

Thanthai Hans Roever College (Autonomous)

Department of Management Studies

Allied Courses offered from Management Studies – III Semester

S. No	Title of the course	Theory/Practical
1	Financial Accounting	Theory
2	Management Accounting	Theory
3	Accounting Package Lab	Practical

Sub Code: 18UMS3AC-Theory

18UMS3AP-Practical

Allied Courses offered from Management Studies – IV Semester

S. No	Title of the course	Theory/Practical
1	Principles of Management	Theory

Sub Code: 18UMS4AC-Theory

FINANCIAL ACCOUNTING

Hours Allotted: 4 Hrs.

Code: 16UMS3AC

Credit Allotted: 4

Max. Marks:75

OBJECTIVES: After completing the course the student should be able to understand the concepts of Financial Accounting.

- To state the accounting concepts
- To compare various subsidiary books
- To distinguish straight line method and written down value method
- To deduce the errors in trial balance
- To draw algorithm for computer accounting

UNIT I

Accounting concepts – conventions – Rules of Double entry – Journal – ledger – Trial Balance

UNIT II

Trading Account, Profit and Loss Account, Balance sheet, subsidiary Books – Purchases Book, Sales Book, Cash Book, Simple cash book, petty cash book

UNIT III

Depreciation accounting straight line method, written down value method and annuity method

UNIT IV

Rectification of errors, Basic principles for Rectification of Errors, suspense account, Errors disclosed by Trial Balance, Guidelines to locate Errors in the Trial balance.

UNIT V

Computer Accounting and Algorithm – Areas of application of computer in Accounting, features and advantages of computers and computer accounting – Algorithm, Requisites of an effective Algorithm – features of algorithm

Theory 40% & Problems 60%

TEXT BOOK

1. T.S. Reddy and A. Murthy, “Financial Accounting”, Chennai, Margham Publications.
2. T.S. Reddy and Y. Hari Prasad, “Reddy Financial and Management Accounting”, Chennai, Margam Publications

REFERENCE BOOK

1. M.c. Shukla T.S. Grewal & SC Gupta, “Advanced Accountancy”, New Delhi, S. Chand & Sons.
2. Pillai and Bagavathy, “Fundamentals of Advanced Accounting”, New Delhi, S. Chand & Co.
3. B. Charumathy and L. Vinayagam, “Financial Accounting”, New Delhi, S. Chand & Company

MANAGEMENT ACCOUNTING

Hours Allotted: 4 Hrs.

Credit Allotted: 4

Code: 16UMS3AC

Max. Marks:75

OBJECTIVES: After completing the course the student should be able to understand the concept of management accounting.

- To define the basic concept of management accounting
- To distinguish comparative and common size
- To differentiate fund flow and cash flow
- To explain the marginal costing
- To acquire the knowledge to prepare the various budgets

UNIT I

Management Accounting: Definition - Nature – Scope – Objectives – Merits and Limitations.

UNIT II

Financial Statement Analysis : Comparative Statements – Common Size Statements – Trend Percentages , Ratio analysis: classification of Ratio - Current ratio, Liquid ratio, Proprietary ratio.

UNIT III

Fund Flow Statement : Uses of Fund Flow Analysis – Construction of Fund Flow Statement. Cash Flow Analysis – Distinction of Cash from Funds – Construction of Cash Flow Statement.

UNIT IV

Marginal Costing – Distinction between Absorption Costing and Marginal Costing – Cost Volume Profit (CVP) Analysis – Break Even Analysis- Margin of Safety.

UNIT V

Budget and Budgetary Control –Sales, Production, Cash, Flexible Budgets.- Working capital Types – Factors Determining Working Capital - Estimate of Working Capital.

(Marks: Theory 40% and Problems 60%)

TEXT BOOK

1. Maheswari S.N. “Management Accounting” New Delhi, Sultan Chand & Sons.
2. Pillai .S.N. & Bhagavathi, “Management Accounting”, New Delhi, Sultan Chand & Sons.

REFERENCE BOOK

1. Khan M.Y & Jain P.K, “Management Accounting”, New Delhi, Tata McGraw Hill Publishers.
2. N.Vinayakam, I.B. Sinha , “Management Accounting Tools and Techniques” New Delhi, Himalaya Publishing House.
3. Paul S.K.R, “Management Accounting”, Calcutta. New Central Book Agency.

ACCOUNTING PACKAGE LAB

Allied Practical-I

Hours Allotted: 2 Hrs.

Credit Allotted: 2

Code: 16UMS3AP

Max. Marks:60

OBJECTIVES: After completing the course the student should be able to acquire the practical knowledge of accounting package

1. Creation / Setting up of a Company
2. Setting up Account Heads
3. Voucher entry and generation of reports
4. Creation of Ledger and Balance Sheet
5. Generating and Printing Inventory reports

PRINCIPLES OF MANAGEMENT

Hours Allotted: 4 Hrs.

Code: 16UMS4AC

Credit Allotted: 4

Max. Marks: 75

OBJECTIVES: After completing the course the student should be able to understand Principles of Management and acquire skills to become a good manager.

- To define the management concept
- To explain the planning process
- To distinguish centralization Vs decentralization
- To identify the source of recruitment and explain the selection process
- To state the various techniques of budgetary control

UNIT I

Management – Concept – Evolution - Nature –Management as a Science, an Art and Profession – Process – Levels of management – F.W. Taylor’s Scientific Management – Fayol’s Theory of Management – Modern Management - Recent trends in management.

UNIT II

Nature and purpose of planning- Planning process- Types of plans- Objectives- Managing by Objective (MBO). Strategies- Types of strategies – Policies – Decision Making- Types of decision- Decision making process- Decision making under different conditions.

UNIT III

Organizing – Concept – Organisation as a process – Elements of Organization process – Types of organization – Delegation – Departmentation – Span of Control - Centralization – Decentralisation.

UNIT IV

Staffing - Functions – Process – Selection – Recruitment – Training. Direction –Elements of Direction – Principles of Direction – Process of Direction.

UNIT V

Controlling – Concept – Need and importance – Process – Characteristics of an ideal control system – Types of control- Budgetary and non-budgetary control techniques-Managing productivity- Cost control- Purchase control- Maintenance control- Quality control.

TEXT BOOK

1. Prasad L.M. Principles and Practice of Management, New Delhi, Sultan Chand & Sons.
2. Tripathy P.C, Reddy P.N. Principles of Management, New Delhi, Mc-Graw Hill Publishing company Ltd.

REFERENCE BOOK

1. Harold Koontz, Heinz weihrich, ramachandra Aryasri, Principles of Management, New Delhi, Mc-Graw Hill Publishing company Ltd.,
2. Govindharajan. M. Natarajan S. Principles of Management, New Delhi, PHI Learning Private Limited.
3. Rao V.S.P., Narayana P.S. Principles and Practice of Management, Delhi, Konark Publishers Private Ltd.