

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

1	Name of Course	<b>CERTIFICATE COURSE IN FINANCIAL ACCOUNTING (408215)</b>																																																
2	Max. Nos. of	25 Students																																																
3	Duration	1 Year																																																
4	Type	Full Time																																																
5	Nos. of Days /	6 Days																																																
6	Nos. of Hours	7 Hrs																																																
7	Space Required	Theory Class Room – 200 sqft Practical – 800 sqft																																																
8	Entry Qualification	S.S.C. Passed																																																
9	Objective of Syllabus/ Introduction	1.To understand the basic concept of Management accounting 2. To know the difference between Mgt Accounting & Financial Accounting. 3. To understand the procedure of funds Management. 4. To acquire skills to manage the funds of the company 5. To learn different management accounting techniques																																																
10	Employment Opportunity	<b>I. Wage Employment</b> Financial Assistant Financial Accountant Financial Manager Company Financial Advisor <b>ii. Self Employment</b> Investment Firm Consultancy Firm Portfolio Manager																																																
11	Teacher’s Qualification	B.Com.																																																
12	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																							
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13	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>40821511</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>40821512</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>40821521</td><td>Management Accounting</td><td>PR-I</td><td>6 hrs.</td><td>200</td><td>100</td></tr><tr><td>4</td><td>40821522</td><td>Financial Accounting</td><td>PR-II</td><td>6 hrs.</td><td>200</td><td>100</td></tr><tr><td></td><td></td><td>Total</td><td></td><td></td><td>600</td><td>270</td></tr></table>							Sr. No.	Paper Code	Name of Subject	TH/PR	Hours	Max. Marks	Min. Marks	1	40821511	Management Accounting	TH-I	3 hrs.	100	35	2	40821512	Financial Accounting	TH-II	3 hrs.	100	35	3	40821521	Management Accounting	PR-I	6 hrs.	200	100	4	40821522	Financial Accounting	PR-II	6 hrs.	200	100			Total			600	270
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		Total			600	270																																												

## **SYLLABUS**

### **Theory - I Management Accounting**

#### **1. Introduction to Financial Management**

Introduction, Meaning, definition and functions, organization of finance function.

#### **2. Financial statement Analysis**

Study of financial statements, recorded facts, accounting principles, users and uses of financial statements, limitations of financial statements, analysis of financial statements

#### **3. Analytical Techniques and Interpretation of Financial statements**

Analysis of Common size statements and comparative Statements and Trend Analysis.

#### **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. Computerized Financial Statements**

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

#### **7. Financial statements Analytical Techniques and Interpretation of Financial statements**

Meaning, limitations, Role of Standardization, forms of presentation.

Analysis of Common size statements and comparative Statements

#### **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. Cash Flow Analysis**

Meaning, objectives, uses of cash flow statement, types of cash flow, sources of cash, application of cash flow statement, points to be remembered while preparing cash flow statement.

**11. Fund Flow Analysis**

Introduction, meaning, objectives, significance, limitations, sources and uses of funds, points to be remembered while preparing fund flow statement.

**12. Management & Estimation of 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, debtor's management, inventory management, control of credit policies

**13. Capital Structure**

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.

## **Practical - I**

### **Management Accounting**

#### **1. Introduction to Financial Management**

Introduction, Meaning, definition and functions, organization of finance function.

#### **2. Financial statement Analysis**

Study of financial statements, recorded facts, accounting principles, users and uses of financial statements, limitations of financial statements, analysis of financial statements

#### **3. Analytical Techniques and Interpretation of Financial statements**

Preparation of **Common** size statements and comparative Statements and Trend Analysis

#### **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. Computerized Financial Statements**

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

#### **7. 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 Analytical Techniques and Interpretation of Financial statements**

Meaning, limitations, Role of Standardization, forms of presentation.

Analysis of Common size statements and comparative 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. Cash Flow Analysis**

Meaning, objectives, uses of cash flow statement, types of cash flow, sources of cash, application of cash flow statement, points to be remembered while preparing cash flow statement.

**12. Fund Flow Analysis**

Introduction, meaning, objectives, significance, limitations, sources and uses of funds, points to be remembered while preparing fund flow statement.

**13. Management and Estimation of Working Capital**

Calculation of working capital requirement, determination of minimum working capital and maximum working capital, estimation for proposed working capital requirement,

**14. Capital Structure**

Introduction, types of investment proposals, data required for investment decision, relevant costs and revenues, methods of evaluating investment proposals.

**15. Computerized Financial Statements**

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

9 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 Organizations, 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, Endorsement

#### **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, Human ware, Role of computer in accounting speed and accuracy, package programmers.

## **Practical - II**

### **Financial Accounting**

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, Cheques, 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. 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

#### **2. Cash Books**

All types of cash books prepared on the basis of voucher, petty cash voucher, Cheques, pay-in-slip, withdrawal slip, cash memo, bills etc

#### **3. Bank Transactions**

Operating of different Bank Accounts, preparation of Bank Reconciliation Statement

#### **4. Computerized Financial Accounting**

- 1) Preparation of a day book, use of ledger, posting of transactions recorded in vouchers to ledgers.
- 2) Preparation of Trial Balance & Final Accounts (using Tally Package)

#### **5. Visits**

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

#### **6. 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.

#### **7. Accounts of Non- Trading Concern**

Meaning, Need of maintenance of accounts, Preparation of Receipt and Payment Account and Income & Expenditure Account,

#### **8. Company Accounts (Issue of Shares)**

Introduction, Definition & Meaning of a company, Company Finance, Company Capital, Kinds of Shares , Issue of Share Capital accounting entries.

## **9. Average Due Date**

Introduction, Necessity, method of calculating Average Due Date

## **10. Consignment Accounts**

Meaning, Necessity of consignment sale, difference between consignment and sale, formalities in consignment, preformed invoice, expenses on consignment, account sales, valuation of consignment stock, specimen of consignment account.

## **11. Computer Awareness**

Role of computer in accounting speed and accuracy, package programmers.  
Preparation of accounts in computers.

## **12. Accounts from incomplete records (Single Entry)**

Computation of Profit/Loss, Preparation of statement of Affairs, Conversion method, Analysis of Ledger Accounts.

## **13. Accounts of Non- Trading Concern**

Preparation of Receipt and Payment Account and Income & Expenditure Account

## **14. Company Accounts (Issue of Shares)**

Fill up Share Application forms, Procedure for Opening Demat Account, awareness of functioning of share market, new issues and IPO's.

## **15. Average due Date**

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

## **16. Consignment Accounts**

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

## **17. Computer Awareness :**

Role of computer in accounting speed and accuracy, package programmers. Preparation of accounts in computers.

## **18. Visits**

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

## **List of Instruments and Equipment :**

1. A Classroom with seating capacity for 25 students
2. Tables, benches, chairs, chalk
3. Computer with latest technology
4. Printers
5. Stabilizer
6. 10 Calculators
7. Cupboard
8. Set of reference books

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