



மனோன்மணியம் சுந்தரனார் பல்கலைக்கழகம்

MANONMANIAM SUNDARANAR UNIVERSITY

**SYLLABUS FOR DIPLOMA IN COMPUTERIZED FINANCIAL ACCOUNTING
PROGRAM OFFERED THROUGH DIRECTORATE OF VOCATIONAL
EDUCATION (COMMUNITY COLLEGES AND VOCATIONAL SKILL DEVELOPMENT
CENTRES) FROM 2019 – 2020**



கல்விசார் நிலைக்குழுக் கூட்டம்

**MEETING OF THE STANDING COMMITTEE ON
ACADEMIC AFFAIRS HELD ON WEDNESDAY
THE 22nd JANUARY 2020**

DIPLOMA IN COMPUTERIZED FINANCIAL ACCOUNTING

கணினிய நிதிக் கணக்கீடு பட்டயம்

SCHEME OF EXAMINATION

Subject Code	Title of the Course	Credit	Hours	Passing Minimum
Semester I				
C19FA11/E19FA01	Principles of Accounting	6	90	40/100
C19FA12/E19FA02	Practice on Accounting & Legal Compliances	6	90	40/100
C19FA13/E19FA03	Business Organization	6	90	40/100
C19CE10/E19CE10	Communicative English	6	90	40/100
C19FAP1/E19FAP1	Practical I-Computer Lab-MS Office 2007	4	120	40/100
Semester II				
C19FA21/E19FA04	Accounting Theory	6	90	40/100
C19FA22/E19FA05	Taxation	6	90	40/100
C19LS23/E19LS05	Life Skill	6	90	40/100
C19FAP2/E19FAP2	Practical II-Computerized Accounting TALLY. ERP 9	4	120	40/100
C19FAPW/E19FAPW	Internship and Project	10	150	40/100

Eligibility for Admission: Pass in 10th Standard Examination conducted by the Tamil Nadu Board of Secondary Education, Government of Tamil Nadu or any other equivalent Examination.

Examination: Passing Minimum for each Course is 40%. Classification will be done on the basis of percentage marks of the total marks obtained in all the Courses and as given below:

40% but less than 50% - Third Class
 50% but less than 60% - Second Class
 60% and above - First Class

Theory Paper

Internal Marks-25

External Marks-75

Syllabus

Semester I

Course I - Principles of Accounting
 Course II - Practice on Accounting & Legal Compliances
 Course III - Business Organization
 Course IV - Communicative English
 Course V - Practical I-Computer Lab-MS Office 2007

Semester II

Course VI	- Accounting Theory
Course VII	- Taxation
Course VIII	- Life Skill
Course IX	- Practical II-Computerized Accounting TALLY. ERP 9
Course X	- Internship and Project

***(Semester Pattern for Community College Only)**

Program Objectives

- After completion of the one year Diploma in Computerized Financial Accounting course, the outgoing students gets considerable practical knowledge in Accounting, Commerce, computer and communication.
- The out comers can get job opportunities like an Accountant, Stores Management, Fixed asset Management, Project finance Management and etc. in business organizations and Non business organization easily because of the subject wise practical oriented knowledge.
- The out comers will have self confidence to setup their own business in the service sectors like Accounts consultant, Income tax and GST Consultant, EPF and ESI Consultant, Finance Consultancy service, etc. and they will become entrepreneurs to provide employment to unemployed in the society.

Semester I
Course I
(C19FA11/E19FA01)**Principles of Accounting**

Objectives

- Introduces students to the world of accounting and assumes no prior knowledge of the subject area.
- It will be demonstrated how a practical understanding and interpretation of accounting reports and other accounting tools can improve decision-making and value for company stakeholders.

Unit I

18 Hrs

Personal Finance Management : Consumers – Consumer Protection - Choosing a Career - Tax planning-Budgeting - Banking Services - Plan for Investment - Budget for Essentials – Transportation – House Accommodation – Insurance – Retirement planning

Financial Accounting for family: Financial Position Statement – Revenue Budgeting - Capital budgeting - Cash book – Analysis Ledger – Family Financial Reports.

Unit II

18 Hrs

Theoretical Framework : Meaning and Scope of Accounting - Accounting concepts, Principles and Conventions – Accounting terminology – Glossary – Capital and revenue expenditure, Capital and revenue receipts, Contingent assets and contingent liabilities – Accounting Policies – Accounting as a Measurement Discipline – Valuation Principles, Accounting Estimates – Accounting Standards – Concepts and Objectives – Indian Accounting Standards.

Unit III

18 Hrs

Accounting Process : Books of Accounts – Trial Balance – Rectification of Errors. –**Bank**

Reconciliation Statement – Inventories: Valuation and keeping.-
Accounting of Depreciation: Concepts, Methods of computation - method of accounting - treatment for Change in depreciation methods

Unit IV

18 Hrs

Accounting for Special Transaction: Bills of exchange and promissory notes: Meaning – Accounting treatments – Accommodation of bills - **Sale of goods on approval or return basis** : Meaning - accounting treatment.
Consignments – Meaning and Accounting treatments .**Joint Venture** : Meaning – Methods and Accounting treatment. **Royalty Accounts** – Meaning and Accounting treatments. - **Average Due date and Account Current**.-Meaning & Methods

Unit V

18 Hrs

Final Accounts of Sole Proprietors: Elements of financial statements – Closing Adjustment Entries – Trading Account – Profit and Loss Account and Balance Sheet of Manufacturing and Non-manufacturing entities.

Reference Books:

- M C S Shukla and R S Grawal, Advanced Accountancy,
- R L Gupta and M Radhaswamy, Advanced Accountancy,
- Arulanantham and Raman, Advanced Accountancy
- S N Maheswari, Advanced Accountancy

Course II

(C19FA12/E19FA02)Practice on Accounting & Legal Compliances

Objectives

- To practice the accounting process with model documents like, Receipts, Receipt voucher, Payment voucher, Invoice, Cash bill, etc
- To practice for maintaining books of account with preprinted formats
- To practice for maintaining stock records
- To practice for maintaining Fixed Asset Register
- To practice for preparing financial statement
- To practice for computation of Income tax .
- To practice for filing return of GST
- To practice for filing PF and ESI return

Unit I

18 Hrs

Practice of Maintaining Cash book: Receipt book - Receipt Voucher –Cash sales bill – Bank Credit note – Payment Vouchers- Third Party vouchers –Bank Debit Note –Document filing methods – Numbering the documents –Items enter in cash book – format of cash book – importance of Maintaining Cash book – meaning of day book – what are the items entered in day book – importance of preparation of Day book.

Unit II

18 Hrs

Practice on Maintaining Other Subsidiary Books : Purchase- Purchase order – Purchase invoice – Documents related Purchase – Purchase records - Ascertaining the Mode of Payment. **sales records:** Sales invoice – Sales related Documents- Sales records - Maintenance of customer details - **Journal Register:** Journal Voucher - Supporting document - Advance settlement – Adjustment Entries - Journal Register.

Unit III

18 Hrs

Inventories Management– Inventory Cost– Stock Register – Stock Ledger – Stock report

Fixed Asset Management – Cost of Land – Cost of Building –Valuation of movable Asset – Depreciation of Asset — Schedule of Fixed Asset -Asset inward Register – Asset Identification Number -Asset location register - insurance policy records and Register – Individual Asset record – Asset Disposal Register – Fixed asset Scrap record – Scrap Disposal record.

Unit IV

18 Hrs

GST Management : Maintenance of Electronic Ledgers – Electronic Cash Ledger, Electronic Credit Ledger, Electronic Liability Register, Payment towards Demand Ledger -**Filing Monthly Returns** – GSTR to GSTR8 - **Filing Annual Returns** : GSTR9,GSTR9A, GSTR9B, GSTR9C,

GSTR10 and GSTR11 -**Income Tax Management:** Advance Tax - TDS -Filing of TDS returns -Issue of Form 16 / Form 16A- Filing of Annual Income Tax Returns

Unit V

18 Hrs

PF Management: Calculation, Recoveries and Remittance of PF: Maintenance of Wage / Register – Calculation of Employee’s Contribution - Employer contribution - PF Administration Charge –Online Filing - Maintenance of Records – Payment of interest. **ESI Management :** Calculation, Recoveries and Remittance of ESI: Determination of applicability ESI–Employee Contribution– Employer Contribution - Online filing - Maintenance of Records – Claims

Reference Books:

- M C S Shukla and R S Grawal, Advanced Accountancy,
- R L Gupta and M Radhaswamy, Advanced Accountancy,
- Arulanantham and Raman, Advanced Accountancy
- S N Maheswari, Advanced Accountancy
- GST Retailer Awareness Handbook

Course III

(C19FA13/E19FA03)Business Organization

Objectives

- To inculcate business attitude and develop skills among students to pursue world of work including self employment.
- To develop students with an understanding of the processes of business and its environment.
- To acquaint students with the dynamic nature and inter-dependent aspects of business.
- To develop and interest in the theory and practice of business, trade and industry,
- To acquaint students with the practice of managing the operations and recourse of business

Unit I

18 Hrs

Nature and scope of business : Concept of Business – human occupations – Profession, Employment and business – Divisions of business – Industry and Commerce – Business system Objectives of business - Essentials of a successful business

Unit II

18 Hrs

Types of Business organization: sole proprietorship – partnership – joint stock company co-operatives – Nonprofit business organizations under the societies Act and Trusts – public sector business unit – public utilities – unique features of each one and their merits and demerits.

Unit III

18 Hrs

Partnership : Kinds of firms – kinds of partners – basic legal requirement in registration of partnership firm – comparison with sole proprietorship – partnership deed and its contents, Rights and duties of partners – Dissolution – Suitability of partnership.

Unit IV

18 Hrs

Company: Kinds of companies – private company – public company – comparison with partnership firm – Multinational Companies – Meaning – Definition – Advantages – Disadvantages Features – Impact of Multinational Companies in India.

Unit V

18 Hrs

Co-Operative Organization : Formation of Co-Operative organization under the Societies Registration Act- Management of cooperative organization – co-operatives versus companies – Co-operatives versus partnership – Types of Co-operatives – Co-operative Movement in India.

Reference Books:

- Y K Bhushan, Business Organization and Management
- C B Gupta, Business Organization and Management
- S A Sherlekar, Modern Business Organization and Management

Course IV

(C19CE10/E19CE10)Communicative English

1. **Basic Grammar:**

- a. Review of grammar
- b. Remedial study of grammar
- c. Simple sentence
- d. Word passive voice etc.

2. **Bubbling Vocabulary:**

- a. Synonyms
- b. Antonyms
- c. One – work Institution

3. **Reading and Understanding English**

- a. Comprehension passage
- b. Précis – writing
- c. Developing a story from hints.

4. **Writing English**

- a. Writing Business letters.
- b. Paragraph writing
- c. Essay writing
- d. Dialogue writing

5. **Speaking English**

- a. Expressions used under different circumstances
- b. Phonetics

Reference

1. V.H.Baskaran – “English Made Easy”
2. V.H.Baskaran – “English Composition Made Easy”
(Shakespeare Institute of English Studies, Chennai)
3. N.Krishnaswamy – “Teaching English Grammar”
(T.R.Publication, Chennai)
4. “Life Skill” – P.Ravi, S.Prabakar and T.Tamzil Chelvam,
M.S.University, Tirunelveli.

COURSE – V

Practical I

(C19FAP1/E19FAP1)Computer Lab – MS Office 2007

1) Introduction To Computer Definition - Generation - Classification application - characteristics of computer - number system - data representation - hardware architecture - memory types - Basis functions of a computer - Various operator - Software - System and application software - languages, packages - compiler & interpreters - Microprocessor - Pentium series - operating system fundamentals - Windows 2007

2) MS Word: Creating a New Document: New Blank Document - Document from a Template.-**Writing and Formatting:** Formatting with Styles - Customizing Styles -Table Contents -Page Breaks and some Revision. - **Page Layout:** Adjusting the Margins - Page setup-Page Headers and Footer - **Pictures and Graphics-** Insert a Chart from and Excel Project file.- **Tables - Mail Merge: - Envelopes and Labels** - Envelopes - Labels.- **Proofing:** Spelling and Grammar Check - Thesaurus - Track Changes

Practical-record

- Circular Notice to Customers for offering price reduction
- Drafting letter for attending meeting with Agenda
- Drafting Minutes of a board meeting
- Draft an Advertisement in News Paper
- Draft a Model Complaints Letters
- Designing Letter head by the use of Word Art with content in Header & footer
- Designing Business document like, Receipt, Vouchers and invoice
- Resume Writing by the use of word format
- Writing a Leave letter using
- Sent a circular letter about bonus to the employees through Mail Merge using MS - Word.

3) Getting Acquainted with Excel: About excel - The excel environment-toolbars - **Creating Basic Work books:** Creating New workbooks - **Using Ranges:** Selecting Ranges - Ranged data entry - using Auto fill. - **Creating Formulas:** Raged formula - Auto correct -Auto calculate. - **Copying & Pasting formulas-- Columns & Rows - Formatting Work Sheets:** Formatting Cells - The format cells dialog Box -Clearing all Formatting from cells -Copying all formatting.

4) Worksheet Tools - Setting Worksheet layout. - Printing Worksheets Formulas- .Named Ranges - Formatting and Cell Styles-Past Special-Sharing Workbooks: -Auditing Worksheets--Outlining Worksheets-Creating Worksheet charts-Editing and formatting charts - Pivot Tables-Tables-Sorting data-Filtering data -.Using What-if analysis-Table related Functions- IF, AND and OR Functions.-Security Features-Making Macros

MS Excel Record

- Preparation of Financial Statements of a Business from the given trail balance
- Preparation of a cost sheet of a Manufacturing company from given data
- Draft a format for Stock Register and Stock Ledger
- Computation of Income tax liability of an Individual with available data
- Preparation of Depreciation schedule of a company with available data
- Preparing Monthly Salary Statement of an organization employing 15 Staff and workers with available information.
- Calculate the simple Interest by using formula of MS Excel
- Calculate the compound Interest by using formula of MS Excel
- Prepare a sales report and fixing sales incentive by applying excel formula and function options with available required data of an organization
- Prepare Pie chart and Bar Chart of Different Expenses of a family for a given period

5) Introduction to Power Point: Interface components - **Basic Power Point Operations:** To create a new, Blank Presentation – to open an existing Presentation about Slides – About Slide Layouts – Working with Slides. - **Working with different views - Working with Slide Effects:** Apply a design Theme – Change the Background style or format your Background – adding Animations – applying Slide Transitions – Hiding a Slide – Using an Action Button Keyboard Shortcuts.

Power point for Record:

- To prepare a simple presentation using MS Power point
- To prepare a presentation with Layouts and Themes using MS Power point
- To prepare a presentation using Smart Art Diagrams, Clip Art and Pictures using MS Power point
- To prepare a presentation with Animation Effects and Transitions

Reference Books:

1. Microsoft Office Access 2007: The Complete Reference (Complete Reference Series) by Virginia Andersen
2. Mastering MS Office: Computer Skill Development - Be Future Ready by Bittu Kumar (Author)
3. Microsoft Office 2007 Hand Book (Gujarati, Paperback, Kalpesh Patel)

Semester II

Course VI

(C19FA21/E19FA04)Accounting Theory

Objectives

- To acquaint the students with a coherent set of logical principles and a general frame of reference evaluation and development of sound accounting practice.

Unit I

18 Hrs

Partnership Accounts – Final Accounts of Partnership Firms – Admission, Retirement and Death of a Partner including Treatment of Goodwill – Introduction to LLPs and Distinction of LLPs from Partnership.

Unit II

18 Hrs

Financial Statements of Not-for-Profit Organizations – Significance of Receipt and Payment Account, Income and Expenditure Account and Balance Sheet, Difference between Profit and Loss Account and Income and Expenditure Account. Preparation of Receipt and Payment Account, Income and Expenditure Account and Balance Sheet.

Unit III

18 Hrs

Introduction to Company Accounts – Definition of shares and debentures – Issue of shares and debentures, forfeiture of shares, re-issue of forfeited shares – Statement of Profit and Loss and Balance Sheet as per Schedule III to the Companies Act, 2013.

Unit IV

18 Hrs

Single entry system – features – advantages and disadvantages – single entry system Vs double entry system – calculation of profit by comparing capitals – conversion of single entry system into double entry by finding out missing information.

Unit V

18 Hrs

Hire Purchase and Installment systems: Hire purchase and installment purchase – Meaning of Hire purchase agreement – Accounting for Hire Purchase Transactions, Installment purchase – Distinction between Hire purchase and Installment purchase.

Reference Books:

- M C Shukla, T S Grewal, S C Gupta – Advanced Accounts
- S L Gupta – Advanced Accountancy
- S P Jain – Advanced Accountancy

Course VII
(C19FA22/E19FA05)**Taxation**

Objectives

- To make aware about provisions of direct tax with regard to IT Act 1961 and its rules.
- To make aware about agriculture income, residential status and incidence charge of tax.
- To understand the provisions and procedure to compute total income under five heads.

Unit I

18 Hrs

Basic Concepts: An Introduction of Income Tax law -Important definitions in the Income-tax Act, 1961 - Concept of previous year and assessment year - Basis of Charge and Rates of Tax - Residential status -Scope of total Income.

Unit II

18 Hrs

Incomes which do not form part of total income - Incomes not included in total income -Tax holiday for newly established units in Special Economic Zones - **Heads of income and the provisions governing computation of income under different head:** - i) Salaries - ii) Income from house property iii) Profits and gains of business or profession iv) Capital gains v) Income from other sources

Unit III

18 Hrs

Deductions from gross total income: General provisions - Deductions in respect of certain payments - Specific deduction in respect of certain income - Deductions in respect of other income - Other deductions - **Computation of total income and tax liability of individuals**
- Income to be considered while computing total income of individuals - Procedure for computation of total income and tax liability of individuals

Unit IV

18 Hrs

Advance tax and tax deduction at source : Introduction - Direct Payment - Provisions concerning deduction of tax at source - Advance payment of tax - Interest for defaults in payment of advance tax and deferment of advance tax - Tax collected at source – Basic concept - Tax deduction and collection account number - . **Provisions for filing return of income and self-assessment** - Return of Income - Compulsory filing of return of income – Self assessment.

Unit V

18 Hrs

Concept of indirect taxes: Concept and features of indirect taxes - Principal indirect taxes

Goods and Services Tax (GST) Laws - : An introduction - Levy and collection of CGST and IGST - CGST/IGST law - Concept of supply and mixed supplies - Charge of tax - Exemption from tax - Composition levy - time and value of supply - Input tax credit - computation of GST liability – Registration - Tax invoice; Credit and Debit Notes; Electronic way bill -Returns - Payment of tax including reverse charge

Reference Books:

- T N Manoharan – Taxation
- Dr Mehrotra - Direct and Indired Taxes
- Dr Vinod, K S Singhamia Swamy – Direct tax Law and Practice

Course VIII
(C19LS23/E19LS05)**Life Skill**

I Life Coping or adjustment

- (a) External and internal influence in one's life
- (b) Process of coping or adjustment
- (c) Coping with physical change and sexuality
- (d) Coping with stress, shyness, fear, anger far live and criticism.

II Attitude

- (a) Attitude
- (b) Self acceptance, self – esteem and self actualization
- (c) Positive thinking

III Problem Solving

- (a) Goal Setting
- (b) Decision Making
- (c) Time Management and stress Management.

IV Computers

- (a) Introduction to Computers
- (b) M.S.Office
- (c) Power Point

V Internet

- (a) Introduction to internet
- (b) E – mail
- (c) Browsing

References

- 1) Life Skill Programme course I & II by Dr. Xavier Alphona MCRDCE Publications. R.K.Mutt Road, Chennai – 28
- 2) ஆளுமை பண்பு வளர்த்தல் மற்றும் தகவல் தொடர்பு by M.Selvaraj Community College, Palayamkottai
- 3) “Life Skill” –P.Ravi, S.Prabahar & T.Tamil Chelvam, M.S. University, Tirunelveli

Course IX

Practical II

(C19FAP2/E19FAP2)Computerized Accounting TALLY. ERP 9

Objectives

- To get employment in various business organizations
- Describe the basic concepts of accounting about revenue, expense, assets, Liability and equity.
- Acquire Competency to enter accounting transactions in the accounting software and have the capability of generating different accounting reports/Documents/records.

1) Fundamental of Tally ERP 9 : Functional with Tally –Setting up a company in Tally. ERP 9.

Account Masters in Tally. ERP 9 :F11: Features, F 12 Configurations – setting up account

heads.- **Inventory :**Stock groups – stock categories – Go downs/ Locations – Units of Measure – Stock items – Creating inventory masers for National Traders.

2) Voucher Entry: Accounting Vouchers – Inventory Vouchers – Invoicing. - **Advanced Accounting :** Bill-wise details – cost centres and cost categories – voucher class and cost centre class – Multiple currencies – Bank Reconciliation – Interest Calculations – Budgets and Controls – Scenario Management.

3) Multilingual Capabilities: Configuring – creating master – entering transactions in multiple languages – Transliteration – Generating reports.

Technological Advantages: Tally Vault – Security Control – Tally Audit – Backup and restore – Split company data – Export and Import of Data – ODBC Connectivity – Web enabled, print preview and online help – printing of reports and cheques.

4) Tally. NET and Remote Capabilities: Overview of tally NET – configure tally. NET features – connect company on tally. NET – create remote users – Authorize remote users – remote access.

Application Management and Controls : Concept of control centre – Installing and activating tally. ERP 9 – Logging to control centre – managing accounts using control centre.

5) Tax deducted at source: Basic concepts of TDS – Configuring TDS – Creation of masters – Processing transactions – TDS Reports.- Basic concept of TCS – configuring – Creating Masters – Entering transactions – TCS Reports.

Payroll accounting and compliance :Configuring payroll – creating payroll master – processing payroll – accounting for employer PF contributions – accounting for employer ESI contributions – payment of professional tax – generating payroll report.

List of Exercises

1. Setting Opening balance sheet of family in Tally Software and entering one year transaction of family and generating the following Reports:
 - a) Receipts and Payments Account for the year ended 31st March 2020
 - b) Income and expenditure Accounts for the year ended 31st March 2020
 - c) Balance Sheet as on 31st March 2020

2. Setting Opening balance sheet and opening stock of a Trading Company in the tally software and entering one month data of the company and generate the following one month report:
 - a) Trial Balance for the month ended 30th April 2019
 - b) Trading and Profit & Loss Account for the month ended 30th April 2019
 - c) Balance Sheet as on 30th April 2
 - d) Cash Flow statement for the month April 2019
 - e) Stock report as on 30th April 2019

3. Setting a Manufacturing Company and entering one month transaction for getting the following reports:
 - a) Trial Balance for the month ended 30th April 2019
 - b) Manufacturing, Trading and Profit & Loss Account for the month ended 30th April 2019
 - c) Balance Sheet as on 30th April 2019
 - d) Stock of inventory as n 30th April 2019
 - e) Cash Flow statement for the month April 2019
 - f) Generating Stock Ledger for one month

Reference book

- Learn Tally.ERP 9 with GST, by Rajesh Chheda (Author)
- Official Guide to Financial Accounting Using Tally. ERP 9 with GST by Tally Education (Author)

Course X

(C19FAPW/E19FAPW) Internship and Project

Objectives

- The internship provides a variety of benefits for outcomes who want to broaden their changes for landing a job and jump-starting their careers. Internships the outcomes a taste of what a profession is like, help them in their career.

Internship

- Practical Study on Financial Management system of a Business as well as Non-Profit organization of selected organizations
