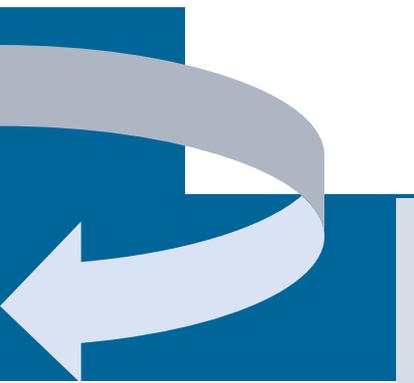




BRIDGE COURSE

Organised by : Department of Commerce, Christ College (Autonomous)
Venue : SM- 10
Resource Person : Ms. Shine Paul, Asst Professor, Department of Commerce
Dates : 12th to 16th September, 2022
Time : 1 pm to 2:30 pm
Participants : I Year B. Com Students
No. of Participants : 326





Objectives

- To brush up the fundamental knowledge of the students and prepare them for the B. Com programme
- To impart confidence and skills to students to successfully face the transition to college and new curriculum.

REPORT

The Department of Commerce provided Bridge Course to the students of I B. Com Aided on 12th to 16th September 2022. Ms. Shine Paul was the coordinator of the Course. The course content was Basic Accounting and Business Management. Ms. Shine Paul delivered the classes on Basic Accounting and Dr. Arun Balakrishnan on Business Management. The total course duration was 15 hours arranged in such a way that Financial Accounting was allotted with 10 hours and Business Management with 5 hours. The post bridge course test was conducted on 19th September. The students scored an average of 92% in the test.



SYLLABUS

1. BASIC ACCOUNTING

Module I

Basic Accounting Concepts: Kinds of accounts - Financial Accounting Vs Management Accounting - Double Entry book keeping - Rules of debit and credit - Preparation of Journal and Ledger accounts - Problems.

Module II

Subsidiary Books: Cash Book - Types of Cash Book - problems - Purchase Book -Sales Book- - Sales Return Book - Purchases Return Book - Journal Proper - Trial Balance

Module III

Final Accounts of sole trading concerns: Trading and Profit & Loss Account - Balance Sheet- - Problems with simple adjustments.

2. BUSINESS MANAGEMENT

Module I

Concepts of Management – Characteristics of management – Schools of management thought- Management and administration – Management by objectives – Management by participation – Management by exception – Management by motivation – Principles of Management

Module II

Functions of management – Planning– Organizing – Staffing- Directing- Controlling- Communication- Coordination

Module III

Motivation: –Concept and importance – Contributions of McGregor, Maslow and Herzberg – Leadership – Concept and styles – Leadership traits



QUESTION PAPER

BRIDGE COURSE TEST, 2022-23

Class: I B. Com Aided

Time: 30 minutes

Max. Mark: 25

1) Cash or other assets invested by the owner in the business is _____.

(Ans: capital)

2) Credit sales of goods are recorded in the day book _____.

(Ans: Sales book)

3) Overdraft means _____ balance of cash book.

(Ans: Credit)

4) Depreciation is charged on _____.

(Ans: Fixed assets)

5) A bill of exchange is drawn by _____.

(Ans: Creditor)

6) The value of closing stock given in the Trial balance will be shown on _____.

(Ans: The credit side of profit and loss a/c)

7) Purchased machinery from Rajesh on credit will be recorded in _____.

(Ans: Journal proper)

8) Recording of a transaction in journal is called _____.

(Ans: Posting)

9) The Statement used to test the arithmetical accuracy of the books of accounts.

(Ans: Trial balance)

10) While preparing final accounts, outstanding wage is added to the wages account.

Identify the accounting principle related with this.



(Ans: Matching principle)

11) Note books purchased by a stationary shop comes under _____ book.

(Ans: Purchases book)

12) Bank reconciliation is prepared by _____.

(Ans: Depositor)

13) Writing of the cost of intangible assets is termed as _____.

(Ans: Amortisation)

14) If a closing stock appears in trial balance, it will appear in the _____ only.

(Ans: Balance sheet)

15) _____ are the internal users of an account.

(Ans: Owners)

16) Credit balance in the bank column of the cash book means a _____.

(Ans: Bank overdraft)

17) The broad classification of business activities includes _____ and _____ .

(Ans: Industry and commerce)

18) Warehousing provides _____ utility.

(Ans: Time)

19) 'One man one vote' is the principle of _____ form of business organization.

(Ans: Cooperative societies)

20) The process of making subordinates to act in a desired manner is _____.

(Ans: Motivation)

21) The Board of Directors of a joint stock company is elected by _____.

(Ans: Shareholders)

22) Minimum number of members to form a public company is _____.

(Ans: 7)

23) The written agreement between partners is called _____.

(Ans: Partnership deed)

24) Deciding in advance what to do and how to do is _____.

(Ans: Planning)

25) 'Putting people to jobs' denote _____ function of management.

(Ans: Staffing)

ATTENDANCE

CHRIST COLLEGE (AUTONOMOUS), TRINJALAKUDA B. Com Aided (2022 Admn)				
ATTENDANCE SHEET- POST BRIDGE COURSE TEST				
Sl. No	Adm No.	Roll No	Name	Signature
1	11018	381	ABIGAIL P DAVID	
2	11019	382	AHSANA UM	
3	11601	383	AJAY VARGHESE	
4	11020	384	AJO JOHNSON	
5	11021	385	AKHILA N I	
6	11022	386	ALBIN V ARGHESI	
7	11023	387	ALEENA BABU	
8	11024	388	ALISHA MARIA C A	
9	11025	389	AMRITHA HARI	
10	11026	390	ANAGHA M BABU	
11	11027	391	ANAMIKA AJITHKUMAR	
12	11028	392	ANANDHAKRISHNAN T N	
13	11029	393	ANLY THOMAS	
14	11030	394	ANN MARIA V A	
15	11031	395	ANN ROSE L S	
16	11032	396	ANNA AYONA ELIZABETH	
17		397	ANNA FRANCIS	
18	11033	398	ARATHI K VIJAYAN	
19	11034	399	ARCHANA V G	
20	11035	400	ARUN KRISHNA C P	
21	11036	401	ARYA MANGU	
22	11037	402	ASWANA AYYAPPAN	
23	11038	403	ATHUL KRISHNA C P	
24	11039	404	ATHUL P S	
25	11040	405	AYUSH K J	
26	11041	406	DEVALAKSHMI K S	
27	1104	407	DEVIKA PPRATHAPAN	
28	11043	408	FARIHANA F F	
29		409	FEDRIC PAUL	
30	11044	410	FEMILIN FRANCIS	
31	11045	411	FERNANDO JOHNSON	
32	11046	412	GAYATHRY K	
33	11047	413	GOURTE R	
34	11048	414	HANNA DAVIS	
35	11049	415	HASNA BABU K	
36	11050	416	ISABEL ROSE PRINSON	
37	11051	417	JESWIN JAISON	
64	11077 381A		Adhil Krishna K.P	

38	11603	118	JOJO SOJAN	<i>Jojo</i>
39	11052	419	JOSIWA JOJO	<i>Josip</i>
40	11053	420	JOYS SINTO CHIRAKEKARAN	<i>Joys</i>
41	11054	421	KEERTHANA T K	<i>Keerthana</i>
42	11055	422	KRISHINA N S	<i>Krishina</i>
43	11056	423	KRISHNANANDA N N	<i>Krishnananda</i>
44	11057	424	LISNA ROSE LISTER	<i>Lisna</i>
45	11058	425	MANASI MADHUMOHAN	<i>Manasi</i>
46	11059	426	MARIYA VARGHESE	<i>Mariya</i>
47	11060	427	NAVAMI KANNAN	<i>Navami</i>
48	11061	428	NEHA PRINSON	<i>Neha</i>
49	11062	429	NILA BAJU	<i>Nilu</i>
50	11063	430	P V SUBRAHMANIAN	<i>Pv Sub</i>
51	11064	431	SANDRA MARIYAM M J	<i>Sandra Mariyam</i>
52	11065	432	SANIYA AUGUSTINE	<i>Saniya</i>
53	11066	433	SHAIMA SHAJI	<i>Shaima</i>
54	11067	434	SREELAKSHMI V S	<i>Sreelakshmi</i>
55	11068	435	SREEVARSHA V B	<i>Sreevarsha</i>
56	11069	436	SREYAS K SHIBU	<i>Sreyas</i>
57	11070	437	STEBIN DAVIS	<i>Stebin</i>
58	11071	438	TESNA TITUS	<i>Tesna</i>
59	11072	439	TIMOTHY JAIMY	<i>Timothy</i>
60	11073	440	TRESSA ROSE SAJI	<i>Tressa</i>
61	11074	441	VAISHNAVI K D	<i>Vaishnavi</i>
62	11075	442	VINAYAK KRISHINA A R	<i>Vinayak</i>
63	11076	443	YADHU KRISHNAN P R	<i>Yadhu</i>
Coordinator: SHINE PAUL				<i>Shine Paul</i>