



# Syllabus

## First Semester Courses in B. Com Accounting & Finance

2023-2024

### Contents:

- Syllabus for Core Course and/or Minor Course and Vocational Skill course (VSC)
  - UCACF4501MJ1            - Financial Accounting – I
  - UCACF4501MN1        - Introduction to Accounting
  - UCACF4501VS1        - Accounting through ERP
  
- Evaluation and Assessment guidelines

**APPROVED SYLLABUS**

F.Y. B. Com (A & F)

Course Code: UCACF4501MJ1

Title: Financial Accounting - I

Credits: 4

Course Objectives:

1. To acquaint the learners with GAAP (Generally Accepted Accounting Principles) through a few mandatory accounting standards in India for business and other entities.
2. To familiarise learners with various methods of inventory valuation, and develop the ability to select the most suitable method of inventory management through an analytical process.
3. To develop the learner's understanding about the principles and practical tools involved in the preparation of annual financial statements of manufacturing concerns, departmental accounting and hire purchase transaction's accounting through illustrations

Number of lectures: 60

Course Outcomes (COs): The Students will be able to:

- CO1 Develop a deep understanding of accounting standards and their significance in financial reporting.
- CO2 Analyse and solve accounting problems related to incomplete records using conversion methods.
- CO3 Prepare final accounts for manufacturing concerns, distinguishing between capital and revenue items & Demonstrate the ability to adjust and closing entries for manufacturing firms.
- CO4 Calculate interest and instalments for hire purchase transactions and record them accurately.
- CO5 Apply asset purchase method on full cash price basis and record relevant journal entries and disclosures.

Unit 1

(15 Lectures)

Accounting Standards - AS 1; AS 2; AS 9 Concepts, benefits, procedures for issue of accounting standards Various AS:

1. AS – 1: Disclosure of Accounting Policies Purpose, Areas of Policies, Disclosure of Policies, Disclosure of Change in Policies, Illustrations
2. AS – 2: Valuation of Inventories (Stock) Meaning, Definition, Applicability, Measurement of Inventory, Disclosure in Final Account, Explanation with Illustrations.
3. AS – 9: Revenue Recognition  
Meaning and Scope, Transactions excluded, Sale of Goods, Rendering of Services, Effects of Uncertainties, Disclosure, Illustrations.

Unit 2

(15 Lectures)

Accounting from Incomplete Records  
Introduction, Problems on Preparation of Final Accounts of Proprietary Trading Concern (Conversion Method)

(15 Lectures)

© St. Xavier's College (Autonomous), Mumbai, INDIA

**APPROVED SYLLABUS**

Unit 3

Final Accounts of a Manufacturing Concern  
Expenditure: Capital Revenue  
Receipts: Capital, Revenue  
Adjustment and Closing Entries  
Final accounts of Manufacturing concerns (Proprietary Firm)

Unit 4

Accounting for Hire Purchase:  
Meaning of HP. Calculating the quantum of interest and with it the installments and the breakup of interest and capital repayment.  
Accounting for hire purchase transactions by asset purchase method on full cash price basis.  
Recording of Journal entries, ledger accounts and disclosure in the balance sheet for the hirer and vendor.

(15 Lectures)

Reference Books:

1. Accounting Standards Made Easy by CA Ravi Kanth Miriyala, Taxmann Publications (P) Ltd., New Delhi
2. Ready Referencer on Accounting by G Sekar, Commercial Law Publishers (India) Pvt. Ltd., New Delhi
3. Tulsian's Accountancy by CA (Dr.) P.C. Tulsian, S Chand And Company Limited, Uttar Pradesh.
4. Tulsian's Principles and Practice of Accounting by CA (Dr.) P.C. Tulsian, S Chand And Company Limited, Uttar Pradesh.
5. Introduction to Accountancy by T.S. Grewal, S. Chand and Company (P) Ltd., New Delhi.
6. Modern Accountancy by Mukherjee and Hanif, Tata Mc. Grow Hill and Co. Ltd., Mumbai.
7. Accountancy & Financial Management (For F.Y.B.Com.) by Chopde – Chaudhari – Seth Publication.
8. Financial management – J.M. Pandey, Vikas Publishing house, 2015.
9. Financial management – Prasanna Chandra, Tata McGraw-Hill Education, 2007.
10. Accounting and Financial Management, Semester I – Ainapure and Ainapure, Manan Prakashan.

Evaluation (Core Theory): Total marks per course - 100.

I Formative Assessment 'for' Learning (continuous internal assessment - CIA to improve learning).

CIA- 40 marks

CIA 1: Written test -20 marks

CIA 2: Assignment -20 marks

II. Summative Assessment 'of' Learning (focus on outcomes, quantitative data for outcomes of instruction).

End Semester Examination – 60 marks

One question from each unit for 15 marks, with internal choice.

Units	Knowledge	Understanding	Applications/ Analysis	Marks/unit
1	3	6	6	15
2	3	6	6	15
3	3	6	6	15
4	3	6	6	15
TOTAL Per objective	12	24	24	60
% WEIGHTAGE	20%	40%	40%	100%

College Grids for assignments/ presentations are used/adapted according to the type of assessment.

F.Y. BMS/BA.MCJ/ BSC.IT

Course Code: UCACF4501MN1

Title: Introduction to Accounting

Credits: 4

Course Objectives:

1. Understand the fundamentals of accounting principles, concepts, and the accounting equation.
2. Master double-entry bookkeeping and effectively record business transactions.
3. Prepare and interpret financial statements, including income statements and balance sheets.

Number of Lectures: 60

COURSE OUTCOMES: The Students will be able to:

- CO1 Define and explain the importance of accounting in business.
- CO2 Analyse and record business transactions using the accounting equation and double-entry bookkeeping.
- CO3 Apply the principles of T-Accounts, debits, and credits.
- CO4 Prepare and interpret general ledger entries and trial balance.
- CO5 Construct and analyse income statements and balance sheets.

Unit 1

(15 Lectures)

Introduction to Accounting:

Definition and importance of accounting, Users of accounting information

Basic accounting principles and concepts, The accounting equation: Assets, liabilities, and equity, Analysing and recording business transactions

Double-entry bookkeeping

Unit 2

(15 Lectures)

Recording Transactions:

T-Accounts: Debits and credits, General ledger and chart of accounts, Journal entries and posting to the ledger, Purpose and preparation of trial balance, Identifying and correcting errors, Adjusting entries and the accrual basis of accounting

Unit 3

(15 Lectures)

Financial Statements:

Purpose and components of the income statement, Calculation of net income or loss, Statement of retained earnings and its importance, Purpose and components of the balance sheet, Classifying assets, liabilities, and equity

Introduction to the statement of cash flows

Unit 4

(15 Lectures)

Analysis and Interpretation of Financial Statements: Ratio analysis: Liquidity, profitability, and solvency ratios, Interpreting financial statements, Common-size financial statements

© St. Xavier's College (Autonomous), Mumbai, INDIA

**APPROVED SYLLABUS**

Reference Books:

1. Financial Accounting by Walter T. Harrison Jr., Charles T. Horngren, and C. William Thomas
2. Accounting Principles by Jerry J. Weygandt, Paul D. Kimmel, and Donald E. Kieso
3. Introduction to Financial Accounting by Charles T. Horngren, Gary L. Sundem, and John A. Elliott
4. Accounting Made Simple: Accounting Explained in 100 Pages or Less by Mike Piper
5. Financial and Managerial Accounting by Carl S. Warren, James M. Reeve, and Jonathan Duchac

Evaluation (Minor Theory): Total marks per course - 100.

I Formative Assessment 'for' Learning (continuous internal assessment - CIA to improve learning).

CIA- 40 marks

CIA 1: Written test -20 marks

CIA 2: Assignment -20 marks

II. Summative Assessment 'of' Learning (focus on outcomes, quantitative data for outcomes of instruction).

End Semester Examination – 60 marks

One question from each unit for 15 marks, with internal choice.

Units	Knowledge	Understanding	Applications/Analysis	Marks/unit
1	3	6	6	15
2	3	6	6	15
3	3	6	6	15
4	3	6	6	15
TOTAL Per objective	12	24	24	60
% WEIGHTAGE	20%	40%	40%	100%

College Grids for assignments/ presentations are used/adapted according to the type of assessment.

## APPROVED SYLLABUS

© St. Xavier's College (Autonomous), Mumbai, INDIA

F.Y. B. Com (A & F)

Course Code: UCACF4501VS1

Title: Accounting Through ERP

Credits: 2

Course Objectives:

1. Gain the ability to generate various financial statements and reports within ERP Accounting System, such as profit and loss statements and balance sheets, and analyse these reports to make informed financial decisions.
2. Develop proficiency in using advanced ERP Accounting System features for inventory management, including creating and managing stock items, recording purchase and sales transactions with inventory, and utilizing ERP Accounting System inventory tools effectively.
3. Learn how to set up and manage payroll in ERP Accounting System, record employee details, salaries, and payroll transactions accurately and efficiently.
4. Develop the skills to take regular backups of ERP Accounting System data and implement essential data security measures to protect critical financial information.

Number of Lectures: 30

Course Outcomes: The students will be able to:

- CO1 Demonstrate proficiency in advanced ERP Accounting System functions
- CO2 Manage inventory effectively using ERP Accounting System
- CO3 Generate and analyse financial statements and reports in ERP Accounting System
- CO4 Perform bank reconciliation in ERP Accounting System
- CO5 Configure GST settings in ERP Accounting System and record GST transactions

Unit 1

(15 Lectures)

Introduction to Tally:

Introduction to Accounting and Financial Management: Overview of accounting principles and practices, Importance of financial management in organizations

Introduction to Tally Software: Understanding the purpose and features of Tally, Installation and setup of Tally software Company Creation and Configuration: Creating a new company in Tally, Configuring company settings and preferences

Chart of Accounts and Ledger Creation: Understanding the chart of accounts, Creating and managing ledgers in Tally Recording Transactions: Understanding different types of transactions, Entering and recording transactions in Tally

Unit 2

(15 Lectures)

© St. Xavier's College (Autonomous), Mumbai, INDIA

**APPROVED SYLLABUS**

**Advanced Tally Functions**

Inventory Management: Introduction to inventory management in Tally, Creating and managing stock items and stock groups, Recording purchase and sales transactions with inventory Financial Statements and Reports: Generating financial statements (profit and loss statement, balance sheet, etc.), Analyzing financial reports in Tally

Bank Reconciliation: Understanding bank reconciliation process, Performing bank reconciliation in Tally

Taxation and GST Compliance: Introduction to taxation and GST, Configuring GST settings in Tally, Recording GST transactions and generating GST reports

Payroll Management: Setting up payroll in Tally, Recording employee details, salary, and payroll transactions Data Backup and Security: Taking backups of Tally data, Implementing data security measures Customization and Advanced Features: Customizing Tally interface and preferences, Exploring advanced features and shortcuts in Tally

**Reference Books:**

1. Tally.ERP 9 in Simple Steps by Kogent Learning Solutions Inc.
2. Tally ERP 9 (Power of Simplicity) by CA. Ashok C. Thakur
3. Tally.ERP 9 Expert Course (B/W) by B.P. Sachdeva
4. Tally ERP 9 (With GST) Tutorial" by Er. Pankaj Kumar and Abhay Jain

Evaluation (VSC): Total marks per course - 50.

I Formative Assessment 'for' Learning (continuous internal assessment - CIA to improve learning).

CIA- 20 marks

CIA 1: Written test -10 marks

CIA 2: Assignment -10 marks

II. Summative Assessment 'of' Learning (focus on outcomes, quantitative data for outcomes of instruction).

End Semester Examination – 30 marks

One question from each unit for 15 marks, with internal choice.

Units	Knowledge	Understanding	Applications/ Analysis	Marks/unit
1	3	6	6	15
2	3	6	6	15
TOTAL Per objective	6	12	12	30
% WEIGHTAGE	20%	40%	40%	100%

College Grids for assignments/ presentations are used/adapted according to the type of assessment.

\*\*\*\*\*





# Syllabus

## Second Semester Courses in

### B. Com Accounting & Finance

### 2023-2024

#### Contents:

- Syllabus for Core Course and/or Minor Course and Vocational Skill course (VSC)
  - UCACF4502MJ1 - Financial Accounting – II
  - UCACF4502MN1 - Taxation
  - UCACF4502VS1 - Business Communication and Report Writing
- Evaluation and Assessment guidelines

**APPROVED SYLLABUS**

F.Y. B. Com (A & F)

Course: UCACF4502MJ1

Title: Financial Accounting – II

Credits: 4

Course Objectives:

1. To understand the accounting principles and practices involved in consignment transactions and their impact on stock valuation and reserves.
2. To develop knowledge and skills in branch accounting, including the appropriate ledger accounts and methods for accounting for dependent branches.
3. To learn the basics of departmental accounting, including the allocation of expenses and incomes, inter-departmental transfers, and preparation of departmental trading and profit and loss accounts.
4. To acquire the knowledge and skills required to compute loss of stock by fire and determine the claim as per the insurance policy, using the gross profit ratio and average claim method.

Number of Lectures: 60

Course Outcomes: The students will be able to:

- CO1 Develop understanding of stock valuation and reserve. Compute del credere commission and ledger maintenance. Analyze consignment transactions
- CO2 Explain meaning and classification of branches. Create journal entries and ledger accounts for branches. Analyze accounting for dependent branches. Evaluate the Debtors method and the Stock and Debtors Method
- CO3 Define departmental accounts and allocation of expenses. Create departmental trading and P&L account and balance sheet. Analyze inter-departmental transfers
- CO4 Compute loss of stock by fire and gross profit ratio. Ascertain claim as per insurance policy and calculate claim using average claim method

Unit 1

(15 Lectures)

Consignment Accounts

Accounting for consignment transactions. Understanding of stock valuation and the calculation of stock reserve and its impact. Transactions involving invoicing of goods at a higher price. Calculation of del credere commission. Maintaining the ledger accounts in the books of the Consignor and the Consignee.

Unit 2

(15 Lectures)

Branch Accounts

Understanding the importance of branch accounts in today's business environment. Explanation of the meaning and classification of branches. Journal entries and appropriate ledger accounts for branch accounting. Accounting for dependent branches that do not maintain full books. Study of methods involved, namely the Debtors method and the Stock and Debtors Method.

Unit 3

(15 Lectures)

Departmental Accounts

Meaning

Basic of Allocation of Expenses and Incomes/Receipts

Inter Departmental Transfer: at Cost Price and Invoice Price Stock Reserve

Departmental Trading and Profit & Loss Account and Balance Sheet

Unit 4

(15 Lectures)

Fire Insurance Claim: Loss of Stock

Computation of loss of stock by fire. Arriving at the Gross profit ratio through the trading account after considering normal and abnormal effects in stock and purchases.

Ascertainment of claim as per the insurance policy. Arriving at the claim using the average claim method.

Reference Books:

1. Accounting Standards Made Easy by CA Ravi Kanth Miriyala, Taxmann Publications (P) Ltd., New Delhi
2. Ready Referencer on Accounting by G Sekar, Commercial Law Publishers (India) Pvt. Ltd., New Delhi
3. Tulsian's Accountancy by CA (Dr.) P.C. Tulsian, S Chand And Company Limited, Uttar Pradesh.
4. Tulsian's Principles and Practice of Accounting by CA (Dr.) P.C. Tulsian, S Chand And Company Limited, Uttar Pradesh.
5. Introduction to Accountancy by T.S. Grewal, S. Chand and Company (P) Ltd., New Delhi.
6. Modern Accountancy by Mukherjee and Hanif, Tata Mc. Grow Hill and Co. Ltd., Mumbai.
7. Accountancy & Financial Management (For F.Y.B.Com.) by Chopde – Chaudhari – Seth Publication.
8. Financial management – J.M. Pandey, Vikas Publishing house, 2015.
9. Financial management – Prasanna Chandra, Tata McGraw-Hill Education, 2007.
10. Accounting and Financial Management, Semester I – Aina pure and Aina pure, Manan Prakashan.

## **APPROVED SYLLABUS**

© St. Xavier's College (Autonomous), Mumbai, INDIA

Evaluation (Core Theory): Total marks per course - 100.

I Formative Assessment 'for' Learning (continuous internal assessment - CIA to improve learning).

CIA- 40 marks

CIA 1: Written test -20 marks

CIA 2: Assignment -20 marks

II. Summative Assessment 'of' Learning (focus on outcomes, quantitative data for outcomes of instruction).

End Semester Examination – 60 marks

One question from each unit for 15 marks, with internal choice.

Units	Knowledge	Understanding	Applications/ Analysis	Marks/unit
1	3	6	6	15
2	3	6	6	15
3	3	6	6	15
4	3	6	6	15
TOTAL Per objective	12	24	24	60
% WEIGHTAGE	20%	40%	40%	100%

College Grids for assignments/ presentations are used/adapted according to the type of assessment.

## APPROVED SYLLABUS

F.Y. B. BA.MCJ/BMS/BSCIT

Course: UCACF4502MN1

Title: Taxation

Credits: 4

Course Objectives:

1. Understand the fundamental concepts and principles of income taxation.
2. Apply income tax laws and regulations to calculate individual and business tax liabilities.
3. Comprehend the principles and procedures of Goods and Services Tax (GST) in different business contexts.
4. Analyze and evaluate tax implications in business decision-making processes.
5. Demonstrate proficiency in tax planning and compliance.

Number of Lectures: 60

Course Outcomes: The Students will be able to:

- CO1 Understand the fundamental concepts and definitions of income tax and exemptions.
- CO2 Apply the rules and provisions related to different heads of income.
- CO3 Analyze the basics of GST, including its constitutional provisions and benefits.
- CO4 Apply critical thinking and analytical skills to solve complex taxation problems.
- CO5 Demonstrate effective communication skills in explaining taxation concepts.
- CO6 Foster ethical values and adherence to taxation regulations and codes of conduct.

Unit 1

(15 Lectures)

Introduction to Income Tax

Definitions u/s- 2, Basis of Charge and Exclusions from Total Income,

Deductions under Chapter VI – A Definitions u/s – 2:

Section 2 – Assessee, Assessment Year, Assessment, Annual value, Business, Capital asset, Income, Person, Previous Year, Transfer

Basis of Charge: Section 3 – 9 – Previous Year, Residential Status, Scope of Total Income, Deemed Income Exclusions from Total

Income:

Section 10 – restricted to, Agricultural Income, Sums Received from HUF by Member, Share of Profit from Firm, Casual & Non – Recurring Receipts, Scholarships, Income of Minor Child, Allowance to Members of Parliament and Legislative Assembly.

Note -Exemptions related to specific Heads of Income to be covered with Relevant Provisions.

Unit 2

(15 Lectures)

Various Heads of Income Salary Income:

Section 15 – 17, Including Section 10 relating to

© St. Xavier's College (Autonomous), Mumbai, INDIA

**APPROVED SYLLABUS**

House Rent Allowance, Travel Concession, Special Allowance, Gratuity, Pension – Commutation, Leave Encashment, Compensation, Voluntary Retirement, Payment from Provident Fund, Income from House Property:  
Section 22 – 27, Including Section 2 – Annual Value  
Profits & Gains from Business & Profession:  
Vocation Section 28-32, 36, 37, 40, 40A, 43B, 44AD, 44ADA & 44AE including.: Section 2 – Business  
Capital Gains: Section 45, 48, 49, 50, 54 and 55 ~~here~~ from Other Sources:  
Section 56 – 59

### Unit 3

(15 Lectures)

Introduction to GST

Introduction to Indirect Taxation and GST and definitions  
Basics for Taxation – Direct Taxes and Indirect Taxes

Features of Indirect taxes, Difference, Advantages and Disadvantages, Sources and Authority of Taxes in India (Art 246 of the Indian Constitution), Introduction to GST – Genesis of GST in India, Power to tax GST (Constitutional Provisions), Extent and Commencement, Meaning and Definition of GST, Benefits of GST, Conceptual Framework – CGST, IGST, SGST, UTGST,

Imports of goods or services or both, Export of goods or services or both,

Taxes subsumed and not subsumed under GST. GST Council and GST Network,

Definitions under CGST Act  
Levy and Collection of GST

Charge of GST, Levy and Collection GST, Composite and Mixed Supplies under GST, Power to Grant Exemption, Negative list of GST.

GST Rate Schedule for G&S

### Unit 4

(15 Lectures)

Insights of GST

Concept and scope of Supply, Time, Nature and Place, Value of Supply

Taxable Event Supply, Place of Supply, Time of Supply, Value of Supply

Documentation, Tax Invoices, Credit and Debit notes

Reference Books:

1. Direct Taxes Law & Practice by V.K. Singhanian – Taxmann.
2. Systematic Approach to Direct Tax by Ahuja & Gupta - Bharat Law House.
3. Income Tax Ready Reckoner by Dr. V.K. Singhanian – Taxmann.
4. Direct Tax Laws by T.N. Manoharan - Snow White.
5. Indirect Taxes by V.S. Balchandra, Sultan Chand and Sons, New Delhi.
6. GST Law & practice with Customs & FTP by V.S. Datey, Taxmann.
7. GST Law & practice with Customs & FTP by Vineet Sodhani, Snow White Publications.

Evaluation (Minor Theory): Total marks per course - 100.

© St. Xavier's College (Autonomous), Mumbai, INDIA

**APPROVED SYLLABUS**

I Formative Assessment 'for' Learning (continuous internal assessment - CIA to improve learning).

CIA- 40 marks

CIA 1: Written test -20 marks

CIA 2: Assignment -20 marks

II. Summative Assessment 'of' Learning (focus on outcomes, quantitative data for outcomes of instruction).

End Semester Examination – 60 marks

One question from each unit for 15 marks, with internal choice.

Units	Knowledge	Understanding	Applications/ Analysis	Marks/unit
1	3	6	6	15
2	3	6	6	15
3	3	6	6	15
4	3	6	6	15
TOTAL Per objective	12	24	24	60
% WEIGHTAGE	20%	40%	40%	100%

College Grids for assignments/ presentations are used/adapted according to the type of assessment.

F.Y. B. Com (A & F)

Course: UCACF4502VS1

Title: Business Communication and Report Writing

Credits: 2

Course Objectives:

1. To develop an awareness of the complexity of the communication process
2. To enhance the ability to communicate effectively in business

Number of Lectures: 30

Course Outcomes: The Students will be able to:

- CO1 Understand the communication process and corporate communication.
- CO2 Understand methods and channels of communication.
- CO3 Write business correspondence effectively.
- CO4 Enhance the quality of business communication.

Unit 1

(15 Lectures)

Introduction to Basics of Writing  
Precis Writing Article Writing  
Report Writing – Newspaper Report, Magazine Report, Official Reports of Various Organizations  
Resume Writing Writing Formal Mails

Unit 2

(15 Lectures)

Formal Letters and Official Communication: Formal Letters  
– Letters of Enquiry, Order Letters, Letters of Complaint, Reply to Letters of Complaint, Promotion Letters, Sales Letters, Recovery Letters.  
Official Communications – Circulars and Memos  
Meetings – Agenda, Minutes of the Meeting, Action Taken Report (ATR)

## **APPROVED SYLLABUS**



Reference Books:

1. Agarawal, R. (2002). Business Communication and Organization and Management. NewDelhi: Taxman Allied Services Pvt. Ltd.
2. Benjamin, J. (1993). Business and Professional Communication Concepts and Practice. New York: Harper Collins College Publishers
3. Bovee, C. & Thrill, J. (1992). Business Communication: Today. New York: McGraw Hill
4. Kaul, A. (2004). Effective Business Communication. New Delhi: Prentice Hall of IndiaPrivate Ltd.
5. Lesikar, R. & Pettit, J. (2004). Business Communication. Delhi: AITBS Publishers &Distributors
6. Murphy et al. (1997). Effective Business Communication. Boston: Irwin Mcgraw-Hill
7. Obser, S. (2004). Contemporary Business Communication. New Delhi: Biztantra
8. Raman, M. & Singh, P. (2006). Business Communication. New Delhi: Oxford UniversityPress

Evaluation (Vocational Skill Enhancement Course): Total marks per course – 50.

- I. Formative Assessment ‘for’ Learning (continuous internal assessment - CIA to improvelearning).
  - CIA- 20 marks
  - CIA 1: Written test - 20 marks or Assignment - 20 marks
- II. Summative Assessment ‘of’ Learning (focus on outcomes, quantitative data for outcomes of instruction).
  - End Semester Examination – 30 marks
  - One question from each unit for 15 marks, with internal choice.

Units	Knowledge	Understanding	Applications/Analysis	Marks/unit
1	3	6	6	15
2	3	6	6	15
TOTAL Per objective	6	12	12	30
% WEIGHTAGE	20%	40%	40%	100%

College Grids for assignments/ presentations are used/adapted according to the type of assessment.

\*\*\*\*\*