FOUNDATION COURSE OF
The Institute of Cost and Works Accountants of India, New Delhi

Foundation Course—FOR WHOM?

(i) Students who have passed Senior Secondary (10+2 or its equivalent) examination in any stream can join the course.
(ii) Students who have appeared or enrolled themselves for appearing in the Senior Secondary (10+2 or its equivalent) examination are also eligible for provisional enrolment.

Foundation Examination is held every year in June and December.

ENROLMENT for Foundation Course is open throughout the year. For appearing in June, 1997 Examination, enrol by 30th September, 1996 & for appearing in december 1997 Examination, enrol by 31st March 1997.

SUBJECTS FOR STUDY for the Foundation Course

1. Business Fundamentals and Economics.
2. Management & Organisation
3. Basic Maths.and Statistics
4. Commercial Laws

PUBLICATIONS SUITED for I.C.W.A. Foundation Course

Title	Authors	Rs.
1. Foundamentals of Business for ICWA Foundation Course	*Dr. C.B. Gupta*	75.00
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B Com (H) I Year
(1996-97)

UNIVERSITY OF DELHI

B.Com. (Hons.) I Year

SYLLABUS

Paper I — Organisation of Modern Business

Duration : 2 Hours *Max. Marks* : 50

I. Introduction
Concept, Nature and Scope of Business and Business as a System.
Business and Environment Interface.
Business Objectives: Profit Maximisation vs. Social Responsibility of Business. Business Ethics and Values. (8 Periods)

II. Business Enterprises
Entrepreneurship-Concept and Nature. Location of Business Enterprise, Government policy on Industrial Location.
Choice of a Suitable Form of Business Organisation.
Promotion of a Corporate Enterprise.
Business Growth Strategies-Modernisation, Diversification, Forward and Backward Integration. Joint Ventures and Mergers.
Small Business-Rationale and Government Policies.
Government and Business Interface-Rationale for and Forms of Government in Business.
Multinationals: Concept and Role. Indian Transnational Corporations.
Foreign Transnational Corporations. International Business Risk.
Business Combination FICCI, CII, AIOE (20 Periods)

III. Finance Function
Financial Planning. Capital Structure. Sources of Finance, Stock Exchange: Functions and Basic Terminology. Trading. Role of SEBI. (12 Periods)

IV. Production Function
Production Planning and Control. Productivity. Quality Control. TQM ISO 9000 Series. (8 Periods)

V. Marketing Function
Marketing Mix. Product Planning and Development. Pricing, production and personal selling, Channel of Distribution. (12 Periods)

VI. Human Resource Function
Human Resource Management: Objectives and Functions.
Industrial Relations: Trade Unionism. Workers' Participation. Collective Bargaining. (15 Periods)

Paper II — Financial Accounting

Duration : 2 Hours *Max. Marks* : 50

A. Conceptual Framework
(i) Nature and Scope of accounting information.
(ii) Recording of business transactions-traditiondl and accounting equations approaches.
(iii) Generally accepted accounting principles (GAAPs).
(iv) Development of accounting standards in India.
(v) Bases of acconting-Accrual and cash
(vi) Capital and revenue items.

(vii) Use of computer in accounting.

B. Income Measurement

(i) Accounting concept of income

(ii) Recognition of revenues and expenses—familiarity with Accounting Standard-9 (ICAI).

(iii) Depreciation accounting—Objectives, Choice of methods (Straight line, Diminishing balance & Sinking fund)—familiarity with Accounting Standerd-6 (ICAI).

(iv) Inventory Valuation—familiarity with Accounting Standared-2(ICAI)

C. **Final accounts** (a) Non-profit organisations and (b) from incomplete records.

Accounting for dissolution of partnership firm including insolvency, sale of business to a company, piece-meal distribution.

D. **Accounting for hire-purchase transactions.**

E. **Branch accounts excluding foreign branches.**

Paper III — Micro-economics : Theory and Applications — I

Duration : 2 Hours *Max. Marks* : 50

1. **Introduction** : Basic problems of an economy; Working of price mechanism. 5
2. **Theory of Consumer Behaviour** : Cardinal utility approach. Ordinal utility approach. Indifference curves and consumer's equilibrium, Price, income and substitution effects. Complements and substitutes. Elasticity of substitution. Giffen's paradox. PCC, ICC and Engel's law. Derivatioon of demand curve. Revealed preference hypothesis.
   Applications: Effects of taxes; subsidies. Price and non-price rationing; Income—leisure trade off. 16
3. **Elasticity of Demand** : Concept and measurement of elasticity of demand. Price, Income and Cross price elasticity of demand. Average revenue, marginal revenue and elasticity of demand. Determinants of elasticity of demand, importance of elasiticity of demand. 8
4. **Production on Function** : Law of variable proportions. Isoquants. Economic regions and optimum combination of factors. Expansion path. Returns to scale. Internal and external economies and diseconomies. 10
5. **Theory of Costs** : Short-run and long-run cost curves—traditional and modern approaches. 8
6. **Market Structures** : Market structures and business decisions. Objectives of a business firm. 5
7. **Perfect Competition** : Profit maximisation and equilibrium of firm and industry. Short-run and long-run supply curves. Prices and output determination.
   Applications— Break-even point. Fixed cost and shutdown situations. Price controls. Minimum support price and income stabilisation in agriculture. Stable and unstable equilibrium. Cob-Web-theorem. 12
8. **Monopoly**: Determination of price under monopoly. Equilibrium of a firm. Comparison of perfect competition and monopoly. Price discrimination.
   Applications: Incidence of commodity and lump-sum taxes. Marginal cost pricing. Peak-load pricing. 11

Paper IV — Business Statistics

Duration : 2 Hours *Max. Marks* : 50

Notes : (i) Proofs are not required.
(ii) Emphasis shall be on business applications.

Analysis of Univeriate Data

Construction of frequency distributions. Descriptive statistics including measures of central tendency and partition values, measures of variation, skewness and kurtosis. Moments.

Analysis of Bivariate Data

Simple correlation and simple regression analysis.

Index Numbers

Meaning and uses. Methods of construction of price and quantity index numbers. Tests of adequacy of index numbers. Chain-base index numbers. Base shifting, splicing and deflating. Consumer price index numbers.

Analysis of time series

Components of time series. Additive and multiplicative models of analysis. Determination of trend—Moving Averages method and Method of least squares including linear, second degree, parabolic and exponential trend. Calculation of seasonal indices by simple averages, ratio-to-trend, ratio-to-moving averages and link relatives methods.

Theory of Probability

Approaches to probability. Addition and Multiplication laws of probability. Conditional probability. Bayes' Theorem. Expectation and Variance of a random variable.

Statistical Decision Theory

Use of probaility in decision-making. Pay-off and regret matrices. Criteria of decision-making, including expectation criterion (excluding Bayesian analysis) and calculation of EVPI.

Probability Distributions

Binomial, Poisson and Normal distributions.

Paper V — Business Law

Duration : 2 Hours *Max. Marks* : 50

Objective: The objective of the course is to impart basic knowledge of the important business laws alongwith relevant case law.

Course Contents

1. *The Indian Contract Act, 1872*
2. *The Sale of Goods Act, 1930*
3. *The Indian Partnership Act, 1932*
4. *The Negotiable Instruments Act, 1881* : (Kinds and characteristics of Negotiable Instruments; Holder and Holder-in-Due course; Privileges of Holder-in-due-course; Negotiation and Indorsement; Crossing of Cheques and Types of Crossing; Bouncing of Cheques.)

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12. Factors of production. 13. Laws of Returns. 14. Law of supply. 15. Analysis of Cost. 16. Equilibrium of the Firm and Break-even Point. 17. Cost Control and Cost Reduction.

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• The Law relating to Bailment, Pledge and Agency	12	16
• The Indian Partnership Act	15	18
• The Sale of Goods Act		20
• The Negotiable Instruments Act	20	31
• The Law relating to Insolvency	10	16
• Miscellaneous Law:		
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2. Indemnity and Guarantee	11	6	1
3. Bailment and Pledge	11	3	1
4. Agency	8	5	1
5. Sale of Goods Act	11	23	2
6. Partnership Act	11	15	1
7. Negotiable Instruments Act	33	12	2
8. Law Relating to Arbitration	10	—	1
9. Law Relating to Insurance	8	—	1
10. Indian Trusts Act	8	—	1
	156	124	200
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11. The Companies Act	75	15	100
Section III—Industrial Law			
12. The Payment of Bonus Act	10	—	10
13. The Payment of Gratuity Act	8	—	10
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15. Industrial Disputes Act	15	—	15
16. Workmen's Compensation Act	10	—	12
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