

**Ahmednagar Jilha Maratha Vidya Prasarak Samaj's**  
**New Arts, Commerce, and Science College, Ahmednagar**  
**(Autonomous)**  
**(Affiliated to Savitribai Phule Pune University, Pune)**



**National Education Policy (NEP)**  
**Choice Based Credit System (CBCS)**

**Programme Skeleton and Syllabus of**  
**Open Elective (OE)**

**Commerce**  
**(Accountancy, Cost and Works Accounting and**  
**Marketing)**

**Implemented from**  
**Academic Year 2023-24**

**Credit Distribution: UG Programme**

	Type of Courses	III Yr	IV Yrs (Honours)	IV Yrs Research
Major Marathi	Discipline-Specific Courses (DSC)	46	74	66
	Discipline Specific Elective (DSE)	08	16	16
	Skill Enhancement Courses (SEC)	06	06	06
	Vocational Skill Courses (VSC)	08	08	08
	On-Job Training (OJT)	04	08	04
	Field Project (FP)	04	04	04
	Community Engagement and Service (CEP)	02	02	02
	Research project	00	00	12
	Research Methodology	00	04	04
	<b>Total (I, II and III Year)</b>	<b>78</b>	<b>122</b>	<b>122</b>
Minor	Minor	20	20	20
Other Courses	Open Elective (OE)/ Multidisciplinary Courses	12	12	12
	Indian Knowledge System	02	02	02
	Co-Curricular Courses	08	08	08
	Ability Enhancement Courses	08	08	08
	Value Education Courses	04	04	04
	<b>Total</b>	<b>132</b>	<b>176</b>	<b>176</b>

**Bucket list of Open Elective Courses (OE) offered by the college**

Sr. No.	School/Department	Department	Credits/Course	Courses	Total Credits
1.	Marathi	Marathi	03	04	12
2.	Hindi	Hindi	03	04	12
3.	English	English	03	04	12
4.	Economics	Economics	03	04	12
5.	Social Sciences	History, Political Science Sociology, Defense Studies	03	04	12
6.	Mental and Moral Sciences	Philosophy Psychology	03	04	12
7.	Music	Music	03	04	12
8.	Commerce	Commerce	03	04	12
9.	Management	BBA and BBA (CA)	03	04	12
10.	Chemical Science	Chemistry	03	04	12
11.	Life Sciences	Botany, Zoology, Microbiology, and Biotechnology	03	04	12

12.	Physical Sciences	Physics and Electronics	03	04	12
13.	Mathematical Science	Mathematics and Statistics	03	04	12
14.	Computational Science	CASAS	03	04	12
15.	Media Studies	Communication Studies and Animation	03	04	12
16.	Earth and Environmental Science	Geography and Environmental Science	03	04	12

**List of OE under the Faculty of Science**  
**Open for Commerce and Humanities(Arts)**

Sr. No.	Offering Departments	OE-01	OE-02	OE-03	OE-04
	Credits	03	03	03	03
1.	Chemical Science	ABC	ABC	ABC	ABC
2.	Life Sciences	ABC	ABC	ABC	ABC
3.	Physical Sciences	ABC	ABC	ABC	ABC
4.	Mathematical Science	ABC	ABC	ABC	ABC
5.	Computational Science	ABC	ABC	ABC	ABC
6.	Media Studies	ABC	ABC	ABC	ABC
7.	Earth and Environmental Science	ABC	ABC	ABC	ABC

**List of OE under the Faculty of Commerce**  
**Open for Humanities (Arts) and Science**

Sr. No.	Offering Departments	OE-01	OE-02	OE-03	OE-04
	Credits	03	03	03	03
1.	Commerce	Basics of Commerce	Book-Keeping and Accountancy	Basics of Share Market	Basics of Income Tax and Filing of ITR
2.	Management	ABC	ABC	ABC	ABC

**List of OE under the Faculty of Humanities(Arts)**  
**Open for Commerce and Science**

Sr. No.	Offering Departments	OE-01	OE-02	OE-03	OE-04
	Credits	03	03	03	03
1.	Marathi	ABC	ABC	ABC	ABC
2.	Hindi	ABC	ABC	ABC	ABC
3.	English	ABC	ABC	ABC	ABC

4.	Economics	ABC	ABC	ABC	ABC
5.	Social Sciences	ABC	ABC	ABC	ABC
6.	Mental and Moral Sciences	ABC	ABC	ABC	ABC
7.	Music	ABC	ABC	ABC	ABC

**Programme Framework (Courses and Credits): Open Elective (OE) in Commerce**

Sr. No.	Year	Semester	Level	Course Type	Course Code	Title	Credits
1.	I	I	4.5	OE-01	BCOM-OE-01	Basics of Commerce	03
2.	I	II	4.5	OE-02	BCOM-OE-02	Book-Keeping and Accountancy	03
3.	I	III	5.0	OE-03	BCOM-OE-03	Basics of Share Market	03
4.	I	IV	5.0	OE-04	BCOM-OE-04	Basics of Income Tax and Filing of ITR	03
							12

**Ahmednagar Jilha Maratha Vidya Prasarak Samaj's**  
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**(Autonomous)**  
**Syllabus**  
**Open Elective (OE)**

Title of the Course: Basics of Commerce								
Year: I				Semester: I				
Course Type	Course Code	Credit Distribution		Credits	Allotted Hours	Allotted Marks		
		Theory	Practical			CIE	ES E	Total
OE-1	BCO M-OE-1	03	00	03	45	30	70	100

**Learning Objectives:**

1. To learn fundamental concepts in Commerce
2. To learn about terms used in trade and business in day to day life.
3. To learn different types of businesses
4. To introduce students modern businesses

**Course Outcomes (Cos)**

1. To enable students to understand the concept of commerce, business and industry.
2. To enhance the ability of students to capture the concept of trade and SSI
3. To gain the knowledge about types of Business Organisation
4. To impart the current and modern knowledge of Business

**Detailed Syllabus:**

**Unit I: Introduction to Commerce and Business (12)**

- Introduction
- Non-Economic Activities
- Economic Activities-Business, Profession and Employment
- Business Objectives
- Role of profit in Business
- Classification of Business Activities-Industry and Commerce
- Difference between Business, Industry and Commerce

**Unit II: Trade and Small Scale Industry (13)**

- Introduction and meaning
- Types of Trade-
  - A. Domestic-Wholesale Trade, Retail Trade and its types
  - B. International-Export, Import and Entrepot and its procedure

- Introduction, Meaning and Definition of Small scale Industry
- Importance, advantages and challenges of Small scale Industry

### **Unit III: Forms of Business Organisation (10)**

- Private sector organizations
- Sole Trading Concern-Meaning, Definition, Features, Advantages and Limitations
- Partnership Firm -Meaning, Definition, Features, Advantages and Limitations
- Joint Hindu Family Business- Meaning, Definition, Features, Advantages and Limitations
- Co-operative Society-Meaning, Definition, Features, Advantages and Limitations
- Joint Stock company-Meaning, Definition, Features, Advantages and Limitations

### **Unit IV: Emerging Modes of Business (10)**

- Traditional Business and E-Business
- E- Business- Meaning, Scope, Advantages and Limitations
- Online Transaction-Meaning and Procedure
- Outsourcing-Concept, Need, Advantages and Disadvantages
- Types of Outsourcing
  - Business Process Outsourcing
  - Knowledge Process Outsourcing
  - Legal process outsourcing

### **Suggested Readings/Material:**

1. "Business Organisation and Management" by M.C. Shukla, T.S. Grewal, and S.C. Gupta - Published by S. Chand & Company Ltd.
2. "Introduction to Business" by N.M. Agrawal - Published by Central Law Agency.
3. "Business Basics: A Guide to Starting and Growing a Small Business" by Subhash Chandra Das - Published by PHI Learning Private Limited.
4. "Business Organizations: A Transactional Approach" by R. N. Srivastava - Published by Bharat Law House.
5. "International Trade: Theory and Practice" by Surajit Sinha - Published by Excel Books.
6. "Company Law" by Avtar Singh - Published by Eastern Book Company.
7. "Partnership Firm" by S.R. Singla - Published by Sultan Chand & Sons.
8. "E-Business and E-Commerce Management: Strategy, Implementation, and Practice" by Dave Chaffey and Tanya Hemphill - Published by Pearson Education Limited.
9. "The Sharing Economy: The End of Employment and the Rise of Crowd-Based Capitalism" by Arun Sundararajan - Published by The MIT Press.

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**Syllabus**  
**Open Elective (OE)**

Title of the Course: Book-Keeping and Accountancy								
Year: I				Semester: II				
Course Type	Course Code	Credit Distribution		Credits	Allotted Hours	Allotted Marks		
		Theory	Practical			CIE	ES E	Total
OE-2	BCO M-OE -2	03	00	03	45	30	70	100

**Learning Objectives:**

1. Identify the importance and role of book-keeping in business and familiarize with the various types of financial transactions and their classification.
2. Understand the concept of double-entry book-keeping system and learn to record transactions using the double-entry system.
3. Understand the purpose and format of a journal and learn to record transactions in a journal and post them to the respective ledger accounts.
4. Learn to prepare trial balance and identify errors and comprehend the preparation of final accounts for a sole trading concern.

**Course Outcomes (Cos)**

1. To enable students to apply the knowledge of book-keeping concepts to record financial transactions accurately.
2. To gain the knowledge in analyzing and interpreting the financial effects of transactions on different accounts.
3. To Demonstrate the ability to record various types of transactions in a journal and post the journal entries to the respective ledger accounts accurately.
4. To enable students to analyze and interpret the financial statements to assess the profitability and financial position of a sole trading concern.

**Detailed Syllabus:**

**Unit I: Introduction to Book- Keeping and Accountancy (10)**

- Accounting - Introduction, Meaning, Evolution
- Book-Keeping- Meaning, definition, features, objectives and importance of
- Basic Accounting Terminologies-
  - Transaction and its types
  - Capital and Drawings

- Debtors and Creditors
- Cash Discount and Trade Discount
- Solvent and Insolvent
- Goodwill
- Profit or Loss
- Assets, Liabilities, Net Worth

## **Unit II: Fundamentals of Double Entry Book-keeping**

**(10)**

- Meaning and Definition of Double Entry Book-Keeping
- Meaning, definition and classification of Accounts
- Golden Rules of Debit and Credit (Traditional Approach)
- Classification of Accounts (Modern approach)
- Accounting Equations

## **Unit III: Journal and Ledger**

### **A. Journal**

**(13)**

- Meaning, Definition, Importance and Utility of Journal
- Specimen of Journal
- Preparation and Practical Problems of Journal

### **B. Ledger**

- Meaning, Definition and Importance of Ledger
- Specimen of Ledger
- Posting of entries from Journal to Ledger.
- Balancing of Ledger Accounts.
- Practical Problems on Ledger

## **Unit IV: Trial Balance and Final Accounts of Sole Trading Concern**

**(12)**

- Trial Balance-Preparation and Practical Problem.
- Meaning, Objectives and Importance of Final Accounts
- Preparation of a Trading Account.
- Preparation of Profit and Loss Account
- Preparation of Balance Sheet and effects of basic adjustments
- Practical Problems on Final Accounts of Sole Trading Concern

## **Suggested Readings/Material:**

1. "Accountancy for Class XI" by D.K. Goel, Rajesh Goel, and Shelly Goel - Published by Arya Publications.
2. "Double Entry Book Keeping" by T.S. Grewal - Published by Sultan Chand & Sons.
3. "Financial Accounting - Volume I" by Dr. S.N. Maheshwari and Dr. S.K. Maheshwari - Published by Vikas Publishing House.
4. "Accounting for Class XII" by D.K. Goel, Rajesh Goel, and Shelly Goel - Published by Arya Publications.
5. "Advanced Accountancy" by M.C. Shukla, T.S. Grewal, and S.C. Gupta - Published by S. Chand & Company Ltd.
6. "Practical Problems in Accountancy" by Amarendra Narain and R. Narayanaswamy - Published by Sultan Chand & Sons.