



Autonomous (2016-17)

Malad Kandivli Education Society's
NAGINDAS KHANDWALA COLLEGE
OF COMMERCE, ARTS & MANAGEMENT STUDIES
AND SHANTABEN NAGINDAS KHANDWALA COLLEGE OF SCIENCE

(Re-accredited (3rd cycle) by NAAC with 'A' Grade)

ISO 9001 : 2015 Certified

Educational Excellence Award By Indus Foundation, U.S.A.

IMC Ramkrishna Bajaj National Quality Commendation Certificate

Highlighted Syllabus

DR. (MRS.) ANCY JOSE
PRINCIPAL





Course of B Com (Banking and Insurance)

**First Year
Semester –II**

Business Communication – II

(with effect from 2016-17)

Modules at a Glance

| Sr. No. | Modules | No. of Lectures |
|----------------|-----------------------------|------------------------|
| 1 | Presentation Skills | 10 |
| 2 | Group Communication | 15 |
| 3 | Business Correspondence | 10 |
| 4 | Language and Writing Skills | 15 |
| | | 60 |

Course Objectives:

1. To develop awareness of the complexity of the communication process in group.
2. To develop effective presentation skills in students so as to enable them to comprehend topics and present them in a simple and lucid manner.
3. To develop effective writing skills so as to enable students to write in clear, concise and persuasive manner during business correspondences.
4. To demonstrate effective use of communication technology

Course Outcome:

Upon successful completion of the course, the learner will be able to:

CO1: Apply conceptual the presentation skills in real life business problems. (level: Apply)

CO2: Effectively use the communication skills in group meetings, conferences and public speaking (level: Apply)

CO3: Construct different types of letters used in daily course of business (level: create)

CO4: Comprehend with better report writing skills (level: Apply)

PRINCIPAL

**NAGINDAS KHANDWALA COLLEGE OF COMMERCE
ARTS & MANAGEMENT STUDIES AND SHANTABEN
NAGINDAS KHANDWALA COLLEGE OF SCIENCE
(AUTONOMOUS)
MALAD (W), MUMBAI - 400 084**

Detailed Syllabus

| Sr. No. | Units/Modules |
|----------|---|
| 1 | Presentation Skills (Skill Development) |
| | 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(Skill Development) |
| | 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 [Teachers must provide the students with theoretical constructs wherever necessary in order to create awareness. However students should not be tested on the theory.] |
| 4 | Language and Writing Skills (Skill Development) |
| | Reports: Parts, Types, Feasibility Reports, Investigative Reports Summarisation: Identification of main and supporting/sub points Presenting these in a cohesive manner |

Suggested Reference Books:

- Agarwal, Anju D (1989) A Practical Handbook for Consumers, IBH.
- Alien, R.K. (1970) Organisational Management through Communication.
- Ashley, A (1992) A Handbook Of Commercial Correspondence, Oxford University Press.
- Aswalthapa, K (1991) Organisational Behaviour, Himalayan Publication, Mumbai


PRINCIPAL
 NAGINDAS KHANDWALA COLLEGE OF COMMERCE
 ARTS & MANAGEMENT STUDIES AND SHANTABEN
 NAGINDAS KHANDWALA COLLEGE OF SCIENCE
 (AUTONOMOUS)
 MALAD (W), MUMBAI - 400 064



Course of B Com (Banking and Insurance)

**First Year
Semester –II**

Organisational Behaviour

(with effect from 2016-17)

Modules at a Glance

| Sr. No. | Modules | No. of Lectures |
|----------------|--|------------------------|
| 1 | Introduction of organizational Behavior | 15 |
| 2 | Group Dynamics | 15 |
| 3 | Organizational Culture and Change Management | 15 |
| 4 | Organizational Development. | 15 |
| Total | | 60 |

Course Objectives:

1. To provide basic knowledge of key approaches and Models relating to Organizational Behavior.
2. To identify specific steps managers can take to motivate the employees.
3. To understand ways of acting effectively and finding ways for controlling human behavior.
4. To apply different concepts relating to managing of conflicts, change, time and stress.

Course Outcome:

Upon successful completion of the course, the learner will be able to:

CO1: understand the Organisational structure of companies (level: Understand)

CO2: Effectively understand the behaviour of individuals in an organisation (level: Understand)

CO3: Effectively understand the behaviour of groups in an organisation (level: Understand)

CO4: Comprehend the theories of motivation and resolve conflict in organisation (level: Apply)

PRINCIPAL

NAGINDAS KHANDWALA COLLEGE OF COMMERCE
ARTS & MANAGEMENT STUDIES AND SHANTABEN
NAGINDAS KHANDWALA COLLEGE OF SCIENCE
(AUTONOMOUS)

BEHARUJI, MUMBAI - 400 084

Details Syllabus

| Sr. No. | Modules/Units |
|----------|--|
| 1 | Introduction of organizational Behavior |
| | <ul style="list-style-type: none"> • Meaning, Nature and scope of OB, Models of OB, • Theories of Motivation : • Maslow, Herzberg, Mc.Gregor Theory X and Theory Y, William Ouchi's Theory Z, Victor Vroom . ERG theory • Application of the Theories • • Motivational techniques in Banking and Insurance Industry |
| 2 | Group Dynamics |
| | <ul style="list-style-type: none"> • Individual Behavior (IQ, EQ, SQ) • Group Formation, Team Building, Team Development. • Goal Setting • Soft Skills, Interpersonal Skills, Multicultural Skills, Cross Cultural Skills. (Skill Development) • Johari Window |
| 3 | Organizational Culture and Change Management |
| | <ul style="list-style-type: none"> • Work Culture, Ways for Making Work Culture Effective and Lively, Work Conflicts. • Organizational Change, effects of Resistance to Change, ways to overcome resistance to change. • Time and Stress Management. |
| 4 | Organizational Development |
| | <ul style="list-style-type: none"> • Meaning and Nature of OD. • Techniques of OD. • Importance of OD. |

Suggested Reference Books:

- Stephen P. Robbins “Organizational Behavior” Prentice Hall of India Private Ltd.
- Mirza S. Saiyadain “Organizational Behaviour” Tata Mc. Graw Hill.
- John Bratton “Work and Organizational Behaviour ”Militza Callinan Carolyn Forshaw and Peter Sawchuk Palgrave Macmillan, New York.
- Margie Parikh and Rajen Gupta “Organizational Behaviour” Tata Mc. Graw Hill Education Private Limited , New Delhi.
- Suja Nair “Organizational Behaviour” Himalaya Publishing House, Mumbai.

PRINCIPAL

NAGINDAS KHANOWALA COLLEGE OF COMMERCE
ARTS & MANAGEMENT STUDIES AND SHANTABEN
NAGINDAS KHANOWALA COLLEGE OF SCIENCE
(AUTONOMOUS)
KALUJGAON, MUMBAI - 400 064



Course of B Com (Banking and Insurance)

**First Year
Semester –I**

**Financial Accounting –I
(with effect from 2016-17)**

Modules at a Glance

| Sr. No. | Modules | No. of Lectures |
|----------------|--|------------------------|
| 1 | Introduction to Accounting | 12 |
| 2 | Classification of Income & Expenses & Accounting Standards | 12 |
| 3 | Stock Valuation & Hire purchase | 20 |
| 4 | Final Accounts | 16 |
| Total | | 60 |

Course Objectives:

1. To enhance the understanding of conceptual knowledge of financial accounting and to impart skills for recording various kinds of business transactions.
2. To understand the concept of stock valuation and Hire purchase
3. To demonstrate the preparation of final accounts of trading and manufacturing companies
4. To make them understand the whole process of issue of Shares and Debentures.

Course Outcome:

Upon successful completion of the course, the learner will be able to:

CO1: Acquire conceptual knowledge of basics of accounting in accordance GAAP. (level: understand)

CO2: Develop the skill of preparing stock ledgers and hire purchase accounts. (level: Apply)

CO3: Equip with the knowledge of accounting process and preparation of final accounts of sole trader and manufacturer (level: Apply)

CO4: Determine the process of Issue of shares and Debentures. (level: understand)

PRINCIPAL

NAGINDAS KHANDWALA COLLEGE OF COMMERCE
ARTS & MANAGEMENT, 1ST FLOOR AND SHANTABEN
NAGINDAS KHANDWALA COLLEGE OF SCIENCE
KHANDWALA

Phone: 0120-2610001, 2610002, 2610003, 2610004, 2610005, 2610006, 2610007, 2610008, 2610009, 2610010, 2610011, 2610012, 2610013, 2610014, 2610015, 2610016, 2610017, 2610018, 2610019, 2610020, 2610021, 2610022, 2610023, 2610024, 2610025, 2610026, 2610027, 2610028, 2610029, 2610030, 2610031, 2610032, 2610033, 2610034, 2610035, 2610036, 2610037, 2610038, 2610039, 2610040, 2610041, 2610042, 2610043, 2610044, 2610045, 2610046, 2610047, 2610048, 2610049, 2610050, 2610051, 2610052, 2610053, 2610054, 2610055, 2610056, 2610057, 2610058, 2610059, 2610060, 2610061, 2610062, 2610063, 2610064, 2610065, 2610066, 2610067, 2610068, 2610069, 2610070, 2610071, 2610072, 2610073, 2610074, 2610075, 2610076, 2610077, 2610078, 2610079, 2610080, 2610081, 2610082, 2610083, 2610084, 2610085, 2610086, 2610087, 2610088, 2610089, 2610090, 2610091, 2610092, 2610093, 2610094, 2610095, 2610096, 2610097, 2610098, 2610099, 2610100, 2610101, 2610102, 2610103, 2610104, 2610105, 2610106, 2610107, 2610108, 2610109, 2610110, 2610111, 2610112, 2610113, 2610114, 2610115, 2610116, 2610117, 2610118, 2610119, 2610120, 2610121, 2610122, 2610123, 2610124, 2610125, 2610126, 2610127, 2610128, 2610129, 2610130, 2610131, 2610132, 2610133, 2610134, 2610135, 2610136, 2610137, 2610138, 2610139, 2610140, 2610141, 2610142, 2610143, 2610144, 2610145, 2610146, 2610147, 2610148, 2610149, 2610150, 2610151, 2610152, 2610153, 2610154, 2610155, 2610156, 2610157, 2610158, 2610159, 2610160, 2610161, 2610162, 2610163, 2610164, 2610165, 2610166, 2610167, 2610168, 2610169, 2610170, 2610171, 2610172, 2610173, 2610174, 2610175, 2610176, 2610177, 2610178, 2610179, 2610180, 2610181, 2610182, 2610183, 2610184, 2610185, 2610186, 2610187, 2610188, 2610189, 2610190, 2610191, 2610192, 2610193, 2610194, 2610195, 2610196, 2610197, 2610198, 2610199, 2610200, 2610201, 2610202, 2610203, 2610204, 2610205, 2610206, 2610207, 2610208, 2610209, 2610210, 2610211, 2610212, 2610213, 2610214, 2610215, 2610216, 2610217, 2610218, 2610219, 2610220, 2610221, 2610222, 2610223, 2610224, 2610225, 2610226, 2610227, 2610228, 2610229, 2610230, 2610231, 2610232, 2610233, 2610234, 2610235, 2610236, 2610237, 2610238, 2610239, 2610240, 2610241, 2610242, 2610243, 2610244, 2610245, 2610246, 2610247, 2610248, 2610249, 2610250, 2610251, 2610252, 2610253, 2610254, 2610255, 2610256, 2610257, 2610258, 2610259, 2610260, 2610261, 2610262, 2610263, 2610264, 2610265, 2610266, 2610267, 2610268, 2610269, 2610270, 2610271, 2610272, 2610273, 2610274, 2610275, 2610276, 2610277, 2610278, 2610279, 2610280, 2610281, 2610282, 2610283, 2610284, 2610285, 2610286, 2610287, 2610288, 2610289, 2610290, 2610291, 2610292, 2610293, 2610294, 2610295, 2610296, 2610297, 2610298, 2610299, 2610300, 2610301, 2610302, 2610303, 2610304, 2610305, 2610306, 2610307, 2610308, 2610309, 2610310, 2610311, 2610312, 2610313, 2610314, 2610315, 2610316, 2610317, 2610318, 2610319, 2610320, 2610321, 2610322, 2610323, 2610324, 2610325, 2610326, 2610327, 2610328, 2610329, 2610330, 2610331, 2610332, 2610333, 2610334, 2610335, 2610336, 2610337, 2610338, 2610339, 2610340, 2610341, 2610342, 2610343, 2610344, 2610345, 2610346, 2610347, 2610348, 2610349, 2610350, 2610351, 2610352, 2610353, 2610354, 2610355, 2610356, 2610357, 2610358, 2610359, 2610360, 2610361, 2610362, 2610363, 2610364, 2610365, 2610366, 2610367, 2610368, 2610369, 2610370, 2610371, 2610372, 2610373, 2610374, 2610375, 2610376, 2610377, 2610378, 2610379, 2610380, 2610381, 2610382, 2610383, 2610384, 2610385, 2610386, 2610387, 2610388, 2610389, 2610390, 2610391, 2610392, 2610393, 2610394, 2610395, 2610396, 2610397, 2610398, 2610399, 2610400, 2610401, 2610402, 2610403, 2610404, 2610405, 2610406, 2610407, 2610408, 2610409, 2610410, 2610411, 2610412, 2610413, 2610414, 2610415, 2610416, 2610417, 2610418, 2610419, 2610420, 2610421, 2610422, 2610423, 2610424, 2610425, 2610426, 2610427, 2610428, 2610429, 2610430, 2610431, 2610432, 2610433, 2610434, 2610435, 2610436, 2610437, 2610438, 2610439, 2610440, 2610441, 2610442, 2610443, 2610444, 2610445, 2610446, 2610447, 2610448, 2610449, 2610450, 2610451, 2610452, 2610453, 2610454, 2610455, 2610456, 2610457, 2610458, 2610459, 2610460, 2610461, 2610462, 2610463, 2610464, 2610465, 2610466, 2610467, 2610468, 2610469, 2610470, 2610471, 2610472, 2610473, 2610474, 2610475, 2610476, 2610477, 2610478, 2610479, 2610480, 2610481, 2610482, 2610483, 2610484, 2610485, 2610486, 2610487, 2610488, 2610489, 2610490, 2610491, 2610492, 2610493, 2610494, 2610495, 2610496, 2610497, 2610498, 2610499, 2610500, 2610501, 2610502, 2610503, 2610504, 2610505, 2610506, 2610507, 2610508, 2610509, 2610510, 2610511, 2610512, 2610513, 2610514, 2610515, 2610516, 2610517, 2610518, 2610519, 2610520, 2610521, 2610522, 2610523, 2610524, 2610525, 2610526, 2610527, 2610528, 2610529, 2610530, 2610531, 2610532, 2610533, 2610534, 2610535, 2610536, 2610537, 2610538, 2610539, 2610540, 2610541, 2610542, 2610543, 2610544, 2610545, 2610546, 2610547, 2610548, 2610549, 2610550, 2610551, 2610552, 2610553, 2610554, 2610555, 2610556, 2610557, 2610558, 2610559, 2610560, 2610561, 2610562, 2610563, 2610564, 2610565, 2610566, 2610567, 2610568, 2610569, 2610570, 2610571, 2610572, 2610573, 2610574, 2610575, 2610576, 2610577, 2610578, 2610579, 2610580, 2610581, 2610582, 2610583, 2610584, 2610585, 2610586, 2610587, 2610588, 2610589, 2610590, 2610591, 2610592, 2610593, 2610594, 2610595, 2610596, 2610597, 2610598, 2610599, 2610600, 2610601, 2610602, 2610603, 2610604, 2610605, 2610606, 2610607, 2610608, 2610609, 2610610, 2610611, 2610612, 2610613, 2610614, 2610615, 2610616, 2610617, 2610618, 2610619, 2610620, 2610621, 2610622, 2610623, 2610624, 2610625, 2610626, 2610627, 2610628, 2610629, 2610630, 2610631, 2610632, 2610633, 2610634, 2610635, 2610636, 2610637, 2610638, 2610639, 2610640, 2610641, 2610642, 2610643, 2610644, 2610645, 2610646, 2610647, 2610648, 2610649, 2610650, 2610651, 2610652, 2610653, 2610654, 2610655, 2610656, 2610657, 2610658, 2610659, 2610660, 2610661, 2610662, 2610663, 2610664, 2610665, 2610666, 2610667, 2610668, 2610669, 2610670, 2610671, 2610672, 2610673, 2610674, 2610675, 2610676, 2610677, 2610678, 2610679, 2610680, 2610681, 2610682, 2610683, 2610684, 2610685, 2610686, 2610687, 2610688, 2610689, 2610690, 2610691, 2610692, 2610693, 2610694, 2610695, 2610696, 2610697, 2610698, 2610699, 2610700, 2610701, 2610702, 2610703, 2610704, 2610705, 2610706, 2610707, 2610708, 2610709, 2610710, 2610711, 2610712, 2610713, 2610714, 2610715, 2610716, 2610717, 2610718, 2610719, 2610720, 2610721, 2610722, 2610723, 2610724, 2610725, 2610726, 2610727, 2610728, 2610729, 2610730, 2610731, 2610732, 2610733, 2610734, 2610735, 2610736, 2610737, 2610738, 2610739, 2610740, 2610741, 2610742, 2610743, 2610744, 2610745, 2610746, 2610747, 2610748, 2610749, 2610750, 2610751, 2610752, 2610753, 2610754, 2610755, 2610756, 2610757, 2610758, 2610759, 2610760, 2610761, 2610762, 2610763, 2610764, 2610765, 2610766, 2610767, 2610768, 2610769, 2610770, 2610771, 2610772, 2610773, 2610774, 2610775, 2610776, 2610777, 2610778, 2610779, 2610780, 2610781, 2610782, 2610783, 2610784, 2610785, 2610786, 2610787, 2610788, 2610789, 2610790, 2610791, 2610792, 2610793, 2610794, 2610795, 2610796, 2610797, 2610798, 2610799, 2610800, 2610801, 2610802, 2610803, 2610804, 2610805, 2610806, 2610807, 2610808, 2610809, 2610810, 2610811, 2610812, 2610813, 2610814, 2610815, 2610816, 2610817, 2610818, 2610819, 2610820, 2610821, 2610822, 2610823, 2610824, 2610825, 2610826, 2610827, 2610828, 2610829, 2610830, 2610831, 2610832, 2610833, 2610834, 2610835, 2610836, 2610837, 2610838, 2610839, 2610840, 2610841, 2610842, 2610843, 2610844, 2610845, 2610846, 2610847, 2610848, 2610849, 2610850, 2610851, 2610852, 2610853, 2610854, 2610855, 2610856, 2610857, 2610858, 2610859, 2610860, 2610861, 2610862, 2610863, 2610864, 2610865, 2610866, 2610867, 2610868, 2610869, 2610870, 2610871, 2610872, 2610873, 2610874, 2610875, 2610876, 2610877, 2610878, 2610879, 2610880, 2610881, 2610882, 2610883, 2610884, 2610885, 2610886, 2610887, 2610888, 2610889, 2610890, 2610891, 2610892, 2610893, 2610894, 2610895, 2610896, 2610897, 2610898, 2610899, 2610900, 2610901, 2610902, 2610903, 2610904, 2610905, 2610906, 2610907, 2610908, 2610909, 2610910, 2610911, 2610912, 2610913, 2610914, 2610915, 2610916, 2610917, 2610918, 2610919, 2610920, 2610921, 2610922, 2610923, 2610924, 2610925, 2610926, 2610927, 2610928, 2610929, 2610930, 2610931, 2610932, 2610933, 2610934, 2610935, 2610936, 2610937, 2610938, 2610939, 2610940, 2610941, 2610942, 2610943, 2610944, 2610945, 2610946, 2610947, 2610948, 2610949, 2610950, 2610951, 2610952, 2610953, 2610954, 2610955, 2610956, 2610957, 2610958, 2610959, 2610960, 2610961, 2610962, 2610963, 2610964, 2610965, 2610966, 2610967, 2610968, 2610969, 2610970, 2610971, 2610972, 2610973, 2610974, 2610975, 2610976, 2610977, 2610978, 2610979, 2610980, 2610981, 2610982, 2610983, 2610984, 2610985, 2610986, 2610987, 2610988, 2610989, 2610990, 2610991, 2610992, 2610993, 2610994, 2610995, 2610996, 2610997, 2610998, 2610999, 2611000, 2611001, 2611002, 2611003, 2611004, 2611005, 2611006, 2611007, 2611008, 2611009, 2611010, 2611011, 2611012, 2611013, 2611014, 2611015, 2611016, 2611017, 2611018, 2611019, 2611020, 2611021, 2611022, 2611023, 2611024, 2611025, 2611026, 2611027, 2611028, 2611029, 2611030, 2611031, 2611032, 2611033, 2611034, 2611035, 2611036, 2611037, 2611038, 2611039, 2611040, 2611041, 2611042, 2611043, 2611044, 2611045, 2611046, 2611047, 2611048, 2611049, 2611050, 2611051, 2611052, 2611053, 2611054, 2611055, 2611056, 2611057, 2611058, 2611059, 2611060, 2611061, 2611062, 2611063, 2611064, 2611065, 2611066, 2611067, 2611068, 2611069, 2611070, 2611071, 2611072, 2611073, 2611074, 2611075, 2611076, 2611077, 2611078, 2611079, 2611080, 2611081, 2611082, 2611083, 2611084, 2611085, 2611086, 2611087, 2611088, 2611089, 2611090, 2611091, 2611092, 2611093, 2611094, 2611095, 2611096, 2611097, 2611098, 2611099, 2611100, 2611101, 2611102, 2611103, 2611104, 2611105, 2611106, 2611107, 2611108, 2611109, 2611110, 2611111, 2611112, 2611113, 2611114, 2611115, 2611116, 2611117, 2611118, 2611119, 2611120, 2611121, 2611122, 2611123, 2611124, 2611125, 2611126, 2611127, 2611128, 2611129, 2611130, 2611131, 2611132, 2611133, 2611134, 2611135, 2611136, 2611137, 2611138, 2611139, 2611140, 2611141, 2611142, 2611143, 2611144, 2611145, 2611146, 2611147, 2611148, 2611149, 2611150, 2611151, 2611152, 2611153, 2611154, 2611155, 2611156, 2611157, 2611158, 2611159, 2611160, 2611161, 2611162, 2611163, 2611164, 2611165, 2611166, 2611167, 2611168, 2611169, 2611170, 2611171, 2611172, 2611173, 2611174, 2611175, 2611176, 2611177, 2611178, 2611179, 2611180, 2611181, 2611182, 2611183, 2611184, 2611185, 2611186, 2611187, 2611188, 2611189, 2611190, 2611191, 2611192, 2611193, 2611194, 2611195, 2611196, 2611197, 2611198, 2611199, 2611200, 2611201, 2611202, 2611203, 2611204, 2611205, 2611206, 2611207, 2611208, 2611209, 2611210, 2611211, 2611212, 2611213, 2611214, 2611215, 2611216, 2611217, 2611218, 2611219, 2611220, 2611221, 2611222, 2611223, 2611224, 2611225, 2611226, 2611227, 2611228, 2611229, 2611230, 2611231, 2611232, 2611233, 2611234, 2611235, 2611236, 2611237, 2611238, 2611239, 2611240, 2611241, 2611242, 2611243, 2611244, 2611245, 2611

Detailed Syllabus

| Sr. No. | Modules / Units |
|----------|---|
| 1 | Introduction to accounting |
| | Meaning, scope, objectives, need, importance and limitations of accounting. Basic accounting terminology. Branches of accounting. Accounting concepts, Conventions and Principles. Double Entry System, Classifications of accounts, Rules of debit and credit. Writing of journal Entries and Ledger, Sub division of journal and Trial Balance |
| 2 | Classification of Income & Expenses & Accounting Standards |
| | Classifications of Income, Expenditure and Receipts on the basis of capital and revenue. Source documents required for practical accounting. Introduction to Bank Reconciliation Statement and Errors and their Rectification. Accounting Standard 1, 2, 6, 8, 9, 10. Understanding Fair value concept, Overview of Ind-AS vis-a-vis International Financial Reporting Standards (IFRSs). |
| 3 | Stock Valuation & Hire purchase |
| | Stock valuation (FIFO and Weighted Average Method only) Hire Purchase Transactions (calculation of interest, accounting as per asset purchase method only, exclude repossession) |
| 4 | Final Accounts |
| | Trading Account, Profit and Loss Account, Balance Sheet, Adjustment Entries. (Skill Development) |

Suggested Reference Books:

- *Introduction to Accountancy* by T.S. Grewal, S. Chand and Company (P) Ltd., New Delhi
- *Advance Accounts* by Shukla and Grewal, S. Chand and Company (P) Ltd., New Delhi
- *Advanced Accountancy* by R.L Gupta and M. Radhaswamy, S. Chand and Company (P) Ltd., New Delhi



PRINCIPAL

NAGINDAS KHANDWALA COLLEGE OF COMMERCE
ARTS & MANAGEMENT STUDIES AND SHANTABEN
NAGINDAS KHANDWALA COLLEGE OF SCIENCE
(AUTONOMOUS)
MALAD (V), DISTRICT - 400 064



Course of B Com (Banking and Insurance)

**First Year
Semester –I**

Financial Accounting –I

(with effect from 2016-17)

Modules at a Glance

| Sr. No. | Modules | No. of Lectures |
|----------------|--|------------------------|
| 1 | Introduction to Accounting | 12 |
| 2 | Classification of Income & Expenses & Accounting Standards | 12 |
| 3 | Stock Valuation & Hire purchase | 20 |
| 4 | Final Accounts | 16 |
| Total | | 60 |

Course Objectives:

1. To enhance the understanding of conceptual knowledge of financial accounting and to impart skills for recording various kinds of business transactions.
2. To understand the concept of stock valuation and Hire purchase
3. To demonstrate the preparation of final accounts of trading and manufacturing companies
4. To make them understand the whole process of issue of Shares and Debentures.

Course Outcome:

Upon successful completion of the course, the learner will be able to:

CO1: Acquire conceptual knowledge of basics of accounting in accordance GAAP. (level: understand)

CO2: Develop the skill of preparing stock ledgers and hire purchase accounts. (level: Apply)

CO3: Equip with the knowledge of accounting process and preparation of final accounts of sole trader and manufacturer (level: Apply)

CO4: Determine the process of Issue of shares and Debentures. (level: understand)

PRINCIPAL

NAGINDAS KHANDWALA COLLEGE OF COMMERCE
ARTS & MANAGEMENT STUDIES AND SHANTABEN
NAGINDAS KHANDWALA COLLEGE OF SCIENCE
(AUTONOMOUS)
MALAD (W), MUMBAI - 400 064

Detailed Syllabus

| Sr. No. | Modules / Units |
|----------|---|
| 1 | Introduction to accounting |
| | Meaning, scope, objectives, need, importance and limitations of accounting. Basic accounting terminology. Branches of accounting. Accounting concepts, Conventions and Principles. Double Entry System, Classifications of accounts, Rules of debit and credit. Writing of journal Entries and Ledger, Sub division of journal and Trial Balance |
| 2 | Classification of Income & Expenses & Accounting Standards |
| | Classifications of Income, Expenditure and Receipts on the basis of capital and revenue. Source documents required for practical accounting. Introduction to Bank Reconciliation Statement and Errors and their Rectification. Accounting Standard 1, 2, 6, 8, 9, 10. Understanding Fair value concept, Overview of Ind-AS vis-a-vis International Financial Reporting Standards (IFRSs). |
| 3 | Stock Valuation & Hire purchase |
| | Stock valuation (FIFO and Weighted Average Method only) Hire Purchase Transactions (calculation of interest, accounting as per asset purchase method only, exclude repossession) |
| 4 | Final Accounts |
| | Trading Account, Profit and Loss Account, Balance Sheet, Adjustment Entries. (Skill Development) |

Suggested Reference Books:

- *Introduction to Accountancy* by T.S. Grewal, S. Chand and Company (P) Ltd., New Delhi
- *Advance Accounts* by Shukla and Grewal, S. Chand and Company (P) Ltd., New Delhi
- *Advanced Accountancy* by R.L Gupta and M. Radhaswamy, S. Chand and Company (P) Ltd., New Delhi

PRINCIPAL

NAGINDAS KHANDWALA COLLEGE OF COMMERCE
ARTS & MANAGEMENT STUDIES AND SHANTABEN
NAGINDAS KHANDWALA COLLEGE OF SCIENCE
(AUTONOMOUS)
MALAD (W), MUMBAI - 400 064



Course of B Com (Banking and Insurance)

**First Year
Semester –I**

Financial Accounting –I

(with effect from 2016-17)

Modules at a Glance

| Sr. No. | Modules | No. of Lectures |
|----------------|--|------------------------|
| 1 | Introduction to Accounting | 12 |
| 2 | Classification of Income & Expenses & Accounting Standards | 12 |
| 3 | Stock Valuation & Hire purchase | 20 |
| 4 | Final Accounts | 16 |
| Total | | 60 |

Course Objectives:

1. To enhance the understanding of conceptual knowledge of financial accounting and to impart skills for recording various kinds of business transactions.
2. To understand the concept of stock valuation and Hire purchase
3. To demonstrate the preparation of final accounts of trading and manufacturing companies
4. To make them understand the whole process of issue of Shares and Debentures.

Course Outcome:

Upon successful completion of the course, the learner will be able to:

CO1: Acquire conceptual knowledge of basics of accounting in accordance GAAP. (level: understand)

CO2: Develop the skill of preparing stock ledgers and hire purchase accounts. (level: Apply)

CO3: Equip with the knowledge of accounting process and preparation of final accounts of sole trader and manufacturer (level: Apply)

CO4: Determine the process of Issue of shares and Debentures. (level: understand)

PRINCIPAL

NAGINDAS KHANDWALA COLLEGE OF COMMERCE
ARTS & MANAGEMENT STUDIES AND SHANTABEN
NAGINDAS KHANDWALA COLLEGE OF SCIENCE
(AUTONOMOUS)
MALAD (W), MUMBAI - 400 084

Detailed Syllabus

| Sr. No. | Modules / Units |
|---------|---|
| 1 | Introduction to accounting |
| | Meaning, scope, objectives, need, importance and limitations of accounting. Basic accounting terminology. Branches of accounting. Accounting concepts, Conventions and Principles. Double Entry System, Classifications of accounts, Rules of debit and credit. Writing of journal Entries and Ledger, Sub division of journal and Trial Balance |
| 2 | Classification of Income & Expenses & Accounting Standards |
| | Classifications of Income, Expenditure and Receipts on the basis of capital and revenue. Source documents required for practical accounting. Introduction to Bank Reconciliation Statement and Errors and their Rectification. Accounting Standard 1, 2, 6, 8, 9, 10. Understanding Fair value concept, Overview of Ind-AS vis-a-vis International Financial Reporting Standards (IFRSs). |
| 3 | Stock Valuation & Hire purchase |
| | Stock valuation (FIFO and Weighted Average Method only) Hire Purchase Transactions (calculation of interest, accounting as per asset purchase method only, exclude repossession) |
| 4 | Final Accounts |
| | Trading Account, Profit and Loss Account, Balance Sheet, Adjustment Entries. (Skill Development) |

Suggested Reference Books:

- Introduction to Accountancy by T.S. Grewal, S. Chand and Company (P) Ltd., New Delhi
- Advance Accounts by Shukla and Grewal, S. Chand and Company (P) Ltd., New Delhi
- Advanced Accountancy by R.L Gupta and M. Radhaswamy, S. Chand and Company (P) Ltd., New Delhi



PRINCIPAL

NAGINDAS KHANDWALA COLLEGE OF COMMERCE
ARTS & MANAGEMENT STUDIES AND SHANTABEN
NAGINDAS KHANDWALA COLLEGE OF SCIENCE
(AUTONOMOUS)
MALAD (W), MUMBAI - 400 064



Course of B Com (Banking and Insurance)

**First Year
Semester –II**

Organisational Behaviour

(with effect from 2016-17)

Modules at a Glance

| Sr. No. | Modules | No. of Lectures |
|----------------|--|------------------------|
| 1 | Introduction of organizational Behavior | 15 |
| 2 | Group Dynamics | 15 |
| 3 | Organizational Culture and Change Management | 15 |
| 4 | Organizational Development. | 15 |
| Total | | 60 |

Course Objectives:

1. To provide basic knowledge of key approaches and Models relating to Organizational Behavior.
2. To identify specific steps managers can take to motivate the employees.
3. To understand ways of acting effectively and finding ways for controlling human behavior.
4. To apply different concepts relating to managing of conflicts, change, time and stress.

Course Outcome:

Upon successful completion of the course, the learner will be able to:

CO1: understand the Organisational structure of companies (level: Understand)

CO2: Effectively understand the behaviour of individuals in an organisation (level: Understand)

CO3: Effectively understand the behaviour of groups in an organisation (level: Understand)

CO4: Comprehend the theories of motivation and resolve conflict in organisation (level: Apply)

PRINCIPAL

NAGINDAS KHANDWALA COLLEGE OF COMMERCE
ARTS & MANAGEMENT STUDIES AND SHANTABEN
NAGINDAS KHANDWALA COLLEGE OF SCIENCE
(AUTONOMOUS)
MALAD (W), MUMBAI - 400 064

Details Syllabus

| Sr. No. | Modules/Units |
|---------|--|
| 1 | Introduction of organizational Behavior |
| | <ul style="list-style-type: none">• Meaning, Nature and scope of OB, Models of OB,• Theories of Motivation :• Maslow, Herzberg, Mc.Gregor Theory X and Theory Y, William Ouchi's Theory Z, Victor Vroom . ERG theory• Application of the Theories• • Motivational techniques in Banking and Insurance Industry |
| 2 | Group Dynamics |
| | <ul style="list-style-type: none">• Individual Behavior (IQ, EQ, SQ)• Group Formation, Team Building, Team Development.• Goal Setting• Soft Skills, Interpersonal Skills, Multicultural Skills, Cross Cultural Skills.(Skill Development)• Johari Window |
| 3 | Organizational Culture and Change Management |
| | <ul style="list-style-type: none">• Work Culture, Ways for Making Work Culture Effective and Lively, Work Conflicts.• Organizational Change, effects of Resistance to Change, ways to overcome resistance to change.• Time and Stress Management. |
| 4 | Organizational Development |
| | <ul style="list-style-type: none">• Meaning and Nature of OD.• Techniques of OD.• Importance of OD. |

Suggested Reference Books:

- Stephen P. Robbins “Organizational Behavior” Prentice Hall of India Private Ltd.
- Mirza S. Saiyadain “Organizational Behaviour” Tata Mc. Graw Hill.
- John Bratton “Work and Organizational Behaviour ”Militza Callinan Carolyn Forshaw and Peter Sawchuk Palgrave Macmillan, New York.
- Margie Parikh and Rajen Gupta “Organizational Behaviour” Tata Mc. Graw Hill Education Private Limited, New Delhi.
- Suja Nair “Organizational Behaviour” Himalaya Publishing House, Mumbai.



PRINCIPAL

NAGINDAS KHANDWALA COLLEGE OF COMMERCE
ARTS & MANAGEMENT STUDIES AND SHANTABEN
NAGINDAS KHANDWALA COLLEGE OF SCIENCE
(AUTONOMOUS)

MALAD (W), MUMBAI - 400 064



Course of B Com (Banking and Insurance)

**First Year
Semester –II**

Business Communication – II

(with effect from 2016-17)

Modules at a Glance

| Sr. No. | Modules | No. of Lectures |
|----------------|-----------------------------|------------------------|
| 1 | Presentation Skills | 10 |
| 2 | Group Communication | 15 |
| 3 | Business Correspondence | 10 |
| 4 | Language and Writing Skills | 15 |
| | | 60 |

Course Objectives:

1. To develop awareness of the complexity of the communication process in group.
2. To develop effective presentation skills in students so as to enable them to comprehend topics and present them in a simple and lucid manner.
3. To develop effective writing skills so as to enable students to write in clear, concise and persuasive manner during business correspondences.
4. To demonstrate effective use of communication technology

Course Outcome:

Upon successful completion of the course, the learner will be able to:

CO1: Apply conceptual the presentation skills in real life business problems. (level: Apply)

CO2: Effectively use the communication skills in group meetings, conferences and public speaking (level: Apply)

CO3: Construct different types of letters used in daily course of business (level: create)

CO4: Comprehend with better report writing skills (level: Apply)

PRINCIPAL

NAGINDAS KHANDIWALA COLLEGE OF COMMERCE
ARTS & MANAGEMENT STUDIES AND SHANTABEN
NAGINDAS KHANDIWALA COLLEGE OF SCIENCE
(AUTONOMOUS)
MALAD (W), MUMBAI - 400 064

Detailed Syllabus

| Sr. No. | Units/Modules |
|---------|---|
| 1 | Presentation Skills (Skill Development) |
| | 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(Skill Development) |
| | 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 [Teachers must provide the students with theoretical constructs wherever necessary in order to create awareness. However students should not be tested on the theory.] |
| 4 | Language and Writing Skills (Skill Development) |
| | Reports: Parts, Types, Feasibility Reports, Investigative Reports Summarisation: Identification of main and supporting/sub points Presenting these in a cohesive manner |



PRINCIPAL

NAGINDAS KHANDWALA COLLEGE OF COMMERCE
ARTS & MANAGEMENT, COLLEGE AND SHANTABEN
NAGINDAS KHANDWALA COLLEGE OF SCIENCE
(AUTONOMOUS)
MALAD (W), MUMBAI - 400 064

Suggested Reference Books:

- Agarwal, Anju D (1989) A Practical Handbook for Consumers, IBH.
- Alien, R.K. (1970) Organisational Management through Communication.
- Ashley, A (1992) A Handbook Of Commercial Correspondence, Oxford University Press.
- Aswalthapa, K (1991) Organisational Behaviour, Himalayan Publication, Mumbai



PRINCIPAL

NAGINDAS KHANDWALA COLLEGE OF COMMERCE
ARTS & MANAGEMENT STUDIES AND SHANTABEN
NAGINDAS KHANDWALA COLLEGE OF SCIENCE
(AUTONOMOUS)
MALAD (W), MUMBAI - 400 064