

Department of Professional Studies Bachelor of Commerce(International Finance)

A. Proposal Summary:

Proposed by	Department of Professional Studies
Course Level/Duration/System	Under Graduate – Three years - Six Semesters
Course Name	B.Com(International Finance)
Proposed Start Date	Academic Year 2016-17
Proposed Strength	60 Students per Batch
No. of Batches	One
Eligibility for admission	60% (Aggregate) in PUC or equivalent
Method of selection	Aptitude Test ,GD and Interview
Subject wise Course Syllabi	As given in Annexure B

B. Background:

Department of Professional Studies (DPS) was established in the year 2002 as Centre for Career Advancement to promote higher learning for career advancement. Goals perceived by the Department include:

- Professional training aimed at higher career placement
- Professionalization of academic programs particularly in commerce, to suit placement requirements of the industry, to enhance higher-level job potential for undergraduate students.
- Creation of course programs to cater to new generation business needs.
- Industry specific job orientation cum training programs

The Department currently offers three undergraduate programs in Commerce - B.Com (Professional), B.Com (Finance & Accountancy) and BBA (Finance & Accountancy). DPS is an accredited coaching centre of CIMA (UK), ACCA (UK), ICAI (India) and ICSI (India) for its examinations. In addition the department provides specialized coaching for Civil Services Examinations and for Management Aptitude Tests (CAT, MAT & GMAT), through its innovative programme namely ICCE.

The uniqueness of the Courses offered by the Department lies in the Curriculum standards and the pedagogic practices. Teaching of core subjects is done by experienced practising professionals from the industry and from the profession, specialized in the relevant area. Practical training on selected subject areas is done as classroom experiments, such as mock company meetings, statistical research, group behavior, etc. during all the three years. Regular sessions of current affairs and co-curricular activities are held every week as part of personality & communication skill development and confidence building exercise. Students

are given practical exposure by availing industry orientation and industry training. In addition students are also offered special training in business accounts related software packages. Further students are guided to do a research project during their third year of study, on topics of contemporary significance. Students who have passed out of these Courses are either in higher stages of acquiring professional qualification or are gainfully employed at executive levels.

C. Need for an Under Graduate Professional Level Program:

The Department of Professional Studies over the years has received informal requests to introduce higher level programs that will support specialized fields of study like accounting as per US GAAP and IFRS, international auditing, international taxation, international finance, investment management, etc. The opportunities available specifically to professionals with knowledge of international standards and possessing international qualifications remain vacant due to lack of availability of qualified personnel and, through the proposed programme of B.Com (International Finance) overlapping with CPA (US) and CFA (US) qualifications, such vacancies could be effectively tapped. Global accounting and finance firms and multi-national corporations are keen to absorb students with the proposed qualification.

B.Com(International Finance) with specialization in international accounting, auditing and finance is proposed with a view to create talents of competency to handle theory and practice of the subject which will be immense value to accounting firms and large business undertakings with substantial global exposure and also for pursuit of higher education. The Course is finalized with reference to the:

- (i) CSO (Content Specification Outline) of the Uniform CPA (Certified Public Accountant) Examinations conducted by the AICPA (American Institute of Certified Public Accountants), US.
- (ii) CBOK (Candidate Body of Knowledge) for the CFA (Chartered Financial Analyst) Level 1 exams conducted by the CFA Institute, US.

D. Objectives of the Program:

Important objectives of the B.Com(International Finance)program are as follows:

- a. To provide specialized skills in the field of Global finance and Auditing with balanced higher knowledge in Commerce.
- b. To create professional competence to take up independent positions in the areas of Accounting,Auditing&Finance in different industry sectors.
- c. To inculcate initiative and professional outlook in students for better industry acceptance.
- d. To create higher levels of specialized career opportunities.
- e. To create a stronger foundation for taking up specialized education and research.

E. Curriculum Design and Teaching Methodology:

- a. Course curriculum for the program has been designed to meet the course objectives.
- b. The subjects chosen are **based on its' requirements in business in general and accounting practices in particular.**
- c. Syllabus is designed duly **considering its utility value** for business application with special reference to international accounting and auditing practices.
- d. Teaching methods for the program will be **combination of conceptual lectures, case study analysis and Practical.** In-house practical followed by on the job industry training are intended to augment the application capability of the students.
- e. Curriculum includes training in relevant areas of **information technology, Research work and Presentation Skills.**
- f. The quality of **examinations would match with professional standards** to call for more directed efforts on the part of the students.
- g. The Faculty resource for the Course will be predominantly from the industry by eminent senior professionals.

F. Features:

- a. Full time Course specialized in the faculty of Accounting, Auditing and Finance with well researched curriculum.
- b. Students taking B.Com (International Finance) would be encouraged to pursue the CPA (US) and/or CFA (US) programs.
- c. Wide opportunity for Placements in global accounting and finance firms and for related positions in multi-national corporations.
- d. Opportunity for academic advancement & Research.

G. Resources and capability at the Department of Professional Studies:

The Department has organized itself in to a fully equipped study group specializing in academic programs of professional standard. It has full time faculty members and a team of dedicated qualified professionals from the industry on support.

H. Performance Capability & facilitation:

The Department of Professional Studies has produced creditable results for all its Courses. The students have done exceedingly well in the Professional Examinations of ICAI, ICSI, ACCA and CIMA. The Department has established useful links with banks, insurance companies, mutual fund organizations, manufacturing companies, service organizations and the like for imparting the industry orientation, training and placement. The feedback from these organizations in respect of the batches sent for training has been encouraging and supportive. The University has large collection of Books and Journals including online subscriptions in its well equipped Library and Knowledge Centre with access to internet facility. The Department also maintains an in house library. Need based time allocation in the Computer Labs of the University is also available for the Department for the use of the students. The Department will create a separate Insurance Business Lab for the intended practical demonstration to the students of the Program.

COURSE STRUCTURE & SYLLABUS – 2016-19 BATCH
B.Com (International Finance) of Christ University

Course Code	Name of the course	Type*	Hr/wk	Credits	CIA	ESE	Total	Remarks
SEMESTER 1								
BIF121	English-I	AECC	3	2	25	25	50	
BIF122	Language-I	AECC	3	2	25	25	50	
BIF131	Financial Accounting & Reporting-I	CORE	4	4	50	50	100	
BIF132	Business Economics	CORE	4	4	50	50	100	
BIF133	Cost Accounting	CORE	4	4	50	50	100	
BIF134	Business Management & Organizational Behavior	CORE	4	4	50	50	100	
BIF111	Holistic Education-I	SEC	1	0				Grade
<i>Generic Elective (One of the following)</i>								
BIF161	Positive Psychology	GE	4	4	100		100	
BIF162	Introduction to Public Speaking	GE	4	4	100		100	
BIF163	Indian Society & Culture	GE	4	4	100		100	
BIF164	Business Etiquette & Corporate Grooming	GE	4	4	100		100	
SEMESTER 2								
BIF221	English-II	AECC	3	2	25	25	50	
BIF222	Language-II	AECC	3	2	25	25	50	
BIF223	Environmental Studies	AECC		2				Grade
BIF231	Financial Accounting & Reporting-II	CORE	4	4	50	50	100	
BIF232	Management Accounting	CORE	4	4	50	50	100	
BIF233	Professional & Legal Responsibilities and Business Law	CORE	4	4	50	50	100	
BIF234	Quantitative Applications in Business	CORE	4	4	50	50	100	
BIF211	Holistic Education-II	SEC	1	2				Grade
<i>Generic Elective(One from the following)</i>								
BIF261	Business Communication	GE	4	4	100		100	
BIF262	Business Leadership Skills	GE	4	4	100		100	
BIF263	Business Negotiation	GE	4	4	100		100	
BIF264	Project Management	GE	4	4	100		100	
SEMESTER 3								
BIF331	Financial Accounting & Reporting-III	CORE	4	4	50	50	100	
BIF332	Auditing & Attestation-I	CORE	4	4	50	50	100	
BIF333	Federal Taxation-I	CORE	4	4	50	50	100	
BIF334	Financial Management	CORE	4	4	50	50	100	
BIF335	Marketing Management	CORE	4	4	50	50	100	
BIF311	Holistic Development-III**	SEC	1	0				Grade

Syllabus- Bachelor of Commerce (International Finance)
2016-17

Course Code	Name of the course	Type*	Hr/wk	Credits	CIA	ESE	Total	Remarks
BIF312	Operations Management	SEC	4	2	100		100	
BIF361	Principles of Macro Economics	GE	4	4	100		100	
SEMESTER 4								
BIF431	Financial Accounting & Reporting-IV	CORE	4	4	50	50	100	
BIF432	Governmental & Not-for-Profit Accounting	CORE	4	4	50	50	100	
BIF433	Auditing & Attestation-II	CORE	4	4	50	50	100	
BIF434	Federal Taxation-II	CORE	4	4	50	50	100	
BIF435	Human Resources Management	CORE	4	4	50	50	100	
BIF411	Holistic Development-IV	SEC	1	2				Grade
BIF412	IT in Business	SEC	4	2	100		100	
BIF461	Financial Econometrics	GE	4	4	100		100	
SEMESTER 5								
BIF531	Equity Investments	CORE	4	4	50	50	100	
BIF532	Fixed-Income Investments	CORE	4	4	50	50	100	
BIF533	Research Methodology	CORE	4	4	50	50	100	
SPECIALISATION (ONE OF THE TWO AREAS)								
Public Accounting (Choose Three of the following)								
BIF541	International Financial Reporting Standards	DSE	4	4	50	50	100	
BIF542	Forensic Accounting	DSE	4	4	50	50	100	
BIF543	Corporate Law	DSE	4	4	50	50	100	
BIF544	Direct Taxes	DSE	4	4	50	50	100	
International Business (Choose Three of the following)								
BIF545	International Business Environment	DSE	4	4	50	50	100	
BIF546	International Financial Management	DSE	4	4	50	50	100	
BIF547	International Marketing Research and Consumer Behavior	DSE	4	4	50	50	100	
BIF548	Financial Markets, Institutions and Financial Services	DSE	4	4	50	50	100	
SEMESTER 6								
BIF631	Derivatives & Alternative Investments	CORE	4	4	50	50	100	
BIF632	Portfolio Management & Wealth Planning	CORE	4	4	50	50	100	
BIF633	Ethical Standards	CORE	4	4	50	50	100	
SPECIALISATION (CHOSEN AREA)								
Public Accounting (Any Three, including 'Research Project')								
BIF641	Information Systems Control & Audit	DSE	4	4	50	50	100	
BIF642	Internal Auditing	DSE	4	4	50	50	100	

Course Code	Name of the course	Type*	Hr/wk	Credits	CIA	ESE	Total	Remarks
BIF643	Indirect Taxes	DSE	4	4	50	50	100	
BIF681	Research Project	DSE		4	100		100	
International Business (Any Three, including 'Research Project')								
BIF644	International Economics	DSE	4	4	50	50	100	
BIF645	International Trade and Supply Chain Management	DSE	4	4	50	50	100	
BIF646	E-Commerce	DSE	4	4	50	50	100	
BIF682	Research Project	DSE		4	100		100	

* Ability Enhancement Compulsory Course (AECC), Skill Enhancement Course (SEC), Discipline Specific Elective (DSE), Generic Elective (GE)

SEMESTER 1

BIF 231: FINANCIAL ACCOUNTING & REPORTING - I

Course Description: This course is the first of four courses which cover accounting principles and presentation of financial statements as per generally accepted in the United States of America (US GAAP) as well as per International Financial Reporting Standards (IFRS).

Learning Outcomes: On completing the course, students will be able to:

1. Discuss and apply fundamental accounting concepts, principles and conventions as per US GAAP and IFRS
2. Prepare and/or review source documents including account classification, and enter data into subsidiary and general ledgers.
3. Identify and understand the financial statements prepared on the basis of US GAAP as well as IFRS.
4. Produce required financial statement filings in order to meet regulatory or reporting requirements (e.g., Form 10-Q, 10-K).

Level of Knowledge: Conceptual and Application

Unit 1	Overview of Accounting Principles and Procedure Introduction to accounting; Double-entry system; Purpose and general features of financial statements (true and fair view, going concern, accrual basis, materiality and aggregation, offsetting, frequency of reporting, comparative information, consistency); Other assumptions and conventions (business entity, money measurement, conservatism); Basic accounting procedure: journal entries, ledgers, subsidiary books, cash book, capital and revenue expenditure/receipts, rectification of errors, trial balance, bank reconciliation statement	22 Hours
Unit 2	Conceptual Framework, Standards and Standard Setting Process by which Accounting Standards are Set and Roles of Accounting Standard- Setting Bodies - U. S. Securities and Exchange Commission (SEC), Financial Accounting Standards Board (FASB), International Accounting Standards Board (IASB); Conceptual framework for financial accounting and reporting by business entities	8 Hours
Unit 3	Financial Reporting, Presentation and Disclosures in General-Purpose Financial Statements Balance sheet / Statement of financial position; Income statement / Statement of profit or loss; Statement of comprehensive income; Statement of changes in equity; Statement of cash flows; Notes to financial statements; SEC Reporting Requirements (e.g., Form 10-Q, 10-K)	22 Hours

Unit 4 Specific Transactions, Events and Disclosures: Recognition, Measurement, Valuation, Calculation, Presentation, and Disclosures **8 Hours**
Exit or Disposal Activities and Discontinued Operations; Going Concern; Fair Value Measurements, Disclosures, and Reporting; Interim Financial Reporting; Related Parties and Related Party Transactions; Risks and Uncertainties; Segment Reporting; Subsequent Events

Essential Reading

1. O. Ray Whittington. (2016). Financial Accounting & Reporting. John Wiley & Sons - Wiley CPAexcel Course Study Guide
2. Jerry J. Weygandt, Donald E. Kieso, Paul D. Kimmel. (2013). Financial Accounting, 9th Edition. John Wiley & Sons

Recommended Reading

1. Joe Ben Hoyle, Thomas Schaefer, Timothy Douppnik. (2014). Advanced Accounting. McGraw-Hill/Irwin
2. Carl S. Warren, James M. Reeve, Jonathan Duchac. (2016). Financial Accounting. Cengage Learning.
3. Richard H. Gesseck, Lawrence Gamling. (2016). U.S. Master GAAP Guide. CCH Inc.

BIF 132: BUSINESS ECONOMICS

Course Description: This course is designed to familiarize students with the basic concepts, theories and models of economics which are relevant to business.

Learning Outcome: On completing the course, students will be able to:

1. Define and remember basic concepts of Economics applicable to business
2. Explain and identify key factors affecting/ determining economic variables such as demand, supply, price of products and factors of products
3. Compare different market types and their functioning
4. Describe and evaluate theories of consumer behaviour, production and factor price determination

Level of Knowledge: Conceptual and Application – oriented

Unit 1 Business Economics Meaning- characteristics – distinction between business economics and pure economics – scope of business economics – uses/objectives of business economics	3 Hours
Unit 2 Consumption Analysis Approaches to the study of consumer behaviour - cardinal approach - law of Equi-marginal utility, ordinal approach - indifference curve analysis - properties – consumer surplus – meaning - analysis - limitations	6 Hours
Unit 3 Demand and Supply (Market) analysis – I Demand (Determinants, Demand function) - Law of Demand – Variations in demand, Supply (Determinants, Supply function) – Law of Supply –Variations in Supply, Market equilibrium and changes in equilibrium (reference to product markets & factor markets), Interference with market prices - Minimum price & Maximum price and its effect, Market failure – meaning & types - Public goods – Externalities - Merit goods - Demerit goods	9 Hours
Unit 4 Demand and Supply (Market) analysis - II Demand: Elasticity of Demand – Price elasticity of demand –factors determining elasticity of demand – its measurement and its application in business decisions, concepts of Income & Cross-Promotional elasticity of demand, Supply: Elasticity of Supply – factors determining elasticity of supply, Demand forecasting- Survey and statistical methods	10 Hours
Unit 5 Production Analysis Production Analysis: Production – Firm and Industry – Production function – Production runs or Periods (short run and long run) – Production in the short run – Law of variable proportions – Production in the long run – Returns to scale (increasing, constant and decreasing returns to scale) – Economies of scale and Diseconomies of scale	7 Hours

Unit 6 Cost & Revenue Analysis	5 Hours
Cost - Cost concepts (Absolute cost and opportunity cost, Accounting cost and Economic cost) – Fixed and Variable cost – TC, AC & MC, Cost-output relationship in the short run - Cost-output relationship in the long run. Revenue – TR, AR & MR - Revenue with no change in price – Revenue with change in price.	
Unit 7 Market Structure	12 Hours
Perfect Competition: Assumptions, price and output decisions. Equilibrium of the firm and the industry in the short and the long runs, including industry's long run supply, producer surplus. Shut down point under perfect competition market, Monopoly: Behaviour of a monopolist in the short and the long run. Price discrimination by a monopolist-1st degree, 2nd degree and 3rd degree. Monopolistic competition, concept of excess capacity Oligopoly- Collusive & Non-collusive models of Oligopoly	
Unit 8 Factor Pricing	8 Hours
Marginal productivity theory of distribution Rent - Ricardian and modern theories of rent. Wages - Modern theory of wages, wage differentials and collective bargaining, Interest - Loanable fund and Liquidity preference theories of interest, Profit - Uncertainty and Innovation theories of profit.	

Essential Reading

1. Dwivedi (2009): *Essentials of Business Economics*, Vikas Publishing House
2. Salvatore & Srivatsava (2012): *Managerial Economics*, 7th Edition, Oxford University Press

Recommended Reading

1. Allen, Weigelt, Doherty & Mansfield (2012): *Managerial Economics*, 8th Edition, W. W. Norton & Company
2. Atmanada (2009): *Managerial Economics*, 2nd Edition, Excel Books
3. Dransfield (2009): *Business Economics*, Routledge
4. Gillespie (2013): *Business Economics*, 2nd Edition, Oxford University Press
5. Gupta (2011): *Managerial Economics*, 2nd Edition, TMH
6. Keat, Young & Banerjee (2011): *Managerial Economics*, 6th Edition, Pearson
7. Maheshwari (2012): *Managerial Economics*, 3rd Edition, PHI
8. Michaels (2011): *Economics for Managers*, Cengage Learning
9. Nellis & Parker (2006): *Principles of Business Economics*, 2nd Edition, Pearson
10. Petersen, Lewis & Jain (2006): *Managerial Economics*, 4th Edition, Pearson
11. Sloman, Hinde & Garratt: *Economics for Business* (2013), 6th Edition, Pearson

BIF 133: COST ACCOUNTING

Course Description: The course aims to provide conceptual understanding of cost accounting. It focuses on the computation of various components of cost, such as material, labour, and overheads. It also covers modules on specific cost accounting methods like job costing and contract costing, and process costing.

Learning Outcomes: On completing the course, students will be able to:

1. Discuss the basic concepts and classification of cost
2. Compute various components of cost
3. Apply the methods of cost accounting in ascertaining cost for different sectors
4. Discuss the reasons and need for reconciliation of cost and financial statements, and prepare reconciliation statements

Level of Knowledge: Conceptual and Working knowledge (basic knowledge of accounting would be a preferable prerequisite)

Unit 1 Introduction to Cost Accounting	10 Hours
Introduction – Definition – Fundamental Principles – Scope, Functions and objectives – Merits & Demerits – Methods & Techniques – Cost Accounting and financial accounting comparison; Elements of Cost – Cost vs. Expense – Cost Centre, Cost Unit & Cost object – Classification of Cost – Costs for decision making – Installation of Costing system – Cost Sheet – Tenders and Quotations (Problems)	
Unit 2 Materials	8 Hours
Meaning and classification of material – Purchase Procedure & documentation – Store Keeping Functions; Inventory Control – Fixation of Levels – Periodical and Perpetual Inventory, ABC Analysis, EOQ (Problems); Stores issue – Methods of Pricing of materials – FIFO – LIFO – Simple and Weighted Average Methods. (Problems)	
Unit 3 Labour	8 Hours
Meaning & classification of Labour – Attendance and payroll procedure – Time Keeping – Methods of Time Keeping – Time Booking – Records – Idle Time – Causes for Idle Time – Treatment of Idle Time – Overtime – Labour Turnover – Labour Remuneration – Features of Good Wage System – Remuneration system and incentive schemes (Problems)	
Unit 4 Overheads	10 Hours
Meaning AND definition – Classification of Overheads – Allocation & Apportionment of overheads (Primary Distribution) Apportionment of Service Department Costs to Production Departments (Secondary Distribution – Reciprocal basis). Absorption of Overheads – Methods – percentage of Direct Material Cost – Direct Labour Cost – Prime Cost – Direct Labour Hour Rate and Machine Hour Rate	

- Unit 5 Contract Costing** **8 Hours**
Meaning and nature- Difference between Job Costing and Contract Costing – Preparation of Contract Accounts- Ascertainment of Profit/Loss on Contract – Work In Progress and Balance Sheet –Profits on incomplete contracts-Cost Plus and Estimated Contracts (Problems)
- Unit 6 Process Costing** **8 Hours**
Meaning and nature- Preparation of process Accounts- Normal Loss - Abnormal Loss/gain - (Including Inter-Process Profit and Equivalent Production) Preparation of Process Accounts and Joint and By-Products
- Unit 7 Reconciliation of Cost and Financial Accounts** **8 Hours**
Need for reconciliation- Reasons for difference in profits- Reconciliation (Problems)

Essential Reading

1. Horngren T. Charles, Datar M. Srikant and Rajan V. Madhav. (2014) Cost Accounting: A Managerial Emphasis, 15th Edition, Prentice Hall publishers, Delhi
2. Arora M N – (2012) A Text book of Cost & Management Accounting, Vikas Publishing, New Delhi
3. LalJawahar, SrivastavaSeema. (2013) Cost Accounting, 5thEdition, Tata Mcgraw-Hill, Delhi

Recommended Reading

1. Saxena V. K. (2014) Essentials of Cost Accounting, Sultan Chand and Sons, New Delhi
2. Sharma &Shashi. K Gupta(2012) Cost & Management Accounting Kalyani Publishers
3. Kishore. M. Ravi. (2014) Business Strategy and Strategic Cost Management, 1st Edition, Taxmann Publications, New Delhi

BIF 134: BUSINESS MANAGEMENT AND ORGANIZATIONAL BEHAVIOUR

Course Description: This paper intends to develop conceptual knowledge of Business management and Organizational Behaviour. The study approach enables students understand and analyze practical aspects of management and Organizational Behaviour to become skilled at the art of getting things done through people in a corporate business scenario.

Learning Outcome:

1. Discuss different schools of management thought
2. Apply the concepts of planning, organizing, executing/leading and controlling for effective management
3. Apply the concepts of organisational behaviour to enhance organisational effectiveness

Level of Knowledge: Conceptual and Application

Unit 1: Introduction to Business Management & Principles **6 hours**

Management: Meaning, Major schools of Management thought - past to present, Nature and characteristics - Scope and functional areas of management in Organizations, Management as a science art or profession, Management & Administration.

Unit 2: Planning **12 hours**

Introduction to Planning, Importance, purpose, Foundation of planning, Management by objectives (MBO), MBO process, Planning through MBO – practical insights, Strategic Planning Cycle, Planning Premises, Types of Planning Premises, Strategic Planning Process - Vision, Mission, Objectives, Types of objectives, Hierarchy of objectives, Max E. Douglas model for writing effective objectives, Situational analysis / Internal and External Analysis - SWOT, PESTEL, Michael Porter 5 forces analysis, Strategy Formulation, Dimensions of Plans – Repetitiveness; Time; Level; Scope; Broadness; Balanced Score Card (BSC), BSC vs. MBO.

Unit 3: Organizing **06Hours**

Introduction to Management Function of Organizing, Importance of Organizing, Steps in Organizing process, Organizing Staff/Employees, Organizational Design and Structure, Classification of Organization – Formal and Informal – Types of Organizational Structure – Formal (Line, Staff, Functional, Matrix, Project, Hybrid, Virtual, Network...) and Informal structure, Organizing job tasks and employees like great companies - specialization, Centralization, Decentralization, Formalization - Span of Control – Narrow & Broad – Authority & Responsibility.

Unit 4: Personality, Perception, Attitude and Behaviour **09Hours**

Understanding individual behaviour, Personality – MBTI, The Big Five Model, Personality types in different cultures, Perception, Perceptual Process, Perceptual Distortions – Stereotyping, Halo Effect, Contrast Effects, Self-fulfilling prophecy, Projection, Contrast Effects, Impression Management, Attribution Theory, Attributions across cultures, Professional and Ethical behaviour, Ethics Vs Behaviour, Managing Negative Behaviour in the workplace, workplace bullying and sexual harassment, Employee Morale and Engagement.

Unit 5: Group Dynamics and Conflict Management

04Hours

Group Development, Stages of Group Development, Turning Groups into Effective Teams, Managing Work Teams, Types of Work Teams, Conflict Management Techniques, Managing generational differences, Best practices for Organizing Tasks and Creating High Performance Teams.

Unit 6: Managing, Leading, and Motivating Teams

10 Hours

Meaning and nature of directing - Leadership styles – Basic and Two-dimensional Leadership styles – Job Centred & Employee Centred, Management by Exception, Management by Walking around, Open Door Policy, Emotional Intelligence for Effective Leadership. Leadership across cultures, understanding individual behaviour, Motivating Employees – Theories of Motivation – Content and Process theories, Organizational Behaviour Models – Autocratic, Custodial, Supportive, Collegial, Managing cross-cultural motivational challenges.

Unit 7: Organizational Culture, Communication and Development

06Hours

Organizational Culture, Types of Organizational Culture, Organization Cultural Models – Edger Schein, Robert Cooke, Hofstede Model, Communicating with Emotional Intelligence, Effective Interpersonal Communication, Cross-cultural Communication - Lewis Model, Organizational Development.

Unit 8: Organizational Control and Change

07 Hours

Meaning and importance - Relationship between Planning and Control, Steps in controlling – Controlling for Organizational Performance, Types of Control - (a) timing, (b) designing systems, (c) management levels, and (d) Responsibility, Methods of establishing control techniques, Strategy implementation and control, Organizational Change Management, Planning Organizational Change, Change Management Process, Personality & change management - eight personalities involved in Change Management Programme, Lewin's Model of Change Management.

Essential Reading:

- a) Charles W L Hill, Steven L McShane. Principles of Management, India: Tata McGraw Hill Education
- b) Koontz. (n.d.). *Principles Of Management*. India: Tata McGraw Hill Education.
- c) Lussier, R. N. (2012). *Management Fundamentals* (1st ed.). New Delhi, India: Cengage Learning.
- d) Stephen P. Robbins, M. C. (2012). *Management* (11th ed.). New Jersey: Pearson Education Inc.

Recommended Reading:

- a) Bansal, R. (2008). *Stay Hungry Stay Foolish*. Ahmedabad: The Centre for Innovation, Incubation and Entrepreneurship, Indian Institute of Management.
- b) Beasley, N. I. (2012). *Inside Coca-Cola: A CEO's Life Story of Building the World's Most Popular Brand*. St. Martin's Griffin.
- c) Harvard Business Review. Publisher: Harvard Publishing, <https://hbr.org>
- d) Ramadorai.S. (2011). *The TCS Story and Beyond...* India: Penguin Books.

SEMESTER 2

BIF 231: FINANCIAL ACCOUNTING & REPORTING - II

Course Description: This course is the second of four courses which cover accounting principles and presentation of financial statements as per generally accepted in the United States of America (US GAAP) as well as per International Financial Reporting Standards (IFRS).

Learning Outcomes: On completing the course, students will be able to:

1. Identify financial accounting and reporting methods and select those that are appropriate.
2. Understand the recognition, measurement, valuation, calculation, presentation and disclosure of monetary current assets and current liabilities, inventory and investments in equity and debt securities under US GAAP and IFRS.

Level of Knowledge: Conceptual and Application

Unit 1	Monetary Current Assets and Current Liabilities: Recognition, Measurement, Valuation, Calculation, Presentation, and Disclosures Cash & Cash Equivalents; Accounts Receivables; Notes Receivable; Transfers & Servicing of Financial Assets; Accounts Payable; Employee-related Expenses Payable	14 Hours
Unit 2	Inventory: Recognition, Measurement, Valuation, Calculation, Presentation, and Disclosures Determining Inventory & Cost of Goods Sold; Inventory Costing Methods; Inventory Valuation; Inventory Estimation Methods	10 Hours
Unit 3	Investments in Equity and Debt Securities: Recognition, Measurement, Valuation, Calculation, Presentation, and Disclosures Investment in Equity – Cost Method and Equity Method; Marketable Securities – Trading Securities, Available-for-Sale Securities, Held-to-Maturity Securities	20 Hours
Unit 4	Specific Transactions, Events and Disclosures: Recognition, Measurement, Valuation, Calculation, Presentation, and Disclosures Installment Sales & Cost Recovery; Accounting Changes and Error Corrections; Contingencies, Commitments, and Guarantees (Provisions); Long Term Construction Contracts	12 Hours
Unit 5	Financial Statements for other than General-Purpose financial reporting Special-Purpose Financial Statements - Cash basis and modified cash basis of accounting, Tax basis of accounting, Regulatory basis of accounting; Personal financial statements, Prospective financial statements; Liquidation basis financial statements	4 Hours

Essential Reading

1. O. Ray Whittington. (2016). Financial Accounting & Reporting. John Wiley & Sons - Wiley CPAexcel Course Study Guide
2. Jerry J. Weygandt, Donald E. Kieso, Paul D. Kimmel. (2013). Financial Accounting, 9th Edition. John Wiley & Sons

Recommended Reading

1. Joe Ben Hoyle, Thomas Schaefer, Timothy Doupnik. (2014). Advanced Accounting. McGraw-Hill/Irwin
2. Carl S. Warren, James M. Reeve, Jonathan Duchac. (2016). Financial Accounting. Cengage Learning.
3. Richard H. Gesseck, Lawrence Gamling. (2016). U.S. Master GAAP Guide. CCH Inc.

BIF 232: MANAGEMENT ACCOUNTING

Course Description: This course covers concepts related to Management Accounting. The topics in this section include knowledge of corporate governance, internal controls, enterprise risk management, operations management, strategic planning and information systems.

Learning Outcomes: On completing the course, students will be able to:

1. Evaluate business operations to understand its use of best practices and the ways to measure and manage performance and costs.
2. Obtain and document information about an organization's strategic planning processes to identify key components of the business strategy and market risks.
3. Distinguish between appropriate and inappropriate governance structures within an organization.
4. Distinguish between appropriate and inappropriate internal control systems, including system design, controls over data, transaction flow, wireless technology, and internet transmissions.

Level of Knowledge: Conceptual and Application

Unit 1	Corporate Governance, Internal Controls & Enterprise Risk Management Rights, Duties, Responsibilities, Authority, and Ethics of the Board of Directors, Officers, and Other Employees - Financial and non-financial reporting, Internal control (including COSO or similar framework), Enterprise risk management (including COSO or similar framework); Entity-level controls	12 Hours
Unit 2	Cost Measurement Cost Measurement Concepts; Standard Costing & Variance Analysis; Costing Systems; Activity-Based Costing; Joint Product and By-Product Costing; Decision Making relating to Cost Measurement	18 Hours
Unit 3	Planning, Budgeting & Forecasting Strategy Development, Implementation, and Monitoring; Financial Planning; Master & Static Budgets; Flexible Budgeting; Forecasting Methods	8 Hours
Unit 4	Performance Management Performance Management and Impact of Measures on Behavior; Balanced Scorecard; Value-Based Management (Financial Scorecard); Traditional Financial Statement Analysis; Benchmarking & Best Practices; Quality Control; Business Process Management; Project Management	10 Hours
Unit 5	Information Technology Organizational Needs Assessment; Systems Design and Other Elements; Security; Internet – Implications for Business; Types of Information System and Technology Risks; Disaster Recovery and Business Continuity	12 Hours

Essential Reading

1. O. Ray Whittington. (2016). Business Environment & Concepts. John Wiley & Sons - Wiley CPAexcel Course Study Guide
2. Paul D. Kimmel, Jerry J. Weygandt, Donald E. Kieso. (2014). Managerial Accounting: Tools for Business Decision Making. John Wiley & Sons

Recommended Reading

1. Ray Garrison, Eric Noreen, Peter Brewer. (2014). Managerial Accounting. McGraw-Hill/Irwin.
2. Al L., Morse, Wayne J. Hartgraves. (2015). Managerial Accounting. Cambridge Business Publishers.

BIF 233: PROFESSIONAL & LEGAL RESPONSIBILITIES AND BUSINESS LAW

Course Description: This course covers concepts related to knowledge and understanding of ethics, professional and legal responsibilities and business law.

Learning Outcomes: On completing the course, students will be able to:

1. Identify situations that might be unethical or a violation of professional standards, perform research and consultations as appropriate, and determine the appropriate action.
2. Recognize potentially unethical behavior of clients and determine the impact on the tax services being performed.
3. Apply business law concepts in evaluating the economic substance of client transactions, including purchase agreements, loans and promissory notes, sales contracts, leases, side agreements, commitments, contingencies, and assumption of liabilities.
4. Evaluate the legal structure of an entity to determine the implications of applicable laws and regulations on how a business is organized, governed, and operates.

Level of Knowledge: Conceptual and Application

Unit 1	Ethics, Professional, and Legal Responsibilities Ethics and Responsibilities in Tax Practice; Licensing and Disciplinary Systems; Legal Duties and Responsibilities	10 Hours
Unit 2	Government Regulation of Business Federal securities regulation; Other federal laws and regulations (antitrust, copyright, patents, money- laundering, labor, employment, and ERISA)	10 Hours
Unit 3	Business Structure(Selection of a Business Entity) Advantages, disadvantages, implications, and constraints; Formation, operation, and termination; Financial structure, capitalization, profit and loss allocation, and distributions; Rights, duties, legal obligations, and authority of owners and management	8 Hours
Unit 4	Contracts Formation; Performance; Third party assignments; Discharge, breach, and remedies	6 Hours
Unit 5	Uniform Commercial Code Sales contracts; Negotiable instruments; Secured transactions; Documents of title and title transfer	14 Hours
Unit 6	Debtor-Creditor Relationships Rights, duties, and liabilities of debtors, creditors, and guarantors; Bankruptcy and insolvency	8 Hours

Unit 7 Agency

4 Hours

Formation and termination; Authority of agents and principals; Duties and liabilities of agents and principals

Essential Reading

1. O. Ray Whittington. (2016). Regulation. John Wiley & Sons - Wiley CPAexcel Course Study Guide
2. Richard A. Mann, Barry S. Roberts. (2016). Business Law and the Regulation of Business. Cengage Learning.

Recommended Reading

1. Kapoor N.D, (2010) Elements of Mercantile Law, Sultan Chand & Sons, New Delhi
2. Balachandran V & Thothardi, (2010), Business Law, Tata McGraw Hill Publishing Company Ltd

BIF 234: QUANTITATIVE APPLICATIONS IN BUSINESS

Course Description: To provide basic knowledge of mathematical concepts and theories which will help students to increase their reasoning, analytical and problem solving skills and to enable students to grasp the fundamentals of Statistics for interpreting business data

Learning Outcome: On completing the course, students will be able to:

- Understand core concepts in mathematics and statistics
- Apply statistical tools in practical data analysis situations
- Discuss mathematical concepts related to finance

Level of Knowledge: Conceptual and Basic

Unit 1	Linear Programming Formulation of linear programming problems (LPP), Graphical solution to LPPs, transportation problems – North-west corner rule, Least cost method and Vogel's approximation method, assignment problems.	8 Hours
Unit 2	Elementary calculus Introduction to functions and limit (concept only). Differentiation. Derivatives of x^n , e^x , a^x , $\log(x)$. Laws of derivatives for sum, product and quotient. Applications of derivatives. Maxima and Minima (statement of sufficient conditions in terms of first and second order derivatives). Simple applications in Economics and Commerce	12 Hours
Unit 3	Mathematics of finance Simple and compound interest. Annuities, types of annuities - Present values and accumulated values of these annuities.	6 Hours
Unit 4	Collection and presentation of data Meaning of Statistics, collection of data – primary and secondary data, construction of table, frequency distribution of discrete and continuous variables, cumulative frequency distribution, representation of data using bar chart and pie chart, graphical representation of frequency distribution by histogram, frequency polygon and ogives	6 Hours
Unit 5	Measures of central tendency and dispersion Arithmetic mean, positional averages – mode, median and partition values – quartiles, deciles, and percentiles, measure of variations – Range, quartile deviation, mean deviation, standard deviation and their coefficient	6 Hours
Unit 6	Correlation and Regression Meaning, types, probable error, Karl Pearson's and Spearman's rank correlation (excluding bivariate and multi correlation), Regression equation and coefficients, properties and coefficient of determination	10 Hours

Unit 7	Index Numbers Classification, Construction of Index Numbers, methods of constructing Index Numbers, simple aggregative method, simple average of price relative method, weighted index method, Fisher Ideal method including time and factor reversibility tests	6 Hours
Unit 8	Probability Random experiment, sample space and event, addition and multiplication rules of probability, random variable - discrete and continuous, continuous distribution - normal distribution	6 Hours

Essential Reading

1. Dr. Arte AK &Prabhakar RV, 2011 A textbook of Business Mathematics
2. Sancheti&Kapoor: Business Mathematics, 11th Edition, Sultan Chand & Sons, New Delhi
3. Dr.Sancheti&Kapoor: Statistics Theory, Methods and Applications

Recommended Reading

1. ZamiruddingKhanna: Business Mathematics.
2. S.P.Gupta: Statistical Methods- Sultan Chand, New Delhi.
3. ELHANCE: Statistical Methods/Fundamentals of Statistics,5th edition,KitabMahal, Wholesale Division, New Delhi