

DEPARTMENT OF COMMERCE

MINOR ELECTIVE PAPER

BUSINESS STUDIES

UNIT-I

BUSINESS: Introduction, Human Activities: Classification of Human Activities, - Non Economic Activities, Economic Activities- Business, Profession, Employment Business; Essential Features of Business, Objectives of Business, Classification of Business. Industry, Commerce, Trade and Aids to Trade.

UNIT-II :

Forms of Business Organisation-I : Introduction of Sole Trade Organisation-Main Features, Merits & Limitations.

UNIT-III :

Forms of Business Organisation-II : Introduction of Partnership-Main Features, Merits & Limitations, Partnership Deed.

UNIT-IV:

Form of Business Organisation III : Introduction of Company -Main Features, Classification, Merits & Limitation of Company.

UNIT-V,

Form of Business Organisation -IV : Introduction of Cooperative Form of Organisation : Main Features, Classification, Merits & Limitation.

UNIT-VI :

Business Finance : Concept, Scope, Nature, Need & Importance of Business Finance.

UNIT-VII :

Financial Market : Concept, Role & Functions of Financial Market, Classification- Money Market, Capital Market, Primary Market & Secondary Market; Concept & Features.

UNIT-VIII: Marketing : Concept, Features & Objective of Marketing, Functions & Role of Marketing.

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DEPARTMENT OF COMMERCE
MINOR ELECTIVE PAPER
BASIC KNOWLEDGE OF ACCOUNTING FOR BUSINESS

UNIT-I :

Concept & Overview of Accounting ,Scope,Objective,Branches,
 Advantages & Limitations of Accounting, Parties Interested in Accounting
 Informations.

UNIT-II:

Accounting Principles: Features, Nature & Significance of Accounting
 Principles,Classification of Accounting Principles (A)Basic Concept- Business Entity
 Concept,Going Concern Concept, Money Measurement Concept,Accounting Period Concept,
 (B) Basic Accounting Principles-Cost Concept,Dual Aspect Concept, Matching Concept, Full
 Discloser Concept,(C) Conventions- Consistency, Conservation, Materiality Conventions.

UNIT-III :

Double Entry System : Origin, concept, features, Advantages & Disadvantages of
 Double Entry System,Classification ofAccounts: Personal,Real & Nominal Accounts,with
 Rules of Debit and Credit.

UNIT-IV :

Accounting Process I : Concept of Journal,Objectives & Advantages of Journal,
 Process of Journalising.

UNIT-V :

Accounting Process II : Concept of Ledger, Features, Objectives and Utility of
 Ledger, Posting into Ledger.

UNIT-VI :

Accounting Process -III : Trial Balance-concept, Features & Objectives of Trial
 Balance, Methods of Preparing a Trial Balance :Total Method & Balance Method.

UNIT-VII :

Final Accounts-1 : Concept & Objectives of Trading Account, Profit & Loss Account
 without & with simple Adjustment practical problems of Trading & P/L Accounts.

UNIT-VIII :

Final Accounts -II : Balance Sheet-Concept, Objectives of Balance Sheet,
 Classification of Assets & Liabilities, Simple Practical Problems of Balance Sheet.

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KAF. January 2014