

## **PET EXAM SYLLABUS FOR COMMERCE STREAM**

### **SECTION-B**

#### **MCQ in Commerce**

#### **UNIT 1: BASICS OF ACCOUNTING:**

Meaning & Definition, Types of Accounts, Rules for Debit & Credit Journal Entry, Ledger, Trial Balance, Final Accounts of Sole Trading Concern.

#### **UNIT 2: BUSINESS ECONOMICS:**

Meaning & Definition, Demand & Supply, Consumer Behavior, Theory of Distribution (Rent, Wages, Interest and Profit).

#### **UNIT 3: FUNDAMENTALS OF STATISTICS:**

Concept, Meaning, Definitions, Methods of Data Collection, Data Analysis, Tabulation and Interpretation of Data. Mean Median and Mode.

#### **UNIT 4: COST ACCOUNTING:**

Meaning, Definition, Objectives, Cost Concept and Cost Classification, Break even point.

#### **UNIT 5: AUDITING:**

Introduction, Concept, Meaning & Definition, Types of Audit, Vouching, Verification, Valuation and Audit Report.

#### **UNIT 6: MANAGEMENT ACCOUNTING:**

Meaning, Definition, Fund Flow Statement, Cash Flow Statement and Ration Analysis.

#### **UNIT 7: BUSINESS COMMUNICATION:**

Concept, Meaning of Communication, Definitions of Communication, Principles, Types, Essentials and Barriers to Communication.

#### **UNIT 8: COMMERCIAL LAW:**

Introduction, Meaning & Definition of Company, Company Formation, Company Meeting, Important terms of Indian Contract Act, 1872, Essentials of Valid Contract.

#### **UNIT 9: INCOME TAX:**

Important Terms, Assessment Year, Previous or Financial Year, Agriculture Income, Five Heads of Income, Deduction U/S 80. ( Individual)

#### **UNIT 10: BANKING AND FINANCE:**

Meaning, Banking Regulation Act, 1949, Functions of Bank, Commercial Bank in India, Co-operative Banking in India.

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### Theory Paper in Commerce

#### UNIT 1: ACCOUNTING FOR MANAGERIAL DECISIONS:

**Budgeting:** Definition, Types, Fixed and flexible budget, cash budget, concept of zero base budgeting.

**Standard costing and variance analysis:** Standard costing as a technique of cost control, variance analysis, Material, labour and variable overhead variance analysis.

**Marginal costing and Break-Even analysis:** Concept of marginal costing and absorption costing and

direct costing, Cost volume profit analysis. Break-Even analysis and its applications in business decisions, concept of margin of safety, Angle of incidence, Decisions regarding sales mix. Make or buy discontinuation of product line and acceptance of an offer of supply.

#### UNIT 2: MANAGERIAL ECONOMICS:

**Production Theory:** Production function, law of variable proportions law of returns to scale, economies of scale.

**Theory of Costs:** Short run and long run costs their nature, shape and inter relationships, Cost estimation, methods of cost estimation and cost estimation and cost forecasting, cost reduction and cost control.

**Pricing Policies and Methods:** Objectives of pricing policy, factors affecting on pricing policy, methods of pricing, cost plus pricing, going rate pricing, marginal cost pricing, skimming price, low penetration pricing, transfer pricing, price discrimination, international price discrimination and dumping.

**Inflation:** Meaning, definition, characteristics and types of inflation, effects of inflation.

#### UNIT 3: CORPORATE TAX PLANNING AND MANAGEMENT:

**Introduction to Tax Management:** Concept of Tax Planning, Tax avoidance and Tax Evasion Corporate Taxation.

**Tax Planning for New Business:** Tax planning with reference to location, nature and form of organization of new business.

**Special Tax Provisions:** Tax provisions relating to free trade zones, infrastructure sector and backward areas: Tax incentives for exporters.

**Tax Payment:** Tax deduction and collection at source; Advance payment of tax.

#### **UNIT 4: ORGANIZATIONAL BEHAVIOUR (OB):**

**Organization:** Nature & Concept, Types and significance –Organization environment interface – Organizational goals: Determination, succession, Displacement & Distortions.

**Organizational Behaviour (O.B.):** Concept & Significance of O.B. – Contributing disciplines- Goals of

O.B. – Challenges and opportunities for O.B.: A managerial perspective, Contribution of O.B. in facing the international challenges –O.B. in a Global context.

**Organizational Conflicts:** Meaning of Conflict, Conflict process, Functional and dysfunctional conflicts, Conflicts at different levels: Individual, interpersonal, Group and organization level, Resolution of conflicts – Preventive and curative attempts to resolve the conflicts.

#### **UNIT 5: ACCOUNTING AND FINANCE:**

**Indian Accounting Standards:** Concept, need objectives, benefits and its application.

**Money Market and Capital Market:** Constituents of Indian money market, organized, unorganized, characteristics, defects, measures to reform and strengthen Indian money market.

**Working of Stock Exchanges:** Function and importance of Stock Exchanges, National Stock Exchange (NSE), over the counter Exchange of India (OTCEI), NASDAQ, Derivatives and Options.

**Special Finance Companies:** Mergers and acquisitions, Venture Capital Funds, Mutual Fund, Lease Financing, Factoring, Measurement of risk and returns, securities and portfolios.

#### **UNIT 6: STATISTICAL ANALYSIS:**

**Correlation Analysis:** Partial correlation First order, Second order Coefficient of correlation, multiple correlations, coefficient of multiple correlation, Advantages and limitations of partial and multiple correlations.

**Regression Analysis:** Regression equations of Bivariate frequency Table Standard error of estimate, Multiple Regression Analysis.

**Chi-square Test of goodness of fit.**

**Probability Distribution:** Binomial, Poisson and normal distribution, their characteristics and application.

## **UNIT 7: MARKETING MANAGEMENT:**

**Market Analysis and Selection:** Marketing environment and its impact on marketing decisions, Market segmentation and positioning; Buyer behavior; Consumer and organizational buyers and their decision making process.

**E-Marketing:** Meaning of e-marketing, Objectives, Importance and advantages of e-marketing, e-retailing practices, on-line merchandising.

**Marketing Research:** Meaning, scope of Marketing Research, Marketing Research process.

**Retails Management:** Introduction, Retail mix-place, Product, Price promotion; Store location, Store layout and design.

## **UNIT 8: HUMAN RESOURCE MANAGEMENT (HRM):**

**Introduction:** Meaning, Scope, Objective, Need and Importance of Human Resource Management.

**Human Resource Planning:** Assessing Human requirements, Human resource forecasting, Work-land analysis, Job analysis, Job description and Job specification.

**Recruitment:** Meaning and definition, importance, sources of recruitment, factors governing recruitment.

**Selection:** Meaning and definition, Organization for selection, Selection process Barriers to effective selection, New methods of selection.

**Job Evaluation:** Definition, Objectives of Job evaluation, Essential for the success of Job evaluation programmes, Job evaluation technique/methods.

## **UNIT 9: SERVICE MANAGEMENT:**

**Introduction:** Concept & Meaning of Service, Significance of Services Sector, Types of Services, Categories, Characteristics of Services, Distinction between Service and Goods, Needs of Service Management.

**Management of Services:** Management aspects of services and organizations, services marketing aspects (7ps), nature of demand and supply in services industry, management of services v/s management of products.

**Management of Various Service Organizations:** Banking services, insurance, capital market, educational institutions (including colleges and universities), transport, tourism, emerging new services, challenges of services management, problems and prospects of services management, international services management.

## **UNIT 10: E-COMMERCE:**

**Introduction:** Meaning, Definitions, Scope of E-Commerce, E-Commerce & Business, Perspective of E-Commerce, Conceptual Framework of E-Commerce, Advantages & Issues in E-Commerce, Integrating E-Commerce, Business within Business (Intranet), E-Commerce Applications in Business, E-Commerce Business Models.

**E-Commerce Challenges & Opportunities:** Online Retailing, Supply Chain Management, Customers Asset Management, Manufacturing Technology, Corporate Finance, E-Commerce Challenges & Opportunities.

**E-Commerce Payment System and Legal Implications:** Electronic Cash System, On-line Banking, Electronic Credit, Banking Network. Electronic Payment System: Electronic Cheque System, Network Security Schemes, Status of Frauds, Liability & Damages, Digital Signature.