

COMMERCE GROUP
1. ACCOUNTING AND OFFICE MANAGEMENT (Y7, Y8, Y9)
SCHEME OF EXAMINATION
Std. XI

Paper	Title of the Paper	Theory		Practical		Term work	Project work	Visits	Oral	Total Marks	Average
		Marks	Time (Hrs)	Marks	Time (Hrs)						Marks
1	OFFICE MANAGEMENT AND ORGANIZATION	80	3	80	3	10	10	10	10	200	100
2	FUNDAMENTAL OF ACCOUNTING	80	3	80	3	10	10	10	10	200	100
3	FUNDAMENTAL OF COSTING AND AUDITING	80	3	80	3	10	10	10	10	200	100

Std. XII

Paper	Title of the Paper	Theory		Practical		Term work	Project work	Visits	OJT	Total Marks	Average
		Marks	Time (Hrs)	Marks	Time (Hrs)						Marks
1	OFFICE MOTIVATION	80	3	80	3	10	10	10	10	200	100
2	ADVANCED FINANCIAL ACCOUNTING	80	3	80	3	10	10	10	10	200	100
3	ADVANCED COSTING AND AUDITING	80	3	80	3	10	10	10	10	200	100

*OJT: ON THE JOB TRAINING

Introduction

Accounting and office Management is gaining quite extensive recognition, both within and outside the business world. It has rightly been termed as the language of business. The basic function of any language is to serve as a means of communication. Accounting too serves this function. It communicates the results of business operations to various parties who have some stake in the business, viz. the proprietors, creditors, investors, government and other agencies. The need for accounting is of great importance for a person who is running a business. He must know: (i) What he owns (ii) Whether he has earned a profit or suffered a loss on account of running a business, (iii) what is his financial position i.e. whether he would be in a position to meet all of his commitments in the near future or he would be in the process of becoming bankrupt.

Cost Accounting also plays predominant role in manufacturing and trading concerns. Knowledge and skill of cost accounting only can gain success to any business, as any business, as cost control is the best tool of maximizing profit. Cost cutting is vital for survival and success in globalization.

Audit has become indispensable for any kind of business. It is through audit that one can hear the sound of reliability of commercial concerns. The success and prosperity of business depends upon the efficiency of the audit system. It is an important tool of management control. Audits are essential in order to examine the truth & transparency of the financial position and account record kept by businessmen.

Management skills are also essential for every entrepreneur to get work done through the efforts of other for meeting the needs of wide range business activities.

This is an era of globalization. In this globalised world, the infrastructure of business and commerce activities keeps expanding every day as we know, the smooth functioning of any establishment of organization depends upon efficient office and personnel support. All types of corporation, organization, establishments, institutions, enterprises working in government & non government sectors need skilled personnel.

In response to these complexities & as a knowledge domain, Accounting, Cost Accounting, Auditing & Office Management, is gaining wide popularity. It finds a place in the vocational stream at the higher secondary level. A person, trained under 'Accounting and office Management' course, can get a job as an accounts clerk/ accounts assistant, billing clerk. Cashier, ledger clerk, cost assistant, etc. So far as self-employment is concerned, a person can undertake accounting jobs independently. Therefore, for meeting the future manpower requirements in various enterprises, the vocational course 'Accounting and Office Management' is designed and introduction at the +2 stage by various States / UTs in India. Among other things the above vocational course is designed to generate adequate competency in students facilitating their entry into world of accounting.

Objectives of the Course:

1. To develop knowledge and understanding of-
 - Concepts, principles, practices and procedures of accounting and auditing.
 - Various books, records, documents and vouchers which are basic one for accounting activity.
 - Returns and statements prepared by the accounts department from time to time
 - Negotiable instrument and banking practices relevant for maintaining books of accounts.
 - Costing principles and techniques.
 - Auditing principles and procedures.
 - Working and use of computers in accounting.

2. To enable students to attain proficiency in-
 - Writing books of accounts in both ways manually as well as computerized such as cash books, other day books Journal, ledger etc.
 - Preparing trial balance, final accounts, reconciliation statements and filling income tax / sales tax return forms and statements.
 - Preparing cost sheets, finding out contract costs, marginal costs, standard & actual costs, variance analysis, reconciliation of cost & financial profit etc.
 - Carrying out auditing work such as detection of errors and frauds, preparation of audit programme and maintenance of audit note books.
 - Working papers and other record, evaluation of internal control system verification and vouching.
 - Preparing book of accounts bills, vouchers, cost statements etc. using a computer.

3. To inculcate personality traits like accuracy, efficiency, neatness, promptness, judgment and commonsense, analytical ability, courtesy, economy, sincerity, honesty, consistency, passion, alertness.

4. To enable students to appreciate that the accounting structure is based on some definite principles which have general applicability.

5. Develop interest in modern practices of office accounting.
 - Acquire basic knowledge and skills about computer operations.
 - Develop competent office personal for wage & self employments.

Job Opportunities

A) Wage Employment (Manual and Computer Based)

1. Accounts Clerk, Accounts Assistant
2. Billing Clerk
3. Cashier / Cash clerk
4. Ledger Clerk
5. Cost Clerk, Cost Assistant
6. Audit Clerk, Audit Assistant
7. Office Clerk / Office Assistant
8. Office Secretary
9. Office Clerk cum Cashier
10. Store Keeper
11. Personal Assistant
12. Computer Operator
13. Receptionist

B) Self Employments (Manual / Computer Based):

After completion of this course and completion of one year apprenticeship training, candidates should be licensed as. "Certified Book Keeper" if they have successfully completed one month advanced tally course & MS-CIT course, which would enable him to practice book keeping work independently & can undertake accounting jobs independently as mentioned in wage-employment and setting up of office service institute, computer service institute setting up of office accounting bureau.

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Paper I: Office Management and Organization (Y7)

Theory

	Periods
Topic No. 1: Concept of Office Management.	15
1) Meaning and definition of office	
2) Importance of office	
3) Functions of Modern office	
4) Sections and function of office departments.	
5) Meanings and definitions of Management	
6) Functions of management	
7) Meaning and definitions of office management	

- 8) Approach of office management
 - i) Conventional office Management
 - ii) Artistic office management
 - iii) Scientific office management
- 9) Principles of office management
- 10) Functions of office management

Topic No. 2: Office Organizing

14

- 1) Meaning and definition of office organization.
- 2) Importance of office organization
- 3) Principles of office organization
- 4) Types of office organization
- 5) Meaning and definition of Delegation of Authority, Responsibility
- 6) Importance, features and factors of delegation of authority and responsibility.
- 7) Principles of Delegation of Authority and responsibility.
- 8) Problems in Delegation of Authority and responsibility.
- 9) Job specialization, Job analysis and Job description.
- 10) Meaning and Importance of organizational Relationship.
- 11) Meaning of Span of Authority.
- 12) Informal Organization.
- 13) Conflict in Organization.
- 14) Causes of organizational change.

Topic No. 3: Office Communication

13

- 1) Meaning and definition of Communication
- 2) Importance of Communication
- 3) Features of Communication
- 4) Elements of Communication
- 5) Scope of Communication
- 6) Types and Media of communication.
- 7) Principles of communication.
- 8) Barriers in communication
- 9) Meaning, definition and principles of coordination.
- 10) Relation between coordination and communication.

Topic No. 4: Office Manuals

13

- 1) Meaning and definition of office Manuals
- 2) Purpose of office manual
- 3) Importance of office Manual
- 4) Types of Office Manual
- 5) Manual in use
- 6) Contents of Office manuals
- 7) Sources of Manual materials
- 8) Procedure of preparation of Office manual
- 9) Distribution revision and maintenance of office manuals.

- 10) Evaluation of Office manuals
- 11) Advantages and Disadvantages of office manuals.

Topic No. 5: Office Correspondence & Letter Writing **15**

- 1) Meaning, Definitions of office correspondence
- 2) Importance of office correspondence
- 3) Procedure of inward and outward correspondence
- 4) Modes of Correspondence
 - i. By Hand
 - ii. By Post – ordinary post, book – post, under posting certificate
 - iii. Registered and unregistered letter, parcel, registered acknowledgement due, speed post etc.
- 5) Meaning and definition of letter
- 6) Types of letters – Personal, official, semi-official, confidential, Business.
- 7) Characteristics of Ideal Letter – Complete, Clear, Correct, concise convincing, considerate, concrete, courteous, coherence, language of letter.
- 8) Structure of official letter.
- 9) Contents of official letter.

Topic No. 6: Office Automation & Machines **15**

- 1) Meaning and definition of office automation.
- 2) New technology used in office automation.
- 3) Need and feasibility of office automation
- 4) Advantages and disadvantages of office automation.
- 5) Social Aspects of office automation.
- 6) Importance of Office appliances & Machine.
- 7) Principles of selecting office appliances and Machine.
- 8) Office machines used in different offices, Franking cheque writing, machine, addressing machine, electronic typewriting, Xerox, Fax, Calculator, Computer.

Topic No. 7: Selection Recruitment and Training of office employees **15**

- 1) Meaning & Concept of selection & recruitment
- 2) Sources of recruitment
- 3) Needs of recruitment
- 4) Procedure of recruitment & selection.
- 5) Meaning & Principles of training
- 6) Methods of employee's training
- 7) Placement & induction

Topic No. 8: Microsoft office & its Applications. **20**

- 1) Meaning, definition & types of computer
- 2) Features of Computer
- 3) Classification of computer
 - By Nature & Types
 - By size & Capacity

- By use & purpose
- 4) Primary memory & Secondary memory
 - 5) Input and output Devices
 - 6) Merit and Demerit of computer.
 - 7) MS – Word, Excel, PowerPoint.
Meaning, Applications Features Merit and Demerit
 - 8) Introduction of Internet
 - 9) Email- Creating receiving & sending Email.

Practical

Periods

Topic No. 1: Concepts of Office Management

30

- 1) Showing films and slides on modern setup of office by using overhead projector television etc.
- 2) Demonstration in a class room by putting desk, tables, seating arrangements like office setup where emphasis should be given lighting, ventilations feasibility of movement and inter-related work seats.
- 3) Visits to various office i.e. Bank, LIC etc.
- 4) Preparation of chart showing various sections and their functions of modern office.
- 5) Visits to modern offices for showing various section and their functions.
- 6) Preparation of various registers required for office.
- 7) Visit to modern office for studying various registers maintained by them.
- 8) Preparation of charts showing scope of management.
- 9) Visit to modern establishment for study the functions of management.
- 10) Visits to modern office to acquaint the students with principles and functions of office management.

Topic No. 2: Office Organizing

28

(Minimum 05 Practicals on)

- 1) Preparing type wise office organization charts.
- 2) Preparing departmental organization charts (for particulars department)
- 3) Visit to business concern for studying the structure of office organization.
- 4) Writing of letter indicating the problem in delegation of authority to higher Authority.
- 5) Preparing Questionnaire used for Job Analysis.
- 6) Preparing of Job description chart.

Topic No. 3: Office Communication

26

- 1) Preparation of maintenance of registers used in office automation
- 2) Telephone register
- 3) Visitor slip & register

- 4) Appointment diary
- 5) Planning diary
- 6) Complaints slip and register
- 7) Worksheet register
- 8) To acquaint the student with how to read telephone directory.
- 9) To acquaint the student with the procedure and application of modern medias of communication with special reference to telephone, Fax, E-mail etc.
- 10) Visit to a telephone exchange office to study the medias and system of communication.

Topic No. 4: Office Manuals 26

- 1) Prepare a manual of HSC vocational department
- 2) To acquaint the students with the procedure of preparation of manual.
- 3) To acquaint the students with the procedure of distribution revision and maintenance of manuals.
- 4) Visit to an industrial office of acquaint the students with the types of office manuals.

Topic No. 5: Office Correspondence and Letter Writing 30

- 1) Maintenance of Inward and outward mail register.
- 2) Visit to an office to study the Inward and Outward mail procedure.
- 3) Students are expected to know the different method of correspondence
- 4) Prepare a layout of business letter.
- 5) Prepare a draft of confidential letters.
- 6) Prepare a draft of demi official letter
- 7) Prepare a draft of personal letter.
- 8) Draft letters to different Institutions for different Purposes, e.g. To Insurance Company, to bank, to HSC Board etc

Topic No. 6: Office Automation & Machine 30

- 1) Visits to modern office to study the office automation and its aspects.
- 2) Visit to a modern office to study the new technology used in one office automation.
- 3) To demonstrate the students with the various types of office machine used in the modern office i.e. Franking machine, Cheque writing machine, Xerox, Computer, Fax etc.

Topic No. 7: Selection, Recruitment and Training of Office Employees 30

- 1) Prepare an advertisement in state and local level news paper for the post of General Manager, OS and Accountant etc. with Qualification experience etc.
- 2) Prepare a proforma of Resume / Curriculum Vita.
- 3) Prepare a call letter for Interview to Concern Candidate.
- 4) Prepare proforma of appointment letter.
- 5) Prepare proforma of joining letter.
- 6) Prepare Layout of Training Institute.
- 7) Prepare plan of Training Programme.

- 8) Visit to Employment Exchange.

Topic No. 8: Microsoft Office & Its Application

40

- 1) To introduce the computer operating system to students practically.
- 2) Create Documents in MS Word.
- 3) Create table with Rows & Columns for Salary Sheet, Mark Sheet etc.
- 4) Prepare Slides for Presentation with regard to different project.

Paper II: Fundamentals of Accounting (Y8) Theory

Periods

Topic No. 1: Introduction of Book-keeping and Accountancy

10

- 1) Contents: - Meaning, Objectives, Importance and Utility, Difference between Book Keeping and Accountancy.
- 2) Basic Accounting Terminologies:-
Business Transaction – Business and non business, Monetary and Non Monetary, Cash and Credit, barter transactions, Capital, Drawing, Assets, Liabilities, Income, Expenditure, Profit, Loss, Debtor, Creditor, Solvent, Insolvent, Goods, Purchases, Sales, Stock-Opening and closing, Bad-debts, Discount, Commission, Goodwill, Types of Assets, Types of Liabilities, Capital Expenditure, Revenue Expenditure, Capital Receipt, Revenue Receipt, Deferred revenue expenditure, Entry, Narration, Account, Types of organizations, meaning and definition only (Sole Trader, partnership, private company, Joint stock Company, Co-operative society).
- 3) Accounting Concepts & Conventions.
- 4) Accounting Standards.

Topic No. 2: Book-Keeping Systems

10

- 1) Single entry & Double entry Book-Keeping system, Principles of Double entry book keeping system – meaning, importance and advantages of double entry book-keeping system.
- 2) Classification of accounts – Personal, impersonal (Personal, Real, Nominal) Rules of Debit & Credit for each types of account, relationship between book-keeping and accounting.

Topic No. 3: Journalising of Business Transactions and Ledger

20

- 1) Introduction, Meaning & Definition of journal, Format of Journal, Journal entries simple and compound with narration.
- 2) Meaning & Utility of Ledger, Ledger posting, Balancing of Ledger accounts, Preparation of Trial Balance.

Topic No. 4: Subsidiary Books **20**

- 1) Meaning, Need and advantages of subsidiary books, types of subsidiary books/journal, purchase book, sales book, purchase return, Bills receivable book, Bills payable book, sales return book, journal proper, posting & entries in subsidiary book to ledger.
- 2) Cash Book –
 - a) Simple cash book, double column cash book (cash book with cash & Bank column).
 - b) Petty cash book – simple petty cash book, analytical petty cash book with imprest system.

Topic No. 5: Banking Transactions **05**

- 1) Banking transaction and their recording, Bank – meaning, functions of bank, types of Bank Account, Current, Saving, Recurring Deposit & Fixed Deposit Account, pass book, pay in slip, withdrawal slip, statement of account, opening of bank account and their operations, Types of cheques, ATM and NET Banking systems.

Topic No. 6: Bank Reconciliation Statement **15**

- 1) Meaning and Need for preparation of bank reconciliation statement, Reasons of disagreement in bank balance as per cash book & pass book, procedure of preparation of Bank Reconciliation statement from given discrepancies & extracts of cash book and pass book.

Topic No. 7: Trial Balance and Rectification of Errors **10**

- 1) Meaning, Need and Method of preparation of trial balance, Gross Trial balance, Net trial balance, kinds of errors their effects on trial balance, rectification of errors, rectifying entries, suspense account.

Topic No. 8: Final Accounts of Sole Trader **20**

- 1) Preparation of Manufacturing, Trading account, profit & Loss account and balance sheet.
- 2) Adjustment: - Closing stock, unpaid and prepaid expenses, outstanding / accrued income, Income received in advance, Depreciation, Transfer to reserve, drawings, Loss of goods.

Topic No. 9: Accounting with Tally Package **10**

- 1) Creation of company, new accounts, groups, types of vouchers, classification of data entry. Cash, receipts, journal vouchers and contra entries. Preparation of cash books, purchase register, sales registers, return registers, journal proper, various ledger accounts, Trial balance, Manufacturing, Trading, Profit & Loss Account & Balance sheet.

Practical

	Periods
Topic No. 1: Introduction of Book keeping and Accountancy & Source Documents	20
<ol style="list-style-type: none">1) Every student must maintain a journal or practical file with him. This should be timely examined and signed by the teacher and Instructor2) Printed specimen formats should be used for practical work such as cash memo etc.3) Source documents: Cash memo, Credit memo, Receipts, Bills, Simple Vouchers, Petty Cash Voucher, Journal Vouchers, Debit Note, Credit Note, Cheque, Pay-in-slip, Withdrawal slip, Pass Book.4) Application form, Demand Draft, Advices, FDR Export – Import document – Commercial Invoice, Letter of Credit, Bill of Lading, Transport Receipt, Dock warrant etc.5) Minimum 05 Practicals should be conducted to identify source document and 5 Practicals should be conducted to fill the printed source documents by giving necessary transactions.	
Topic No. 2: Book Keeping Systems	10
<ol style="list-style-type: none">1) Classification of Account – 10 Practicals should be conducted on classification of accounts, which should contain at least 30 head of accounts for every practicals.2) Analysis of transaction: - 10 Practicals of 20 transactions each.	
Topic No. 3: Journalizing of Business Transactions & Ledger	40
<ol style="list-style-type: none">1) Practical Problems on Journal Entries, Ledger Posting and Trial Balance.2) 10 Practicals of 20 transactions each with opening balance.3) 5 Practicals of 10 actual source documents should be conduct. (Printed forms of Journal & Ledger to be provide)	
Topic No. 4: Subsidiary Books	40
<ol style="list-style-type: none">1) Subsidiary Books; Ledger Posting and Trial Balance:-2) 10 Practicals of 20 transactions each, out of these two practicals should be based on genuine source documents.3) Minimum 10 practical problems of 15 transactions each on columnar cash book and 5 Practicals Problem on petty cash book each, out of which 3 should be on imprest system.	
Topic No. 5: Banking Transactions	10
<ol style="list-style-type: none">1) Minimum 10 practical problems of 15 transactions each on Journal entries of bank transactions in the books of bank and in the books of business / customer & preparation of bank account in the books of business & business / customer's A/C in the books of bank.2) Every student should open saving bank account & should avail ATM Card & Net banking facility.	

Topic No. 6: Bank Reconciliation Statement **30**

- 1) 10 Practical problem on Bank Reconciliation Statement from given, minimum 05 Practical Problems to prepare Bank Reconciliation statement with given discrepancies & minimum 5 practical problems to prepare bank reconciliation statement with given extracts of cash book & pass book.
- 2) Minimum 2 Practical problems from actual extract's of cash book and passbook

Topic No. 7: Trial Balance and Rectification of Errors. **20**

- 1) Minimum 05 Practical problems on preparation of trial balance i.e. gross trial balance & Net Trial Balance.
- 2) Minimum 10 practical problems on rectification of errors

Topic No. 8: Final Accounts of Sole Trader **40**

- 1) Minimum 20 practical problems on preparation of final Accounts of Sole Trader with minimum five adjustments.

Topic No. 9: Accounting with Tally Package **30**

- 1) Data entries in subsidiary books using Tally Package:-
- 2) Data entries & Preparation of cash books, Purchase register, Sales registers, Return registers, Journal proper, Various Ledger Accounts, Trial Balance, manufacturing, trading, profit & loss account & Balance Sheet (Data Entries of minimum 100 transactions).

Paper III: Fundamentals of Costing and Auditing (Y9)

Theory

Periods

Topic No. 1: Introduction to Cost Accounting **10**

- 1) Origin, Definition of cost, Cost unit, Cost Accounting, Cost Centre, Advantages and limitations of cost accounting, Cost Classification according to Elements, Behaviour, Traceability and Functions.

Topic No. 2: Material and Labour Cost **20**

- A. Material Cost
- 1) Meaning and definition of materials
 - 2) Classification of materials in to direct and indirect materials.
 - 3) Need Principles and importance of purchasing.
 - 4) Purchasing of materials.
 - 5) Procedure of purchasing.

- B. Meaning of Stores
 - 1) Functions of Stores Keepers.

- C. Stock Levels
 - 1) Maximum level.
 - 2) Minimum level.
 - 3) Re-order level.
 - 4) Average stock level.
 - 5) Danger level.

- D. Store Ledger
 - 1) Meaning of store ledger.
 - 2) Specimen of store ledger.
 - 3) Store pricing issues method.
 - 4) FIFO, LIFO.

- E. Labour Cost
 - 1) Meaning and definition of Labour.
 - 2) Classification of Labour into direct labour and Indirect Labour.
 - 3) Time Keeping Department – Meaning
 - 4) Time booking Department – Meaning
 - 5) Incentive payment system.

Topic No. 3: Unit Costing

30

- 1) Meaning and concept of cost sheet.
- 2) Need importance, objectives and advantages of cost sheet.
- 3) Format of cost sheet.
- 4) Preparation of Cost sheet.
- 5) Meaning of estimated cost sheet.
- 6) Need of estimated cost sheet.
- 7) Preparation of estimated cost sheet.

Topic No. 4: Introduction of Auditing

10

- 1) Origin of audit – Meaning of audit.
- 2) Definition of audit
- 3) Scope of audit
- 4) Objectives of audit
- 5) Meaning and definition of auditing
- 6) Principles of auditing
- 7) Advantages and limitations of auditing

Topic No. 5: Objects of Audit

20

Primary Objects, Secondary Objects

- 1) Meaning of errors.
- 2) Kinds of errors.
- 3) Detection and prevention of errors.

- 4) Meaning of Frauds.
- 5) Kinds of Frauds.
- 6) Concepts of true and Fair View window dressing.

Topic No. 6: Classification of audit **15**

- 1) Qualities and qualifications of Auditor.
- 2) Responsibilities of an auditor.
- 3) Role of an auditor.
- 4) Duties of an auditor.
- 5) Statutory duties of an auditor regarding audit report.
- 6) Classification of Audit on the basis of -
 - a) Authority b) Scope c) Time d) Objects e) Special audit.

Topic No. 7: Planning and procedure of an audit **15**

- 1) Audit planning.
- 2) Pre-Commencement and Considerations of an audit
- 3) Audit Program Preparation by Client for audit
- 4) Audit note book and working papers.

Practical

Periods

Topic No. 1: Introduction to Cost Accounting **30**

- 1) Preparation of chart showing classification of cost; according to element, behaviour, function, period, traceability and controllability.

Topic No. 2: Material and Labour Cost **50**

- 1) Preparation of specimen of; purchase requisition, inquiry, quotation, comparative statement, Invoice, Goods Received note, Goods inspection report, bin card.
- 2) Calculation of various stock levels, calculation of EOQ.
- 3) Preparation of store Ledger Account.
Under FIFO and LIFO Method.
- 4) Preparation of Pay Roll and Job Card.

Topic No. 3: Unit Costing **50**

- 1) Preparation of chart showing step by step addition of cost.
- 2) Preparation of cost sheet and estimated cost sheet from given details. (Minimum 10 problems on cost sheet and 05 minimum problems on estimated cost sheet)

Topic No. 4: Objects of Audit	50
Classification of expenditures & receipts	
1) Profit and Loss under capital, Revenue and differed revenue, capital expenditure and Revenue expenditure, Capital Receipts and Revenue Receipts. (Minimum 05 practical problems)	
Topic No. 5: Audit Planning and Procedure	30
1) Preparation of Audit Programme.	
2) Audit note book and working papers. (Minimum 5 practicals each)	
3) Observing actual Audit procedure by visiting C.A Firm or any industries)	
Topic No. 6: Visit Report	30
1) Study of C.A. Firms / any Industries and prepare visit Reports after visiting.	

Std. XII
Paper I: Office Motivation (Y7)
Theory

	Periods
Topic No. 1: Secretarial Work in Relation to Meetings	15
1) Meaning & Definition of Meeting	
2) Importance of Meetings	
3) Types of Meeting –	
I) Statutory Meeting	
II) Directors Meeting	
III) Annual General Meeting	
IV) Extra Ordinary General Meeting	
4) Essentials of valid meeting-proper calling organizing & conducting meeting	
5) Notice, Agenda, Quorum, Motion, Adjournment, Voting, Resolution, Proceeding & Minutes	
Topic No. 2: Office Motivation	14
1) Meaning and Definition of Motivation	
2) Need for Motivation	
3) Methods of Motivation	
4) Principles of Motivation	
5) Problems in Motivating employees	
6) Meaning & definition of Leadership	
7) Features and Types of Leadership	
8) Qualities of Ideal Leader	
9) Promotion – Meaning, Basis, Types and Policies of promotion	
10) Transfer – Meaning, Basis & Policies	
11) Demotion – Meaning, Basis, Causes & Policies	

- 12) Suspension –Meaning & Features
- 13) Retirement – Meaning & Types
- 14) Absenteeism – Meaning & Definition, Causes, Remedies
- 15) Employees economic security – Meaning and Need
- 16) Concept of pension, gratuity and other retirement benefits
- 17) Recreational activities of employees, Meaning, Need & Types

Topic No. 3: Office Salary Administration 12

- 1) Meaning and Definition of office salary Administration
- 2) Objectives of Salary Administration
- 3) Importance of Salary Administration
- 4) Procedure of Salary Administration
- 5) Advantages of Salary Administration
- 6) Job Evaluation – Meaning, Definition and Importance, Procedure, Methods and Advantages.
- 7) Merit Rating- Meaning, Definition, Importance and Methods
- 8) Wage Payment- Meaning and Methods
- 9) Fringe Benefits- Meaning and Definition, Importance & Types

Topic No. 4: Office Employees Discipline 12

- 1) Meaning of Employees Discipline
- 2) Objective of Employees Discipline
- 3) Types, Need, Principles of Employees Discipline
- 4) Code of conduct
- 5) Features of discipline, Procedure of disciplinary action
- 6) Termination of Services
- 7) Service Book – Meaning and Content
- 8) Confidential Report – Meaning, Importance, Features
- 9) Leave – Meaning and Definition: - Types - casual, earned, commuted, extra ordinary, Maternity and paternity, medical, special, duty leave
- 10) Holidays –
 - I) Declared by Government
 - II) Declared by Collector
 - III) Declared by Institutional Head

Topic No. 5: Office Financial Services & Banking Operations 20

- 1) Salary Bill – definition, Feature and Content
- 2) Budget – Meaning, Types, Advantages, Preparing budget for office factors to be considered while preparing budget, budget period and revision of budget.
- 3) Bank – Meaning, Definition & functions
- 4) Procedure of opening and operating bank account, types of bank account
- 5) Cheque – Meaning, definition, crossing and Endorsement
- 6) Bank Draft- Meaning and Definition, procedure of issue of bank draft, procedure of withdrawals and deposit in bank, withdrawal of cash by withdrawal slip, cheque & ATM, deposits by cash, by pay-in-slip & cheques.

Topic No. 6: Office Forms **15**

- 1) Meaning, Objective of office forms
- 2) Importance and Types of office forms
- 3) Designing of office forms
- 4) Meaning and principles of Designing
- 5) Controlling office form – Meaning, Objectives, Procedures and Advantages

Topic No. 7: Demat Account **12**

- 1) Meaning and Introduction of SEBI (Securities and Exchange Board of India)
- 2) Introduction of Demat Account
- 3) Meaning of Demat Account (BSE/NSE) (Bombay Stock Exchange & National Stock Exchange)
- 4) Merit of Demat A/C, Company, Investor and Broker
- 5) Demerit of Demat A/C, Fees Structure A/C, Opening fees, Annual maintenance fees, Custodian fees
- 6) Procedure of Dematerialization of security, opening account, submission of request
- 7) Forwarding DRF (Demat Requisition Form)
- 8) Forwarding DRF copy to Depository
- 9) Confirmation by depository, updating records by company
- 10) Confirmation of Demat to the depository, updating records by depositors
- 11) Confirmation by depository, updating records by participants
- 12) Confirmation of Dematerialization

Topic No. 8: Income Tax **20**

- 1) Meaning of Assessee, Assessment, and previous year & assessed year.
- 2) Prediction & Exempted income, Definition & Meaning of Taxation, Features, Types, Scope & objectives of income tax
- 3) Exempted income & Deduction under Income Tax Act 1961
Different Heads of Income (only theory)
 - I. Income from Salary
 - II. Income from House Property
 - III. Income from business & Profession
 - IV. Capital gain
 - V. Other sources
- 4) Definition of:-
 - I. Salary U/S 15 to 17
 - II. Income exempted U/S 17
 - III. Deduction from salary U/S, 16
 - IV. Prerequisite U/S 17/ (2)
 - V. Profits in lieu salary 17/ (3)
 - VI. Steps in computation of income from salary
 - VII. Computation of gross salary
 - VIII. Computation of deduction U/S 16
 - IX. Deduct (B) from (A)
 - X. Structure of form 16A

Practical

Periods

Topic No. 1: Secretarial Work

30

- 1) Drafting Notices and agendas of meeting
- 2) Drafting various types of resolutions passed in meeting
- 3) Writing proceeding and minutes of the meeting, procedure of meeting and conferences
- 4) Preparation of PROXY forms
- 5) To organize mock-up of program on the entire

Topic No. 2: Office Motivation

28

Minimum 05 Practicals on:-

- 1) Preparing a motivational plan for office employees containing positive and negative motivation factors
- 2) Drafting a promotion letter
- 3) Drafting a transfer letter
- 4) Drafting a demotion letter with causes
- 5) Drafting a suspension letter mentioning causes of suspension
- 6) Drafting a letter appreciating valuable services in organization at the time of retirement
- 7) Conducting 01 visit to business organization to study the cause effects and remedies of absenteeism

Topic No. 3: Office Salary Administration

24

Minimum 05 Practicals on:-

- 1) Preparation of specimen of attendance register, salary sheet, salary slip, TA & DA bill
- 2) Visits to an office for studying the procedure for preparation of salary sheet and TA & DA bill
- 3) Prepare merit rating chart
- 4) Prepare group Insurance plan and demonstrate

Topic No. 4: Office Employees Discipline

24

Minimum 05 Practicals on:-

- 1) Preparing a memo to employees who is remained absent in office since last 15 days without consent
- 2) Preparing a report of bad conduct at employee before taking disciplinary action
- 3) Preparing a specimen showing contents at service books
- 4) Preparing a confidential report of concern employee
- 5) Preparing application for following leaves
 - a. Casual leave
 - b. Medical leave
 - c. Duty leave

- 6) Preparing a medical certificate writing down a report on conference on motivation aspect for submitting higher authorities. If an employee have received order from his higher authorities to attend a conference on motivation aspect of employees.

Topic No. 5: Office Financial Services & Banking Operation

40

Minimum 03 Practicals on:-

- 1) Preparing a salary sheet of office employees
- 2) Preparing a salary slip of any employee
- 3) Preparing a salary certificate of any employee
- 4) Preparing form no 16 A of any employee with imaginary data
- 5) Preparing a profoma of pay in slip withdrawal slip, cheque, bank draft
- 6) Preparing a loan proposal of any employee for purchasing a motorcycle or car etc
- 7) Preparing budget for next year for office stationary
- 8) Preparing a budget for next year for office employees salary
- 9) Preparing and filling of forms used in banking operations i.e. account operating form, nomination form, specimen signature card, pay-in-slip, withdrawal slip, cheque, pass book, promissory note, bank draft, mail transfer form etc.
- 10) Visit to a bank to acquaint the students with the procedure of opening and operating bank account
- 11) To acquaint the students with the procedure of opening and operating bank account
- 12) Familiar the students with the procedure and type of crossing and endorsement of cheque
- 13) Arrange at least one visit to bank to study the banking operations

Topic No. 6: Office Forms

30

Minimum 05 Practicals on:-

- 1) Preparation of forms used in the office-bills invoice, cash memo, credit memo, receipt voucher, Debit note, credit note etc.
- 2) Acquaint students with the procedure of designing and controlling office forms
- 3) Visit to the concerned office to study designing, using & controlling office forms

Topic No. 7: Demat Account

24

Minimum 05 Practicals on opening DEMAT Account:-

- 1) To collect necessary documents for Demat A/C
- 2) Filling of Demat A/C opening forms
- 3) Submission of Demat requests & scrip certificate by investor
- 4) Forwarding DRF & SCRIP certificate to register
- 5) Forwarding a copy at DRF to depository
- 6) To get confirmation of receipts of DRF by depository
- 7) To get confirmation at dematerialization to depository
- 8) Updating records of depository participants

- Topic No. 8: Income Tax** **40**
- 1) Practical Training in filling Income Tax returns forms (minimum 10 practicals). Filling the forms for tax deducted at source & procedure to avail the same (minimum 10 practicals) Computation of taxable income & income. Tax-salary & individual income, simple problems (minimum 10 practicals) preparing form No-16 A (minimum 10 practicals).

Paper II: Advanced Financial Accounting (Y8)

Theory

- | | Periods |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| Topic No. 1: Depreciation Accounting | 20 |
| <ol style="list-style-type: none"> 1) Meaning and causes of depreciation. Depreciation accounting under straight line & written down value method. | |
| Topic No. 2: Accounting of Consignment Transactions | 25 |
| <ol style="list-style-type: none"> 1) Meaning and Necessity of Consignment, parties to consignment-consignor, consignee, difference between consignment and sale. 2) Losses in Consignment:- Normal and Abnormal 3) Commission:- Ordinary, Del-Creder, over-riding 4) Valuation of stock on consignment, journal entries of consignment, dealing in the books of Consignor and Consignee and preparation of Consignment account, Goods sent of Consignment A/C, Consignees A/C, and Abnormal Loss A/C for Consignor and Consignors A/C in the books of Consignee. | |
| Topic No. 3: Single Entry System of Accounting | 15 |
| <ol style="list-style-type: none"> 1) Meaning and Features of single entry system, Accounts maintained in the single entry system, Distinction between single entry and double entry system, methods of calculation of profit; statement of affairs method only. | |
| Topic No. 4: Accounts of Non-Trading Concerns | 20 |
| <ol style="list-style-type: none"> 1) Meaning, Features and objects of non-trading concerns, distinction between trading and non trading concerns, Trust deeds/by laws of non-trading concerns, books of accounts to be maintained. 2) Preparation of final accounts: - Receipts & payment Account, Income & Expenditure Account and Balance sheet. | |
| Topic No. 5: Partnership Accounts | 25 |
| <ol style="list-style-type: none"> 1) Meaning, Definition, Characteristics, Maximum and Minimum no. of partners. Types of partners, partnership deed and important clauses of the deed, implied provision of partnership Act, methods of maintaining partner's capital accounts:- Fixed and fluctuating capital Methods. Necessary adjustments in P & L appropriation a/c & distribution of profit. | |

- 2) Admission of a partner- Accounting Treatment-Revaluation of assets and liabilities, treatment of goodwill and capital brought in, preparation of revaluation account, partners capital account, cash/bank account and balance sheet.
- 3) Partnership Final Accounts - Trading and profit & loss account, P & L appropriation A/C and balance sheet of the partnership firm.

Topic No. 6: Study of Financial Statement Ratio Analysis 10

- 1) Meaning, Advantages, Necessity, Utility of Ratio Analysis, Vertical forms of profit & loss account & balance sheet. Meaning, Advantages, Necessity, Utility of Revenue statement ratios. Balance sheet ratios & combined ratios.

Topic No. 7: Classification of Expenditure & Receipts 05

- 1) Classification of expenditure & receipts under capital, revenue deferred revenue expenditure, receipts, profits & losses-Meaning of Capital expenditure, receipts, profits, revenue expenditure, receipts, profit deferred revenue expenditure etc.

Practical

Periods

Topic No. 1: Depreciation Accounting 30

- 1) Depreciation Accounting: - Under straight line & written down value method.
(Minimum 10 practical problem on each method)

Topic No. 2: Accounting of Consignment Transactions 40

- 1) Documentation of consignment Dealings: - Preparation of proforma invoice, account sale, payment vouchers for expenses of consigner and consignee, journal vouchers for commission, receipts for advance and final remittance from consignee.
(Minimum 05 practical problems out of which 2 should be based on actual record of various dealers/agencies)

Topic No. 3: Single Entry of Accounting 30

- 1) Minimum 10 practical problems on statement of affairs method.
(Minimum 10 problems should be given for practices.)

Topic No. 4: Accounts of Non-Trading Concerns 40

- 1) Minimum 10 practical problems on preparation of income & expenditure and balance sheet from the given receipts & payment account.
- 2) Minimum 5 practicals on preparing members register, subscription register, dead stock register, notice of governing body & annual general meeting, receipts and payment account of non-trading concerns from the given transactions
(Minimum 1 practical based on actual record)

Topic No. 5: Partnership Account**40**

- 1) Form 'A' registration of partnership firm, Form 'E' change in constitution of partnership firm and preparation of partnership deed from the information given, Retirement and Death of a partner-Accounting Treatment-Dissolution of partnership firm-Meaning and procedure of dissolution, journal entries for dissolution
(Minimum 5 practicals each on retirement, death and dissolution of the firm)

Topic No. 6: Study of Financial Statement [Ratio Analysis]**25**

- 1) Minimum 5 practicals on Profit and Loss and Balance Sheet (simple problems). Minimum 5 practicals on Calculation of Revenue statement ratio, Balance Sheet ratios and Combined Ratios their meaning and interpretation.
- 2) Minimum 5 practicals based on actual annual reports of companies, problems on Revenue statement ratios, Balance sheet ratios and combined ratios with vertical form of Income Statement & Balance Sheet.

Topic No. 7: Tally based Accounting**20**

- 1) Data Entries and preparation of cash book, purchases register, sales register, Returned registers, Journal proper, various Ledger Accounts, Trial Balance, Receipts and payment accounts, Income & Expenditure accounts, Manufacturing, Trading, Profit & Loss accounts and Balance Sheet.
(Minimum 10 practicals of Data Entries of minimum 20 transactions each)

Topic No. 8: Classification of Expenditure & Receipts**15**

- 1) Preparation of separate lists for every class of expenditure.
(5 practicals of at least 50 items each)

Paper III: Advanced Costing and Auditing (Y9)
Theory**Periods****Topic No. 1: Contract Costing****15**

- 1) Introduction to contract costing, meaning of contract costing, Items charged to contract account, concept of profit on incomplete contract, work, certified and uncertified contract WIP (Work in Progress), and Escalation clause. Specimen of contract costing preparation of contract account.

Topic No. 2: Budget and Budgetary Control**15**

- 1) Meaning of budget, need of budget, objectives of budget, Advantages and limitations of budget meaning of budgetary control, objectives of budgetary control, essentials of effective budgeting, types of budgets - sales budget, cash budget, problems

Topic No. 3: Reconciliation of Cost and Financial Accounts **15**

- 1) Meaning, Need of Reconciliation statements. Reasons for disagreement in Profit, Methods of Preparing Reconciliation Statement.

Topic No. 4: Marginal Costing **20**

- 1) Meaning and definition of marginal cost and marginal costing. Uses/Advantages of marginal costing, Limitations of marginal costing, Contribution concepts, profit volume ratio, meaning of Break-Even point, meaning of margin of safety, calculation of p/v ratio, BEP and M/S. Break even chart, meaning of angle of incidence, problems.

Topic No. 5: Standard Costing **20**

- 1) Meaning and definition of standard cost and standard costing, Advantages of standard costing, Limitations of standard costing, concept of variances. Meaning of material cost variance. Material price variance, material usage variance, material mix variance, material yield variance. Calculation of variances by using suitable formula. Meaning and calculation of labour cost variance, labour rate variance, labour efficiency variance, labour mix variance, problems

Topic No. 6: Vouching **15**

- 1) Meaning and definition of vouchers and vouching, objectives of vouching, Essential steps of vouching, study of cash memo, credit memo, receipt, debit note, credit note, bill, invoice, cash expense voucher and pay bill.
- 2) Vouching of cash purchase, sales, capital, revenue expenditures and incomes.

Topic No. 7: Verification and Valuation of Assets and Liabilities **10**

- 1) Meaning and objectives of Verification and valuation of assets and liabilities, Distinction between verification and vouching. Distinction between verification and valuation. Valuation of different Assets and liabilities.

Topic No. 8: Audit Report **10**

- 1) Meaning of audit report, types of audit report, points to be considered while preparing audit report, audit report of co-operative society, joint stock company, sole Trader, Partnership.

Practical

Periods

Topic No. 1: Contract Costing **30**

- 1) Practical problems on preparation of contract account, calculation of profit on incomplete contract and work in progress (WIP)
(Minimum 15 problems)

Topic No. 2: Budgetary Control	30
1) Practical problems on sales budget, cash budget. (Minimum 10 problems)	
Topic No. 3: Reconciliation of Cost and Financial Account	30
1) Practical problems on Reconciliation statement. (Minimum 20 problems)	
Topic No. 4: Marginal Costing	40
1) Practical problems on calculation of contribution p/v ratio (Profit Volume Ratio), BEP, Margin of Safety. preparation of Break Even chart (Minimum 20 problems)	
Topic No. 5: Standard Costing	40
1) Practical problems - Calculation of material cost variance, material price variance, material usage variance, material mix variance and material yield variance. 2) Calculation of labour variances - Labour cost variance, labour rate variances, labour efficiency variances, labour mix variance, labour sub efficiency variance. (Minimum 20 problems)	
Topic No. 6: Vouching	30
Vouching of following items :- Cash sales, Receipt from debtors, Receipt from bills receivables, income from investment, sale of fixed assets, sale of investments, loan taken, bad debt recover, wages, payment to creditors, salaries, travelling and salesman commission, insurance premium, loans granted, Advertisement expenses, Rent paid, Repairs to building, Repairs to machinery, withdrawal from Bank, Petty cash payment, credit purchase, sales, sales on higher purchase, sales return, purchase return.	
Topic No. 7: Verification and Valuation of Assets and Liabilities	20
Verification and valuation of plant & machinery, building, furniture and fixtures, Leasehold property, Goodwill, Tools and equipments, stock, debtors, bills receivables, investments, share capital, loans and advances, creditors.	
Topic No. 8: Audit report	20
Preparation of clean and qualified audit report of sole traders, partnership, co-op societies, joint stock companies. (4 reports of each type)	