

MAHARASHTRA STATE BOARD OF VOCATIONAL EDUCATION EXAMINATION, MUMBAI

1	Name of Syllabus	C.C. In Advance computerized Accounting using Tally (101112)																																																
2	Max.Nos of Student	25 Students																																																
3	Duration	6 Month																																																
4	Type	Part Time																																																
5	Nos Of Days / Week	6 Days																																																
6	Nos Of Hours /Days	4 Hrs																																																
7	Space Required	Practical Lab = 200 Sq feet Class Room = 200 Sq feet TOTAL = 400 Sq feet																																																
8	Entry Qualification	computerized Accounting using Tally course pass																																																
9	Objective Of Syllabus/ introduction	Student should achieve expertise in Computerized Accounting TALLY																																																
10	Employment Opportunity	Can be worked as : 1. Accounts assistant in Financial Services 2. Accounts Executive in BPO/KPO 3. Material Management Executive. 4. Audit Executive. 5. Customer Service Executive.																																																
11	Teacher's Qualification	BSc (CO/IT),DIP(CO/IT) with TALLY																																																
12	Training System	Training System Per Week																																																
		Theory		Practical		Total																																												
		06 hrs		18 hrs		24 hrs																																												
13	Exam. System	<table><tr><td>Sr. No.</td><td>Paper Code</td><td>Name of Subject</td><td>TH/PR</td><td>Hours</td><td>Max. Marks</td><td>Min. Marks</td></tr><tr><td>1</td><td>10111211</td><td>BUISINESS COMMUNICATION</td><td>TH-I</td><td>3 hrs.</td><td>100</td><td>35</td></tr><tr><td>2</td><td>10111212</td><td>ACCOUNTANCY</td><td>TH-II</td><td>3 hrs.</td><td>100</td><td>35</td></tr><tr><td>3</td><td>10111221</td><td>COMPUTER FUNDAMENTALS</td><td>PR-I</td><td>3 hrs.</td><td>100</td><td>50</td></tr><tr><td>4</td><td>10111222</td><td>TALLY</td><td>PR-II</td><td>3 hrs.</td><td>100</td><td>50</td></tr><tr><td></td><td></td><td>Total</td><td></td><td></td><td>400</td><td>170</td></tr></table>							Sr. No.	Paper Code	Name of Subject	TH/PR	Hours	Max. Marks	Min. Marks	1	10111211	BUISINESS COMMUNICATION	TH-I	3 hrs.	100	35	2	10111212	ACCOUNTANCY	TH-II	3 hrs.	100	35	3	10111221	COMPUTER FUNDAMENTALS	PR-I	3 hrs.	100	50	4	10111222	TALLY	PR-II	3 hrs.	100	50			Total			400	170
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Advance computerized Accounting using Tally

Business Communication – Theory - I

Business English

1. Basic English Grammar -

- 1.1 Introduction to verbs, adverbs and nouns
- 1.2 Using articles and auxiliaries
- 1.3 Tense – present tense, past tense and future tense

2. Sentences -

- 2.1 Types of sentences – assertive, affirmative, interrogative, Complex, compound, positive and negative
- 2.2 Making sentences by using idioms and phrases
- 2.3 Making sentences by using antonyms and synonyms

3. Degree –

- 3.1 Positive degree
- 3.2 Comparative degree
- 3.3 Superlative degree

4. English Reading and Comprehension –

- 4.1 Reading practice
- 4.2 Understanding and registering in the mind
- 4.3 Recalling and narrating what is read

Effective Communication –

- 1.1 Obstacles in communication
- 1.2 Overcoming the obstacles
- 1.3 Communication as an effective tool
- 1.4 Stages of communication
- 1.5 Effective listening – listening to differing points of view, taking notes
- 1.6 Reading skills – active reading techniques, general reading and careful reading

Written Communication -

- 2.1 Introduction to writing skills – planning, drafting and editing
- 2.2 Writing 10 to 15 lines on a given topic
- 2.3 Business letter writing

Oral communication -

- 3.1 Techniques of good speaking – breathing, articulation, principles governing variation of tones
- 3.2 Art of good speaking - imagination and interpretation, rhythm in words, use of pauses, phrasing, voice modulation, gestures, deportment, memorizing
- 3.3 Developing the right accent
- 3.4 use of appropriate language, body language, voice culture, tone, explaining, justifying, convincing, expressing an opinion, effective meetings
- 3.5 Conversation practice
- 3.6 Situational talks
- 3.7 Telephone conversation

Accountancy - Theory - II

Basics of Accountancy

1. Introduction to Accounting -

- a. Importance of accounting
- b. Accounting principles
- c. Types of accounts

2. Introduction to Transaction Analysis –

- a. Journal entries
- b. Ledger posting and balancing
- c. Trial balance preparation

3. Record Keeping and Accountancy–

- a. Capital and Revenue Transaction
- b. Concept of Depreciation
- c. Bank Reconciliation Statement
- d. Introduction to Profit and Loss Account and Balance Sheet
- e. Concept of finalization

Project Presentation –

Every student is required to do a project on a given topic related to computerized financial accounting and make a presentation on the same in the class.

1. Introduction to Income Tax –

Terminology Used
Residential Status of an Assessee
Income from Salaries
Income from Salaries
Income from House Property
Income from Business or Profession
Depreciation
Capital Gains
Income from other Sources
Income from other Sources

2. Central Excise –

Central Excise Duty
Terminology
Maintenance of Excise Records
CENVAT
Special Excise Duty
Value of Excisable Goods
Registration of Central Excise
Removal of Goods
Daily Stock Account
Duty Payable on Removal
CENVAT Credit for Inputs
Payment of Duty
Interest on Delayed Payment of Duty
Refund of Duty
Export without Payment of Duty
Remission of Duty

3. Customs Duty –

Charge of Customs Duty
Terminology
Confiscation of Improperly Imported Goods
Penalty for Improper Importation of Goods

of Goods for the Purpose of Assessment of duty
Prohibition/Restriction on Import/Export
Valuation
Assessment of Duty
Warehousing
Clearance of Goods for Home Consumption
Computation of Duty Attracting Different Rates
Accelerated Customs Clearance Procedure
Abatement/Remission of Duty on Damaged or Deteriorated Goods
Goods Imported or Exported by Post
Duty Drawback
Refund of Duty
Interest on Delayed Refunds

4. Service Tax –

Scope of Services Included
Services Excluded
Registration
Valuation of Taxable Services for Charging Service Tax
Assessable Value
Receipt
Exemption of Service Tax
Export of Taxable Service
Import of Services from Abroad to be Taxed in India
Adjustment of Credit
Payment of Service Tax
Penalty under Service Tax Act
Records

5. Indian Contract Act

Nature of Contract
Essential Elements of a Valid Contract
Offer and Acceptance
Contracts by a Minor
Capacity of Different Persons to Contract
Free Consent
Void Agreements
Restitution
Contingent Contracts
Offer to Perform
Assignment of Contracts
Contracts Which Need Not be Performed
Devolution of Joint Liabilities
Devolution of Joint Rights
Reciprocal Promises
Discharge of Contract
Rectification or Cancellation
Quasi Contracts
Quantum Meruit
Legality of Object
Consideration

6. Sale of Goods Act –

- 6.1 Contract of Sale
- 6.2 Sale and Agreement to Sell
- 6.3 Hire-purchase Agreement
- 6.4 Barter/ Exchange
- 6.5 Bailment
- 6.6 Subject Matter of Contract of Sale
- 6.7 Price
- 6.8 Conditions and Warranties
- 6.9 Caveat Emptor
- 6.10 Performance of Contract
- 6.11 Rights and Duties of Buyer
- 6.12 Rights of Unpaid Seller

7. Negotiable Instruments Act

Definition of Negotiable Instruments
Characteristics of a Negotiable Instrument
Classification of Negotiable Instruments
Promissory Notes
Bill of Exchange
Cheque
Hundis
Bills in Sets
Parties to a Negotiable Instrument
Negotiation / Assignment
Presentment
Maturity and Days of Grace
Payment in Due Course
Interest on Bills and Notes
Payment for Honour
Estoppel
Negotiable Instruments without Consideration
Lost Negotiable Instrument
Dishonour of a Negotiable Instrument

8. Indian Partnership Act –

Essentials of Partnership
Elements of Partnership
Partnership Deed or Agreement
Firms v/s other Associations
Kinds of Partnership Firm
Kinds of Partners
Registration of Firms
Rights and Duties of Partners
Reconstitution of Firm
Dissolution

9. Companies Act

Definition of Company
Salient Features of Company
Kinds of Companies
Company Formation
Capital of a Company
Accounts and Audit
Auditors of Company
Inter Corporate Loans and Investments
Directors and Managing Directors
Meetings of Board
Board's Powers and Restrictions Thereon
Disclosure of Directors' Interest
Register of Directors
Register of Director's Shareholdings
Remuneration of Directors
Directors with Unlimited Liability in Limited Company
Prevention of Oppression and Mismanagement

10. Payment Bonus Act

Definitions
Eligibility for Bonus
Quantum of Bonus

11. Payment of Gratuity Act

Definitions
Continuous Service
Controlling Authority
Determination of the Amount of Gratuity

Payment of Gratuity
Forfeiture of Gratuity
Compulsory Insurance
Power to Exempt
Nomination
Recovery of Gratuity

12. Employee Provident Fund

Application of the Act
Basic Wages
Contribution
Employees' Deposit Linked Insurance Scheme and Fund
Employees' Pension Scheme and Fund
Transfer of Accounts
Liability in case of Transfer of Establishment
Recovery of Due from Employers/ Contractors

13. Employees State Insurance

Applicability of the ESI Act
Exemptions
Employees' State Insurance Corporation
Powers of the ESI Corporation
Duties of the ESI Corporation
Insurable Workman
Wages
Dependant
Employee
Employment Injuries
Contribution
General Rules Regarding Provisions
Benefits

14. Banking

Indian Banking System
Central Bank (Reserve Bank of India)
Functions of Commercial Banks
Investment Policy of a Commercial Bank
Asset Structure of a Commercial Bank
Credit Creation
Diversification in Banking
Credit Cards and Retail Banking
Offshore Banking
Commercial Banking
Negotiable Instruments
Endorsement
Crossing of Cheques
Payment of Cheques
Regional Rural Banks
Co-operative Credit Societies and Banks
Banking and Finance
NABARD
Financial Institutions
Investment and Lending
Electronic Banking

15. Insurance

Introduction
Contract of Insurance
Cover Note
Insurance Premium and Premium Payment Rules
Insurance Claims
Life Insurance Contract
Marine Insurance Contract

Fire Insurance Contract
 Re-insurance and Double Covers
 Rights and Obligations of Insurer and Insured
 Disclosures

16. Capital Markets

Market Basics
 Equities
 Terms Related to Equity Trading
 Fundamental Analysis
 Financial Ratios
 Earnings Per Share
 Technical Analysis
 Dematerialization
 Option Contract
 Futures Contract

17.Domestic & International Trade

Balance of Payments
 Current Account
 Capital Account
 Financial Account
 Instruments of Trade
 Foreign Exchange
 International Commercial Terms

PRACTICAL - I : COMPUTER FUNDAMENTALS

SR. NO.	TOPIC NAME
1	Computer Fundamentals <ul style="list-style-type: none"> • Identification of various hardware parts and software types • Starting a PC, booting process and shut down • Shortcut commands, internal commands and external DOS commands • Formatting a disk, changing attributes of files, making a back-up disk, • Restoring a back-up disk, checking a disk, copy command, using MS-DOS editor
	Microsoft Windows <p>a. Introduction-</p> <ul style="list-style-type: none"> ○ Parts of Windows – browsing start menu, desktop, icons, start button, ○ Task bar, starting and running multiple programs, shutdown <p>b. Windows Operations –</p> <ul style="list-style-type: none"> • Moving, resizing, closing, minimizing, maximizing, using scroll bars Working with multiple Windows <p>c. Windows Applications –</p> <ul style="list-style-type: none"> ○ Using WordPad and notepad to create documents, entering text and saving a document ○ Starting an application from menu, control panel, setting screen colours, setting date, time, display properties, introduction to various parts under control panel <p>d. Using My Computer –</p> <ul style="list-style-type: none"> • To view floppy disk, C:\, D:\, and changing the icon arrangement • To manage files, selecting one or more files, copying a file, drag and drop to delete a file, drag and drop to move a file • Tools and folder options of My Computer <p>e. Accessories – Notepad, WordPad, Address Book, Entertainment, Paint and Calculator</p>

	f. Windows Explorer – <ul style="list-style-type: none"> ○ To start the Windows Explorer, to copy, move and delete files ○ Copy and paste using drag and drop ○ Creating folders, files and sub-folders, searching files and folders ○ Changing the arrangement of folders, files and icons using View option ○ Deleting, renaming files, floppy and CD writing ○ Using the internet, creating E-mail accounts, web site searching, chatting saving home pages and making changes in internet options ○ Print command
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PRACTICAL - II : TALLY

SR. NO	TOPIC NAME
1	Introduction to Tally – <ul style="list-style-type: none"> • Tally Fundamentals (Learning how to use of Tally) • Maintaining Company Data
	Tally Accounting – <ul style="list-style-type: none"> • Processing Transactions in Tally. • Features of Tally (Company creation etc.) • Recording Transactions. • Budgeting Systems, Scenario management and • Variance Analysis, Use Tally for Costing, Ratio Analysis.
	Advanced Inventory <ul style="list-style-type: none"> ○ Tracking Numbers ○ Batch- Wise Details ○ Additional Cost Details ○ Bill of Materials ○ Price List ○ Stock Valuation methods
	Value Added Tax (VAT & CST) <p>VAT</p> <ul style="list-style-type: none"> ○ Ledger creation ○ ○ Creating Vouchers ○ Accounting of Purchase or Sales returns ○ Accounting of Rate difference ○ Printing Configuration ○ Inter-State Trade Accounting <ul style="list-style-type: none"> - Accounting of Exempted Items - Accounting Purchases from Unregistered Dealers - Accounting Input Credit on Capital Goods - Accounting Input Credit on Opening Stock - Accounting of Inter State Branch Transfer - VAT Computation - VAT Form <p>CST</p> <p>Ledger Creation Creating Vouchers CST Reports</p>

	Payroll <ul style="list-style-type: none"> ○ Payroll Features in Tally ○ Enabling Payroll in Tally ○ Creation of Masters ○ Voucher Class Configuration <ul style="list-style-type: none"> ▪ Tally Walk-through to Record Payroll Transactions ○ Payroll Reports
	Tax Deducted at Source (TDS) Configuration of Tally for TDS Statutory Masters Master Creation Voucher entry Advance Payment TDS Report Voucher Entry TCS Reports
	Tax Collected at Source (TCS) <ul style="list-style-type: none"> ○ Configuring Tally for TCS ○ Statutory Masters • Master Creation
	Service Tax Configuring Tally for Service Tax <ul style="list-style-type: none"> ○ Master Creation ○ Voucher Entry ○ Service Tax on receipt of Advance ○ Opening Service Tax Ledgers Treatment • Service Tax Reports
	Reports Balance Sheet Profit and Loss Account Ratio Analysis Cash Flow Statements Fund Flow Statement Movement analyst
	The Technology Advantage of Tally Printing Reports Cheque Printing and Accounts and other reports Consolidation of Accounts Tally Vault

LIST OF TOOLS / EQUIPMENTS / SOFTWARES

Sr.No.	Description of Tools/ Equipment / Software	Nos. Required
1	Pentium based processor having minimum configuration. <ul style="list-style-type: none"> • Min 166 MHZ • 32 MB RAM • 1.44 MB floppy drives • 48XCD-ROM Drive (Minimum one) • SVGA Colour monitors. 	Six
2	Desk / Inkjet printer or dot matrix printer (80 or 132 columns)	One
3	Windows XP or NT or higher version M.S. office 2003 software with word, excel, powerpoint. Tally 5.4 or above / ex.	As required
4	56 KBPS external modem	One

REFERENCE BOOKS :-

Computers And Common Sense	Hunt Shelly
A First Course In Computer	Sanjay Saxena
Easy Guide To WIN 98	ALAN SIMPSON
Mastering TO WIN 98	Cowart
Master Office 97 Visually	Complex Publication
Expert Guide To WIN 98	Minasi, Shaper Christiansen
Tally	N.Satyapal
