MODERN OFFICE PRACTICE

UNIT 1: ACCOUNTS & FINANCE

UNIT 2: FINANCIAL MANAGEMENT
leasing and its types - Advantages and disadvantages of leasing - Evaluation of leasing.


UNIT 3: HUMAN RESOURCE MANAGEMENT


UNIT 4: ECONOMICS


Cost concepts - Cost and Output relation – Cost control and Cost reduction - Behaviour of cost in short and long runs - Break even analysis – Economies of large scale production.

**UNIT 5: MARKETING**


**UNIT 6: INCOME TAX AND TAX PLANNING**


Computation of taxable income under various heads: Salaries, House Property, Business or Profession, Capital Gains and Other Sources.

Aggregation of Income – Set off and carry forward of losses – Deductions – Computation of total income – Computation of total income for Individuals and firms.

Tax Planning – Advance Income Tax – Tax deducted at source – Self Assessment Tax - Returns to be submitted by various assesses.
UNIT 7: INTERNATIONAL TRADE
Regional Economic Integration: SAARC – ASEAN – EC -NAFTA
Foreign Exchange – Exchange rate – Mechanism for exchange rate - Risk Management - Transfer of international payments – Convertibility of rupee – Foreign Investment Institutions & Instruments: GDRs, ADRs, Fils-Their role in Indian Capital Market.

UNIT 8: RESEARCH METHODOLOGY AND QUANTITATIVE TECHNIQUES
Research Methodology - Definition, meaning and nature – Scope and objectives - Types of research: Experimental Research, Survey Research, Case study methods and Ex post facto Research.
Hypothesis – Definition – Types - Type I Error - Type II Error - 't' test - 'F' test - Chi square test.

UNIT 9: BANKING AND FINANCIAL INSTITUTIONS
Bank and Banking – Meaning and definitions – Origin - Types and classification of banks – Commercial banks and its functions – Modern functions of banks - ATM, Credit card, Debit card – Reserve bank of India – Role of RBI – Functions of RBI - credit control measures exercised by RBI – Quantitative and Qualitative measures.
Rural banking system in India - NABARD and its functions - Non Banking Financial Institutions – Development Banks: IDBI, IFCI, SFCs, UTI and SIDBI
Stock exchanges - Working process of stock exchanges – SEBI – Functions & Importance of SEBI as a regulatory authority - credit Rating Agencies
Venture capital funds – Mutual funds - Lease Financing – Factoring – Risk and returns from securities and portfolios.

**UNIT 10: Computers in Business**

Computer systems – Importance of computers in Business - Data and information - Data processing, data storage and retrieval capabilities – Computer applications in business – Computer related jobs in business.
Data processing systems - Batch, online, and real time system - Time Sharing - Multi Programming and Multi processing systems – Networking – Local area and wide area networks.
Components of computer system - input, output and storage devices - software - System software and application software – Programming languages - Machine languages – Assembly languages – High level languages – Flow Chart - System flow chart and program flow charts - Steps in developing a computer program.
Working with MS word – MS Power point - Ms Excel – MS Access - Mechanised accounting with TALLY.