

MODERN OFFICE PRACTICE

UNIT 1: ACCOUNTS & FINANCE

Basic Accounting concepts – Capital & Revenue – Financial statements - Preparation of final Accounts – Schedule VI Part I & Part II. Partnership Accounts - Admission, Retirement, Death, Dissolution & cash distribution. Single Entry - Statement of Affairs method & conversion method.

Company Accounts – Issue & forfeiture of shares – Issue & Redemption of Preference shares & Debentures – Purchase of Business – Profits prior to Incorporation - Managerial Remuneration - Dividend declared out of the past and current profits – Issue of Bonus shares – Preparation of company balance sheet - Amalgamation, Absorption, Internal reconstruction – External reconstruction – Liquidation – Accounts for Banking & Insurance companies – Valuation of shares & goodwill - Inflation Accounting - CPP & CCA Method - Human resource Accounting – International Accounting Standards.

Cost Accounting – Meaning & definitions – Nature & Significance – Characteristics of ideal costing system – Elements of Costing – Cost concepts – Fixed & Variable costs – Preparation of Cost sheet - Costing methods: Job costing, Unit costing. Process costing. Service costing, contract costing & marginal costing – Materials – Labour – Overheads – Reconciliation of cost & financial accounts.

Management Accounting – Meaning – Nature – Objectives – Scope & Importance – Limitations – Analysis and interpretation of financial statements – Tools of management accounting: Ratio Analysis, Fund flow statements, Cash flow statements, Budgetary control, Variance analysis and Marginal costing (Applications of Marginal Costing).

UNIT 2: FINANCIAL MANAGEMENT

Financial Management - Meaning and Definitions – Nature and scope - objectives – Role and functions of financial manager – Risk and Return relationship – Cost of Capital: Meaning and importance – Cost of debt, equity, preference equity and retained earnings - Weighted average cost of capital – Capital budgeting techniques: ROI, Payback period and discounted cash flow.

Financial leverages - operating leverages – EBIT – EPS analysis - Financial, operating and business Risks - Capital structures – Theories – Net Income approach - Net operating income approach – MM approach – Determinants of capital structure -

leasing and its types - Advantages and disadvantages of leasing - Evaluation of leasing.

Dividend theories & polices - Walter's model -MM model – Determinants of dividend policies - Working capital management – Concept – Importance – Determinants and computation of working capital – Working capital forecasting – Management of Inventories, cash and receivables.

UNIT 3: HUMAN RESOURCE MANAGEMENT

Human Resource Management – Meaning – Importance – Scope – Objectives – functions - Organisation structure - Human resource planning – Job Analysis -Role Analysis - Selection and recruitment – Testing – Interview – Placement - Promotion – Job evaluation and Merit rating – Job morale and Satisfaction – Performance appraisal - Various Training programmes - Theories X and Y – Motivation theories. Human behaviour in organisation – Perception Learning – Definition of learning - Learning theories – Concept – Personality – Determinants of personality – Theories of personality - Group dynamics – Decision making process – Nature - psychological barriers of decision making – Creativity in decision making - Traditional, Quantitative, Creative and Participative decision making techniques.

Discipline – Meaning - Causes of indiscipline – Acts of Indiscipline – Procedure for disciplinary action – Grievance - Meaning – Characteristics of Grievance – Causes of Grievance - Grievance knowing methods - Redressal procedure.

Organisation conflict – Individual conflict – Organisational conflict – Management of conflicts – leadership – Types of leaders – Theories of leadership – Qualities of a good leader –Workers participation in management.

UNIT 4: ECONOMICS

Economics - Meaning and Definitions - Nature and scope – Concepts – Theories of Economics: Adam Smith, Robinson and Samuelson's theories - Criticism on economic theories.

Demand Analysis –Determinants of demand – Elasticity of demands – Types of elasticity - Factors influencing elasticity of demand - Demand forecasting – Goods - Types of Goods - Consumer Surplus.

Cost concepts - Cost and Output relation – Cost control and Cost reduction - Behaviour of cost in short and long runs - Break even analysis – Economies of large scale production.

Market Structure - Perfect, Imperfect, monopoly, Monopolistic competition and Oligopoly -Price determination – Pricing policies - Business cycles – National Income - Monetary policy and fiscal policy – Public finance – Public debt.

UNIT 5: MARKETING

Marketing – Meaning and Definitions – Nature and scope – Objectives - Functions - Marketing concepts – Market forecasting – Market Segmentation – Market research - meaning, scope and objectives – Future of marketing research - Market information system – Consumer rights and protection – Consumer responsibility.

Product Mix - Product planning – Product development – Pricing Mix – Role of Pricing - Need and importance of pricing – Price determination process – Pricing policies and methods - Promotional Mix – Sales promotion – Various methods of sales promotions -Advertising – Meaning and definition – Functions and objectives of advertising – Channels of advertising - Personal selling process.

Distribution process – Meaning – Importance – Objectives – Establishment of sales policies – Sales organisation structure – Sales force management - Selection, training and control of sales force.

Service Marketing – Meaning and definition – significance – classification of service markets - Organised markets – Features – Functions and objectives – Cooperative marketing - Objectives and need – Functions – Features – Operational methods – Problems and remedial measures.

UNIT 6: INCOME TAX AND TAX PLANNING

Income tax – Meaning – Sources of Indian Tax laws – Principles of good tax system - Income Tax Act 1961 –Basic concepts – Previous Year - Current Year – Assessment – Types - Assessee and its types - Person and different types of persons - Residential Status for various persons - Scope of Total Income – Incomes exempted from total income – Agricultural Income - Tax free and relief incomes.

Computation of taxable income under various heads: Salaries, House Property, Business or Profession, Capital Gains and Other Sources.

Aggregation of Income – Set off and carry forward of losses – Deductions – Computation of total income – Computation of total income for Individuals and firms.

Tax Planning – Advance Income Tax – Tax deducted at source – Self Assessment Tax - Returns to be submitted by various assesses.

UNIT 7: INTERNATIONAL TRADE

International trade - Meaning, Nature and Scope – Role of foreign trade in India - Need for foreign capital – Forms of foreign capital – limitations – Government policies towards foreign capital - Promotion of foreign investment – NRI Investment - Problems in NRI Investment - Balance of Trade and Balance of Payment. Multi National Corporations –MNC Culture and its Implications in social and economic issues – Government policies towards MNCs – Transnational Corporations.

Regional Economic Integration: SAARC – ASEAN – EC -NAFTA

Euro Currency Market – GATT – WTO – World Bank – IMF - IDA.

Foreign Exchange – Exchange rate – Mechanism for exchange rate -Risk Management-Transfer of international payments – Convertibility of rupee – Foreign Investment Institutions & Instruments: GDRs, ADRs, Fils-Their role in Indian Capital Market.

UNIT 8: RESEARCH METHODOLOGY AND QUANTITATIVE TECHNIQUES

Research Methodology - Definition, meaning and nature – Scope and objectives - Types of research: Experimental Research, Survey Research, Case study methods and Ex post facto Research.

Research design – Research Problem – Process of Research - Sources of data collection -Methods of Primary data collection – Sampling and Sampling design – Pilot study and Pre testing - Analysis and interpretation of data – Report writing - Steps in report writing - presentation of a report.

Quantitative techniques – Meaning – Role – Advantages and limitations - Correlation Analysis – Simple – Partial and multiple regression analysis - Time series.

Probability – Elements – Theorems – Theoretical distributions – Binomial - Poisson - Normal Distribution.

Hypothesis – Definition – Types - Type I Error - Type II Error - 't' test - 'F' test - Chi square test.

UNIT 9: BANKING AND FINANCIAL INSTITUTIONS

Bank and Banking – Meaning and definitions – Origin - Types and classification of banks – Commercial banks and its functions – Modern functions of banks - ATM, Credit card, Debit card – Reserve bank of India – Role of RBI – Functions of RBI - credit control measures exercised by RBI – Quantitative and Qualitative measures.

Rural banking system in India - NABARD and its functions - Non Banking Financial Institutions – Development Banks: IDBI, IFCI, SFCs, UTI and SIDBI
Stock exchanges - Working process of stock exchanges – SEBI – Functions & Importance of SEBI as a regulatory authority - credit Rating Agencies
Venture capital funds – Mutual funds - Lease Financing – Factoring – Risk and returns from securities and portfolios.

UNIT 10: Computers in Business

Computer systems – Importance of computers in Business - Data and information - Data processing, data storage and retrieval capabilities – Computer applications in business – Computer related jobs in business.

Types of computers - Micro, Mini, Mainframe and Super Computers - Analog, digital and hybrid computers – Business and scientific computer systems - First, Second, Third and fourth generation computers – Laptop and Note book computers.

Data processing systems - Batch, online, and real time system - Time Sharing - Multi Programming and Multi processing systems – Networking – Local area and wide area networks.

Components of computer system - input, output and storage devices - software - System software and application software – Programming languages - Machine languages – Assembly languages – High level languages – Flow Chart - System flow chart and program flow charts - Steps in developing a computer program.

Working with MS word – MS Power point - Ms Excel – MS Access - Mechanised accounting with TALLY.

E-Commerce – Internet – Intranet – Extranet – Emails – Its uses and importance - World Wide Web sites.