

ANN I-A (CCII) 2009-10 DIPLOMA IN COMPUTERISED ACCOUNTING TECHNIQUES

REGULATIONS AND SYLLABUS
FOR
DIPLOMA IN COMPUTERISED ACCOUNTING TECHNIQUES

Offered by

BHARATHIAR UNIVERSITY, COIMBATORE
FROM 2009 – 2010

Under the

CENTRE FOR COLLABORATION OF
INDUSTRY AND INSTITUTIONS (CCII)
COLLABORATIVE PROGRAMME

Bharathiar University, Coimbatore – 641046.
Centre for Collaboration of Industry and Institutions (CCII)

DIPLOMA IN COMPUTERISED ACCOUNTING TECHNIQUES

REGULATIONS AND SYLLABUS

REGULATIONS

1. Description of course/objective of the course

This course is designed to prepare technicians with specialized skills, knowledge and attitude to work in finance and accounting field .The program will be conducted by any one of the approved institutions of the Centre for Collaboration of Industry and Institutions (CCII) Bharathiar University as a Collaborative Program.

2. Eligibility

- a. A pass in 10th Examination or Equivalent Examination recognized by University / Tamil Nadu Government.

3. Duration of the Course

The Course shall extend over a period of 12 months (2 Semester).

4. Courses and scheme of examination

SEMESTER I

| Course No. | Course Title | University examination | | Credits |
|------------|--------------------------------|------------------------|----------|---------|
| | | Internal | External | |
| 1. Theory | Business Fundamentals | 50 | 50 | 4 |
| 2. Theory | Accounting for Business | 50 | 50 | 4 |
| 3. Theory | Business Taxation Fundamentals | 50 | 50 | 4 |

SEMESTER II

| | | | | |
|------------------|--|-----------|-----------|----------|
| 4. Theory | Analysis of Financial Statements | 50 | 50 | 4 |
| 5. Theory | Introduction to Financial Markets | 50 | 50 | 4 |
| 6. Theory | Applied Statutory Compliance | 50 | 50 | 4 |

5. Practical Training

Being a practical oriented program, the focus will be more on practical training. The candidate shall undergo practical training of the computer laboratory of Amaze Multimedia or other computer laboratories of Bharathiar University affiliated institutions.

6. Requirement to appear for examination

Candidate should put in a minimum of 90% attendance to appear for the examinations.

7. Passing minimum

To pass

- A candidate shall secure a minimum of 50% in the University examination for practical and theory and overall 50% in each of the paper (Internal + External) to pass the examination. A candidate failing in any one of the components has to reappear for that particular component in the supplementary examinations.

8. Classification of successful candidate

- A candidate who obtains 75% and above, aggregate in theory and practical examinations, in the first attempt shall be deemed to have passed the examination with distinction.

- A candidate who obtains from 60% to 74% of the aggregate in theory and practical examinations, in the first attempt shall be deemed to have passed the examination in the first class.
- Other Successful candidates shall be declared to have passed the examination in the Second class.

9. Conferment of degree

A candidate who has passed all the examination as prescribed shall be eligible to receive the “DIPLOMA IN COMPUTERISED ACCOUNTING TECHNIQUES” from Bharathiar University.

10. Course Material

Course Material shall be supplied by Genesis, House of Accountants.

11. Revision of Regulation and syllabus

The syllabus and regulations of the courses are subject to modification by the University whenever necessary.

12. Question Paper Pattern

Theory examination will be for 100 marks with the following components which will be converted into 60 marks.

- Multiple Choice / one word answers: 20x1=20 marks(no choice)
- Short notes(100 words / one paragraph) : 5x6=30 marks(either/or type)
- Descriptive (300 words 1 ½ page) : 5x10=50 marks(either/or type)

Eligibility: pass in 10th Examination or Equivalent Examination recognized by University / Tamil Nadu Government.

Diploma in Computerized Accounting Techniques

Syllabus

Semester I

PAPER 1: BUSINESS FUNDAMENTALS

Overall Objective: At the end of the program the students will be able to understand the Business Fundamentals and develop the desirable attitude and skill in application of these knowledge in the real time environment.

Specific Objective: The students will be able to apply the business fundamentals in the working environment. The student will be able to understand the various functions of Business.

Unit 1: Business System and Business Environment

Introduction – Business Definition – Nature of Business – Evolution of Business – Launching a Business Enterprise

Unit 2: Forms of Business Enterprise

Sole Proprietorship – Partnership – Joint stock company

Unit 3: Company Management

Organs of Company Management – Shareholders – Board of Directors – Managing Director – Company Meetings and Resolutions – Maintenance of Records

Unit 4: Management Principles

Management as an art – Management as Science – Management as Profession – Features – Levels – Scientific Management

Unit 5: Functions of Management

Planning – Organizing – Directing – Controlling – Decision-making – Financial Management – Personnel Management – Marketing Management – Production Management

Reference:

Business Organization and Management by L.M.Prasad

PAPER 2: ACCOUNTING FOR BUSINESS

Overall Objective: At the end of the course the students will be able to acquire practical knowledge on the basic concepts of Accounting and Book keeping.

Specific Objective: The Students will be able to understand the practical knowledge in Accounting and Book keeping followed in Day to Day routine business operations.

Unit 1: Accounting Introduction

Definition – Objectives of Accounting – Branches of Accounting – Accounting Process – Accounting Cycle – Accounting Concepts and Conventions

Unit 2: Recording Transactions and Ledger Posting

Golden Rules of Accounting – Double Entry System – Single Entry System – Journal – Ledger – Balancing the Ledger Accounts

Unit 3: Trial balance and Errors Rectification

Definition – Objectives – Limitations - Preparation of Trial Balance – Errors disclosed by Trial balance – Type of Errors – Effect of errors on Trial Balance – Rectification of Errors – Suspense Accounts – Nature of Fixed Assets – Depreciation – Depletion – Amortization – Depreciation Vs Maintenance – Causes of Depreciation – Factors in measurement of Depreciation – Journal Entries – Methods of calculating the periodic depreciation – Straight Line and Diminishing balance method

Unit 4: Final Accounts

Meaning - Preparation of Trading Account – Profit and Loss Account – Balance Sheet – Closing Entries – Adjustment Entries – Provisions – Receipts and Payment Statement – Income and Expenditure Statement - Difference between Departments and Branches – Advantages – Special Features – Basis of Allocation and Apportionment of Expenses – Inter-departmental transfer at cost and sales price

Unit 5: Corporate Banking

Introduction – Bank Pass Book – Negotiable Instruments – Cheque – Discounting of Cheques – Cheque presentment – Cheque dishonored – Current Account – Overdraft – Cash credit – Bank reconciliation Statement – Internet banking – RTGS – NEFT

Reference:

Financial Accounting by Mr.R.L.Gupta

Accounting for Business by Genesis

PAPER 3: BUSINESS TAXATION FUNDAMENTALS

Overall Objective: At the end of the course the students will be able to acquire the basic concepts of Direct and Indirect Taxation.

Specific Objective: The students will be able to understand the norms and procedures of Income Tax, Value Added Tax, and Service Tax, Central Excise and Customs Duty and apply the knowledge in the Business Operations.

Unit 1: Direct and Indirect Taxation

Introduction – Tax definition – Direct taxes – Indirect taxes

Unit 2: Value Added tax

Introduction and definitions – Registration – Levy of Tax – Administration of Tax – Refund of Tax – Check post – Offences and Penalties – CST Introduction

Unit 3: Income Tax and TDS

Introduction – Basis of Charge – Heads of Income – FBT – Deductions – Tax Table – Advance Tax – TDS – Interest – Return of Income

Unit 4: Goods and Service Tax

Introduction – Procedures – CENVAT Credit – Books of Accounts – e-filing of returns – Job Work - Service Tax Introduction – Registration – Levy of tax – Exemption – Service tax credit – Books of Accounts – Assessment – Penalty – List of taxable services.

Unit 5: ESI and EPF

Introduction – Applicability to Employers and Employees – Registration Procedure – Contribution and Benefit Period – Due Dates for Remittance – Return Filing.

Reference:

Income Tax Law and Practice by Vinod.K.Singania

Income Tax Law and Practice by Gaur & Narang

Indirect Taxation by Balachandran

Business Taxation Fundamentals by Genesis

Semester II

PAPER 4: ANALYSIS OF FINANCIAL STATEMENTS

Overall Objective: At the end of the course the students will be able to acquire analytical skills on the Financial Analysis.

Specific Objective: The students will be able to understand the financial tools like Ratio Analysis, Funds Flow Statement, Cash Flow Statement, etc and apply the same in the real time business environment.

Unit 1: Analytical Tools

Introduction – Financial Statements Definition – Analytical Tools for Financial Analysis – Advantages of Financial Analysis

Unit 2: Ratio Analysis

Profitability Ratios – Liquidity Ratios – Solvency Ratios – Balance Sheet Ratios – Return on Investment – Turnover ratios – Shareholders Ratios – Cash Flow Ratios

Unit 3: Fund Flow Statement

Meaning – Benefits – Preparation of Statement of Working Capital – Calculation of Funds from Operations – Funds Inflow and Outflow Statement preparation

Unit 4: Cash Flow Statement

Meaning – Benefits - Preparation of cash from operations – Cash Inflow and Cash Outflow Statement

Unit 5: Inventory and Costing

Cost Sheet – Stock Valuation Methods – Reorder Level – Economic Order Quantity – Marginal Costing – Standard Costing

Reference:

Management Accounting by S.N.Maheswari

Analysis of Financial Statements by Genesis

PAPER 5: INTRODUCTION TO FINANCIAL MARKETS

Overall Objective: At the end of the course the students will be able to acquire the practical knowledge in the fundamentals of Financial Markets.

Specific Objective: The students will be able to understand and apply the knowledge in Financial market in Stock broking operations.

Unit 1: Introduction to Financial Markets

Investment Basics – Investment Options – Primary Market – Secondary Market – Stock Exchange – Equity Share – Preference Share – Debentures – Dividend - Interest

Unit 2: Capital Market

Secondary Market – Nifty – Sensex – Share Trading

Unit 3: Derivative Market

Options – Futures – Stock Options and Stock Futures – Call Option and Put Option – Commodity Derivatives

Unit 4: Dematerialization

Introduction – Dematerialization – Depository Procedures – Depository participant

Unit 5: Mutual Fund Basics

Definition – Mutual Funds – Benefits – Net Asset Value – Types of Mutual Funds – Offer Document – Exchange Traded funds

Reference:

Capital Market – NCFM Material

Understanding Capital Market by Genesis

PAPER 6: APPLIED STATUTORY COMPLIANCE

Overall Objective: At the end of the course the students will be able to acquire knowledge on the Applied Statutory aspects in a Business Environment.

Specific Objective: The Students will be able to understand and apply the statutory procedures related to VAT, Income Tax, Excise Duty, Customs and Service Tax in Business Environment.

Unit 1: Value Added Tax

Registration Form (Form A) – VAT Remittance – Monthly VAT Return (Form i) – Annexures(1 -4)

Unit 2: Income Tax

Computation of Income Tax – PAN Application (Form 49A) – TAN Application (Form 49B) – Income Tax Challan (ITNS 280,281,282) – Income Tax Returns (ITR 1, 2) – Fringe Benefit Tax Return (Form ITR 8) – TDS Remittance – TDS Certificate (Form 16 and Form 16A) – TDS Returns (Form 26Q and 27A) – e-filing of returns

Unit 3: Excise Duty

Registration Form (Form A1) – Filling of Remittance Challan (GAR 7) –PLA Register - Return Preparation (ER 1)

Unit 4: Service Tax

Registration Form (Form ST 1) – Certificate of Registration (Form ST2) –Remittance Challan (GAR 7) – Return Preparation (Form ST 3 and ST 3A)

Unit 5: ESI and EPF

ESI and EPF Employer and Employee Registration Forms – Labour Registers – Challan – Return Preparation.

Reference:

Tax Forms by Genesis

Business Taxation by Genesis