

**MAHARASHTRA STATE BOARD OF VOCATIONAL EDUCATION EXAMINATION,
MUMBAI - 51**

1	Name of Course	CERTIFICATE COURSE IN BASIC FINANCIAL SERVICES																																																														
2	Course Code	408222																																																														
3	Max. Nos. of	25 Students																																																														
4	Duration	1 Year																																																														
5	Type	Full Time																																																														
6	Nos. of Days / Week	6 Days																																																														
7	Nos. of Hours	7 Hrs																																																														
8	Space Required	Theory Class Room – 200 sqft Practical – 800 sqft																																																														
9	Entry Qualification	S.S.C. Passed																																																														
10	Objective of Syllabus/ Introduction	1.To know the financial management of funds. 2. To develop the knowledge of financial mgt 3. To understand the concept of financial services. 4. To impart skills in various financial areas. 5. To know the detail procedure of financial management.																																																														
11	Employment Opportunity	I. Wage Employment (Manual and Computer based) Accounts Executive Financial Manager Financial Planner II. Self Employment Accountancy firm Financial Consultant Financial Planner																																																														
12	Teacher’s Qualification	M.Com.																																																														
13	Training System	<table><tr><th colspan="7">Training System Per Week</th></tr><tr><td colspan="2">Theory</td><td colspan="2">Practical</td><td colspan="3">Total</td></tr><tr><td colspan="2">18 Hours</td><td colspan="2">24 Hours</td><td colspan="3">42 Hours</td></tr></table>							Training System Per Week							Theory		Practical		Total			18 Hours		24 Hours		42 Hours																																					
Training System Per Week																																																																
Theory		Practical		Total																																																												
18 Hours		24 Hours		42 Hours																																																												
14	Exam. System	<table><tr><th>Sr. No.</th><th>Paper Code</th><th>Name of Subject</th><th>TH/PR</th><th>Hours</th><th>Max. Marks</th><th>Min. Marks</th></tr><tr><td>1</td><td>40822211</td><td>Management accounting</td><td>TH-I</td><td>3 hrs.</td><td>100</td><td>35</td></tr><tr><td>2</td><td>40822212</td><td>Financial Accounting</td><td>TH-II</td><td>3 hrs.</td><td>100</td><td>35</td></tr><tr><td>3</td><td>40822213</td><td>Finance Management</td><td>TH-III</td><td>3 hrs.</td><td>100</td><td>35</td></tr><tr><td>4</td><td>40822221</td><td>Management accounting</td><td>PR-I</td><td>6 hrs.</td><td>100</td><td>50</td></tr><tr><td>5</td><td>40822222</td><td>Financial Accounting</td><td>PR-II</td><td>6 hrs.</td><td>100</td><td>50</td></tr><tr><td>6</td><td>40822223</td><td>Finance Management</td><td>PR-III</td><td>6 hrs.</td><td>100</td><td>50</td></tr><tr><td></td><td></td><td>Total</td><td></td><td></td><td>600</td><td>255</td></tr></table>							Sr. No.	Paper Code	Name of Subject	TH/PR	Hours	Max. Marks	Min. Marks	1	40822211	Management accounting	TH-I	3 hrs.	100	35	2	40822212	Financial Accounting	TH-II	3 hrs.	100	35	3	40822213	Finance Management	TH-III	3 hrs.	100	35	4	40822221	Management accounting	PR-I	6 hrs.	100	50	5	40822222	Financial Accounting	PR-II	6 hrs.	100	50	6	40822223	Finance Management	PR-III	6 hrs.	100	50			Total			600	255
Sr. No.	Paper Code	Name of Subject	TH/PR	Hours	Max. Marks	Min. Marks																																																										
1	40822211	Management accounting	TH-I	3 hrs.	100	35																																																										
2	40822212	Financial Accounting	TH-II	3 hrs.	100	35																																																										
3	40822213	Finance Management	TH-III	3 hrs.	100	35																																																										
4	40822221	Management accounting	PR-I	6 hrs.	100	50																																																										
5	40822222	Financial Accounting	PR-II	6 hrs.	100	50																																																										
6	40822223	Finance Management	PR-III	6 hrs.	100	50																																																										
		Total			600	255																																																										

SYLLABUS

Theory - I **Management Accounting**

1. Sources of Finance
Introduction, Classification of sources of finance, long term and short sources.
2. Financial Management & Planning
Capital Structure, Factors affecting Capital Structure, EBIT-EPS Analysis, Planning Capital Structure
3. Comparative Statements
Analysis of Common size statements and comparative Statements.
4. Cost of Capital
Computation of cost of debt, cost of equity, cost of composite capital, importance of cost of capital for financial management
5. Working Capital
Introduction, Concepts, objectives of working capital management, Determinants of working capital management, sources of working capital, operating cycle.
6. Computerised Financial Statements
Analysis & interpretation of statements, preparation of common size, comparative statements etc.
7. Financial statements
Meaning, limitations, Role of Standardisation, forms of presentation.
8. Ratio Analysis
Meaning, uses of Ratios, Different types of ratios, comparison of various financial statements, Determinants of liquidity, Advantages of ratio analysis, limitations of ratio analysis
9. Trend Analysis
Meaning, Features, Advantages of Trend Analysis, Limitations, Method of Calculation, Trend Percentage, Precautions to be taken
10. Analytical Techniques and Interpretation of Financial statements Analysis of Common size statements and comparative Statements and Trend Analysis
11. Working Capital
Concepts, objectives of working capital management, Determinants of working capital management sources of working capital, Operating cycle, Minimum working capital and maximum working capital requirement, calculation of cost, estimation, debtors management, inventory management, control of credit policies.

12. Leverages
Definition, basis, general principles, Break-even Analysis, Operating Leverage, Financial Leverage.
13. Capital Expenditure
Introduction, types of investment proposals, data required for investment decision, relevant costs and revenues, methods of evaluating investment proposals.
14. Computerized Financial Statements
Analysis & interpretation of statements, preparation of common size, comparative statements etc.
15. Accounts from incomplete records (Single Entry)
Introduction, definition, Features, Distinction between Single and double entry system, Computation of Profit/Loss, Preparation of statement of Affairs, Conversion method, Analysis of Ledger Accounts.
16. Accounts of Non- Trading Concern
Meaning, Need of maintenance of accounts, Preparation of Receipt and Payment Account and Income & Expenditure Account,
17. Company Accounts (Issue of Shares)
18. Introduction, Definition & Meaning of a company, Company Finance, Company Capital, Kinds of Shares , Issue of Share Capital accounting entries.
19. Average Due Date
Introduction, Necessity, method of calculating Average Due Date
20. Consignment Accounts
Meaning, Necessity of consignment sale, difference between consignment and sale, formalities in consignment, proforma invoice, expenses on consignment, account sales, valuation of consignment stock, specimen of consignment account.
- 21 . Computer Awareness
Role of computer in accounting speed and accuracy, package programmes.
Preparation of accounts in computers.
22. Revision : 20 Periods

Practical - I

Management Accounting

Every Student must maintain a journal or practical file with him. This should be examined and signed by the teacher.

Printed specimen formats, published financial statements, and Computer should be used for practical work.

1. Sources of Finance

Long term and short term sources of finance

2. Financial Management & Planning

Capital Structure, calculations of cost of capital, calculation for determining EBIT-EPS ,
Analysis of Capital Structure

3. Comparative Statements

Preparation of Common size statements and comparative Statements.

4. Cost of Capital

Computation of cost of debt, cost of equity, cost of composite capital, cost of capital for financial management

5. Working Capital

Calculation of working capital requirement, determination of minimum working capital and maximum working capital

6. Computerised Financial Statements

Analysis & interpretation of statements, preparation of common size, comparative statements etc.

7. 10 Visits to Chartered Accountants Firm, Limited Company, other related organizations, various institutes imparting similar courses to give the students an insight into the applicability of the subject.

8. Financial statements

Different forms of presentation of Financial Statements, Study of the published Financial statements, Analysis of the statements.

9. Ratio Analysis

Method for calculation of different types of ratios, comparison of various financial statements with the help of ratio analysis, interpretation of financial statements.

10. Trend Analysis

Method of Calculation, Trend Percentage, Precautions to be taken
While calculation of percentage

11. Analytical Techniques and Interpretation of Financial statements
Preparation of Common size statements and comparative Statements and Trend Analysis
12. Working Capital
Calculation of working capital requirement, determination of minimum working capital and maximum working capital, estimation for proposed working capital requirement,
13. Leverages
Calculation of Break-even Analysis, Calculation of Operating Leverage, Financial Leverage, Mixed Leverage
14. Capital Expenditure
Data required for investment decision, calculation of relevant costs and revenues, different methods of evaluating investment proposals and calculation of cash outflows and inflows.
15. Computerized Financial Statements
Analysis & interpretation of statements, preparation of common size, comparative statements etc.
16. 10 Visits to Chartered Accountants Firm, Limited Company, other related organizations, various institutes imparting similar courses to give the students an insight into the applicability of the subject.

Theory - II

Financial Accounting

1. Elements of Book-keeping

Objectives, importance and utility of book-keeping, principles of double entry system of accounting, its meaning and importance.

2. Classification of Accounts

Different types of Organisations, Types of Accounts, Rules of Journalizing, rules of debit and credit, Simple journal entries and Compound journal entries

3. Ledger

Utility of ledger, posting of journal entries and balancing of ledgers, preparation of Trial Balance

4. Subsidiary Books

Meaning, Need, Purchase Book, Sales Book, Purchase Return Book, Sales Return Book, Debit Note, Credit Note, Bills Receivable Book, Bills Payable Books, Journal Proper & Ledger Posting

5. Banking Transaction

Bank, Types of Bank Account - Current, Saving, Recurring & Fixed Deposit Account & Pass Book; Statement of account, Opening of Bank Account & their operations, Types of Cheques, Crossing, Endorsment

6. Cash Book

Utility of maintaining Cash Book, Types of Cash Book -single, double and three column Cash Book, contra entries, Utility and preparation of Petty Cash Book

7. Computer Awareness

Introduction to computers, Definition, Main components of the computer, History of Computer, Main features of the computer, Need and importance of computers in the modern age, Software, Hardware, Humanware, Role of computer in accounting speed and accuracy, package programmes.

Revision

Practical - II

Financial Accounting

* Every Student must maintain a journal or practical file with him. This should be * Printed specimen formats should be used for practical work such as -

- 1) Vouchers : Cash Memo, Credit Memo, Receipts, Bills, Simple Vouchers, Petty Cash Vouchers, Journal Vouchers, Debit Note, Credit Note, Cheque, Pay-in-Slip, Withdrawal Slip, Pass Book
- 2) Registers : Journal, Ledger, Purchase Register, Sales Register, Purchase Returns & Sales Returns Register, Cash Book - Single/Double, Triple column and Petty Cash book
- 3) Subsidiary Books
Subsidiary Books i. e. Purchase register, Sales register, Purchase return & Sales return Register, Journal and their posting in ledger prepared on the basis of credit memo, Invoice, Debit Note, Credit Note, Journal Voucher
- 4) Cash Books
All types of cash books prepared on the basis of voucher, petty cash voucher, cheque, pay-in-slip, withdrawal slip, cash memo, bills etc
- 5) Bank Transactions
Operating of different Bank Accounts, preparation of Bank Reconciliation Statement
- 6) Computerized Financial Accounting
 1. Preparation of Trial Balance & Final Accounts (using Tally Package)
 2. Visits - 10 visits to various types of commercial, co-operative, Nationalised Bank and Sole Traders i.e. grocery stores, cloth stores, furniture shop, Automobile shops, Computer Training Institute
- 7) Vouchers : Cash Memo, Credit Memo, Receipts, Bills, Simple Vouchers, Petty Cash Vouchers, Journal Vouchers, Debit Note, Credit Note, Cheque, Pay-in-Slip, Withdrawal Slip, Pass Book
- 8) Registers : Journal, Ledger, Purchase Register, Sales Register, Purchase Returns & Sales Returns Register, Cash Book - Single/Double, Triple column and Petty Cash book
- 9) Accounts from incomplete records (Single Entry)
Computation of Profit/Loss, Preparation of statement of Affairs, Conversion method, Analysis of Ledger Accounts.
- 10) Accounts of Non- Trading Concern
Preparation of Receipt and Payment Account and Income & Expenditure Account
- 11) Company Accounts (Issue of Shares)
Fill up Share Application forms, Procedure for Opening Demat Account, awareness of functioning of share market, new issues and IPOs.

12) Average Due Date

Application of method of calculating Average Due Date with the help of Illustration.

13) Consignment Accounts

Preparation of Proforma Invoice, Account sales, valuation of consignment stock, preparation of Consignment account.

14) Computer Awareness

Role of computer in accounting speed and accuracy, package programmes.

Preparation of accounts in computers.

15) Visits

10 visits to various types of commercial, co-operative, Nationalised Bank and Sole Traders i.e. grocery stores, cloth stores, furniture shop, Automobile shops, Computer Training Institute

Theory - III
Finance Management

1. Introduction to Auditing :

Meaning & utility of Auditing, history of Auditing, scope, principles & procedures of Auditing

2. Objects of Audit - Object of audit, kinds of errors and frauds, detection and prevention of errors and frauds, distinction between Auditing and accounting, Audit and investigation

3. Qualities & qualifications of an Auditor

Qualities & qualifications of auditor, role of Auditor, duties and responsibilities of an Auditor, classification of Audit-continuous Audit, periodical Audit, partial Audit, interim Audit, internal Audit, external Audit, statutory and compulsory Audit

4. Conduct of Audit - Preparation of Audit, Audit programme, Audit Note Book, Working papers

5. Internal controls - Its meaning and objects, internal check-meaning and objects, essentials of good internal check, Test checking, precautions in test checking

6. Internal Audit

Meaning and definitions, importance of internal Audit objectives, need of internal check, Audit limitations of internal Audit, Difference between internal check and internal Audit

7. Vouching - Voucher, Importance of vouching, objectives of vouching, utility of vouching, scope, Capital & Revenue Expenditure, deferred Revenue Expenditure, Examples, Capital and Revenue receipts, capital & revenue losses, examples, illustrations, vouching of various items of capital & revenue expenses, and receipts.

8. Verification & Valuation of Assets & Liabilities

Meaning, Scope, Objectives, Valuation, basis of valuation, general principles, Verification of fixed assets & liabilities, Valuation of fixed assets and current assets, contingent liabilities, distinction between verification & valuation.

9. Investigation

Meaning, Definition, importance of investigation, objects of investigation, difference between investigation and auditing, classes of investigation, investigation report, content or form of investigation report, technique of investigation.

10. Cost Audit

Introduction, The cost Audit Rules, 1996, Meaning of cost audit, objects, significance, difference between cost audit and financial audit, qualifications of cost auditor, appointment of cost auditor, powers and duties of cost auditor. utility of cost audit report.

11. Audit Report

Introduction, meaning of audit report, essentials of good report, contents of report, distinction between report and certificates, types of report, specimen report.

Revision

Practical - III

Finance Management

* Every Student must maintain a journal or practical file with him. This should be examined and signed by the teacher.

* Printed specimen formats should be used for practical work such as -

A) Vouchers : Cash Memo, Credit Memo, Receipts, Bills, Simple Vouchers, Petty Cash Vouchers, Journal Vouchers, Debit Note, Credit Note, Cheque, Pay-in-Slip, Withdrawal Slip, Pass Book

B) Registers : Journal, Ledger, Purchase Register, Sales Register, Purchase Returns & Sales Returns Register, Cash Book - Single/Double, Triple column and Petty Cash book

1. Acquainting the student through demonstration and practice with different types of accounting cash register.
2. Practicals designed to distinguish between capital & revenue expenditures. A list of various assets should be provided to the students to know various assets i.e. current assets, fixed assets etc.
3. Preparation of an Audit Programme.
4. Study of the Internal check system.
5. 15 visits in a year to business firms/chartered Accountant firms & other related organisations.

*** Printed specimen formats should be used for practical work such as -**

A) **Vouchers** : Cash Memo, Credit Memo, Receipts, Bills, Simple Vouchers, Petty Cash Vouchers, Journal Vouchers, Debit Note, Credit Note, Cheque, Pay-in-Slip, Withdrawal Slip, Pass Book

B) **Registers** : Journal, Ledger, Purchase Register, Sales Register, Purchase Returns & Sales Returns Register, Cash Book - Single/Double, Triple column and Petty Cash book

1. Practicals designed to distinguish between capital & revenue expenditures. A list of various assets should be provided to the students to know various assets i.e. current assets, fixed assets etc.
2. Preparation of Investigation Report
3. Study of cost Audit report
4. How to read Audit Report, interpretation of the report, drafting of audit report, analysis of Audit Report
5. visits in a year to business firms/chartered Accountant firms & other related organisations.
