports.

Reference Books:

1. Business Communication Today, Courtland L Bovee, John V Thill
2. Principles of Marketing by Philip Kotler
3. Murphy, Herta and Hilde Brandt, Herbert W (1984) Effective Business Communication, McGraw Hill, New York.
4. Ghanekar, A (1996) Communication Skills for Effective Management. Everest Publishing House, Pune
5. Agarwal, Anju D (1989) A Practical Handbook for Consumers, IBH.

Objectives:

1. To make students aware about the basic knowledge relating to Human rights, environment and several problems associated with Indian society.
2. To make students more known regarding stress and conflicts.

Unit No.	Name of Unit	Name of Topic	No. of Lectures
1	Globalisation and Indian Society	Understanding the concepts of liberalization, privatization and globalization; Growth of information technology and communication and its impact manifested in everyday life; Changes in employment sector due to globalization, Changes in agrarian sector due to globalization; Corporate farming and increase in farmer's suicides; Migration- Types, Causes and Effects.	12
2	Human Rights	Concept of Human Rights-Characteristics of Human Rights; Fundamental Rights stated in the Constitution; Recent developments in Human rights.	10

3	Ecology	Importance of Environment Studies in the current developmental context; Components of Environment, Types and Structure of Ecology; Environmental Degradation-causes and impact on human life; Sustainable development-concept and components.	11
4	Understanding and Managing Stress and Conflict in Contemporary Society	Causes of stress and Types of conflict in individuals and society; Agents of socialization and the role played by them in developing the individual; Teenage stress; Aggression and violence as the public expression of conflict. Use of coping mechanisms for managing stress. Methods and strategies for responding to conflicts. Maslow's theory of self-actualisation.	12
Total number of lectures			45

Expected Outcome:

1. The students would have increased awareness and accountability as a citizen.
2. It would bring increased competitiveness and empathy among the students.

References

- How to Have a Beautiful Mind- Edward De Bono. (Ebury Press).
- Foundation Course in Contemporary Issues- II, Mascarenhas&Mody (Marvel Publication).
- Foundation Course in Contemporary Issues- II, Micheal Vaz, Meeta Seta & Madhu Nair (MananPrakashan).
- Foundation Course in Contemporary Issues- II, P.G. Shinde, Sheth Publication.
- Foundation Course-II in Contemporary Issues, Pragati Publications.
- Deshpande, Satish 2003. Contemporary India- A Sociological View.

BOS	Commerce
Class	B.Com (Accounting and Finance)
Semester	II
Subject Name	Business Law - Business Regulatory Framework
Subject Code	PUCAF206
Level of Subject	Basic

Objectives:

1. To make students aware about the fundamental legal framework that governs business.
2. To make students aware about the fundamental rights available to consumers.

Unit No.	Name of Unit	Topic No.	Name of Topic	No. of Lectures
1	Law of Contract, 1872	1.1	(a) Nature of Contract (b) Classification of Contracts (c) Offer and Acceptance (d) Capacity of Parties to Contract (e) Free Consents	25
		1.2	(f) Consideration (g) Performance of Contract (h) Discharge of Contract (i) Remedies for Breach of Contract	
		1.3	(j) Indemnity (k) Guarantee (l) Bailment and Pledge (m) Agency	
2	Sale of Goods Act, 1930	2.1	(a) Formation of Contract of Sale (b) Goods and their Classifications (c) Price, Conditions and Warranties	10
		2.2	(d) Transfer of Properties in Goods (e) Performance of Contract of Sales (f) Unpaid Seller and his Rights	
		2.3	(g) Sale by Auction (h) Hire Purchase Agreement	
3	Negotiable Instrument Act, 1881	3.1	(a) Definition of Negotiable Instruments (b) Features of Negotiable Instruments (c) Promissory Note	15
		3.2	(d) Bill of Exchange and Cheque (e) Holder and Holder in due Course (f) Crossing of a Cheque	

		3.3	(g) Types of Crossing (h) Dishonour and Discharge of Negotiable Instruments	
4	Consumer Protection Act, 1986	4.1	(a) Salient Features (b) Definition of Consumers	10
		4.2	(c) Deficiency in Service (d) Defects in Goods	
		4.3	(e) Three Tier Consumer Dispute Redressal Agencies under Consumer Protection Act, 1986.	
Total Number of lectures				60

Expected Outcome:

1. Student will be well-versed with the fundamental legal framework that governs the business.
2. Students will understand various rights available to the consumers and upcoming development in consumer protection Act.

Reference books:

1. The Indian Contract Act, 1872, Pollock, Mulla , R. YashodVardhan, 2018
2. The Indian Contract Act.1872 – Lexis Nexis, 2018
3. The Sales of Goods Act 1930, Lawmann's
4. Sale of Goods Act, Dr. R.K. Bangia
5. Law relating to the Negotiable Instruments Act, S. Krishnamurthy Aiyar

BOS	Mathematics and statistics
Class	F.Y.B.Com Accounting & Finance
Semester	Second
Subject Name	Business Mathematics
Subject code	PUCAF207
Level of the Subject	Basic

Objectives

1. To understand the basic terms in the area of business calculus and financial mathematics.
2. To prepare students to use mathematics in solving problems in business and finance.

Unit No	Name of Unit	Topic No	Name of Topic	No of Lectures
1	Ratio, Proportion and Percentage	1.1	Ratio- Definition, Continued ratio, Inverse Ratio	15
		1.2	Proportion - Continued proportion, Direct proportion, Inverse proportion	
		1.3	Variation - Inverse variation, Joint variation	
		1.4	Percentage- Meaning and computation of percentage	
2	Profit and loss	2.1	Terms and formulae, Trade discount, Cash discount	15
		2.2	Problems involving cost price, selling price	
		2.3	Introduction to Commission and brokerage – problems on commission and brokerage	
3	Interest and annuity	3.1	Simple interest, compound interest	15
		3.2	Equated monthly instalments, reducing balance and flat rate of interest	
		3.3	Annuity immediate- present value and future value, Stated annual rate and effective annual rate	

4	Matrices and Determinants	4.1	Matrix Operations- addition, multiplication and transpose of a matrix	15
		4.2	Determinant of a matrix of order 2 and 3, Properties of determinants	
		4.3	Solving a system of linear equations using Cramer's rule, Inverse of a Matrix	
Total No of Lectures				60

Expected Outcome:

1. To get an idea of using Mathematics in business and finance.
2. To get an idea of basic terms in financial mathematics

Reference books:

1. Business Mathematics - A.P. Kumtha