

**Revised syllabus for CBCSS- Model 1, 2 and 3 B Com with Computer Application elective-
2016 admissions only
Semester V**

**CBCSS
CORE (OPTIONAL) – 3 COMPUTERISED ACCOUNTING
(60% Theory and 40% Practical)**

Instructional Hours – 90 Credit - 3

Objective:

- *To equip the students to meet the demands of the industry by mastering them with industry sought after computerised accounting packages.*
- *To expose the students to computer applications in the field of accounting.*
- *To develop practical skills in the application of Tally accounting package.*

MODULE – 1 Introduction to computerised accounting: Computerised accounting Vs. Manual accounting- merits of computerised accounting – Tally 9 - Features of Tally – Screen components-Creation of Company- selecting a company – altering/ modifying company creation details – Deleting a company – F 11 Features – F 12 Configuration.
(Theory 2hrs. Practical 2hrs)

MODULE - 2 Accounts and Vouchers –
account groups – pre-defined groups – creating single & multiple groups – creation of primary account groups – creating ledger accounts in single & multiple – displaying, altering and deleting account groups and ledgers – Accounting vouchers- entering transactions in accounting vouchers – bill wise details - altering and deleting a voucher entry – creating new voucher types – modifying an existing voucher – duplicating a voucher – optional vouchers – post-dated vouchers – reverse journal – bank reconciliation statement - creating budget - generating reports - configuring reports- balance sheet – profit and loss account – trial balance – day books – account books – statement of accounts – ratio analysis - cash flow - fund flow – list of accounts – exception reports.
(Theory 8 hrs. Practical 12 hrs.)

MODULE - 3 Accounts with inventory – enabling F 11 and F 12 - stock category – stock group – single/multiple creation of stock category and stock group – creation of units of measurement – creating single/multiple stock items – creating godowns - displaying, altering and deleting stock groups, units, items and godowns – cost categories- cost centres – creating cost categories and cost centres - displaying, altering and deleting cost categories and cost centres – purchase / sales orders - Inventory vouchers - using inventory vouchers – using accounting vouchers with inventory details (invoice mode) - Tally Security - Tally vault – Tally audit – advanced security control – back-up and restore – inventory reports - stock summary - inventory books – statement of inventory.
(Theory 8 hrs. Practical 15 hrs.)

MODULE - 4 Accounting with Tax – F 11 & F 12 settings for taxation – TDS - ledgers related to TDS – creating TDS voucher types - TDS reports – TCS –GST – GST terminologies Types of GST – computing GST – ledgers and vouchers pertaining to GST – Ledger Creation - Creation of CGST, Input SGST & Input IGST ledger in Tally- GST reports – GST forms.

(Theory 5 hrs. Practical 15)

MODULE - 5 Payroll: Enabling payroll – creating pay heads – single/multiple creation of employee groups - single/multiple creation of employee head – salary details – configuration of salary details – creating units of work – managing and creating attendance / production types – F 12 payroll configuration – payroll vouchers – creating payroll voucher types - displaying, altering and deleting payroll documents – payroll reports (full) – configuring all payroll reports – statutory deductions – PF – employers contribution to PF – PF ledger heads – PF related heads in pay structure – gratuity calculation, creation and accounting - generating a sample pay slip – employee loan & salary advance management.

(Theory 8 hrs. Practical 15 hrs.)

Practical Training:

Prepare final accounts of a Company in Tally with Inventory

SUGGESTED READINGS

- Tally for Every one - Roopa, Atc Publishing Chennai.
- Implementing Tally 9 A Comprehensive Guide to Tally 9 A.K. Nadhani & K.K. Nadhani - BPB Publications
- Tally Manual Tally Academy

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CBCSS B Com Model II B.Com Finance and Taxation and Model 3 Taxation streams

Semester V Complementary course I

Customs Law and Foreign Trade Management

Credit 4.

Instructional Hours 90

The objective of this course is to acquaint the students with the basics of customs law , familiarise the procedures and key terms in foreign trade and foreign exchange markets.

1. Customs Law in India - Basic Concepts and definitions - Territorial Waters - High Seas - Types of Custom Duties - Duties subsumed in GST - Taxable event for customs duty - classification of goods - valuation – various rules regarding Valuation.
(Instructional hours 15)
2. International Trade Procedures - Trade Contract - Documentation - Commercial Documents – Transport Documents – Financial Documents – Government Documents –Declarations – Export Certification – Certification of Origin - UCPDC - Processing of Export Order - Terms of Payment - Insurance - Shipment - Customs Clearance - Export Processing Zones, Export Oriented Units – Import procedures - Bill of entry-transit and transshipment.
(Instructional hours 24)
3. Provisions regarding warehousing- types of warehouses- warehousing bonds- warehousing period-clearance for home consumption-rules and provisions regarding baggage
(Instructional hours 12)
4. Foreign Exchange Markets - Exchange Rate Systems - Fixed - Floating - Exchange Rate Quotations - Exchange Rate Risks - Special Drawing Rights - Currency Convertibility - Methods of Financing of International Trade – IMF – IBRD
(Instructional hours – 26)
5. Foreign Trade disputes and settlement - International Business Ethics - Foreign trade Promotion – Assistances in India
(Instructional hours 13)

Suggested readings :

1. Bare Acts of Customs, FEMA
2. Subba Rao, P. (2012), International Business- Text and Cases, Himalaya Publishing Co
3. Cherunilam, Francis (2010), International Business- Text and Cases, PHI Learning.
4. Bhalla, V.K (2013), International Business, S. Chand & Company Pvt. Ltd.
5. Varma, Sumati (2012), International Business, Pearson Education India Ltd.
6. Aswathappa, K. (2007), International Business, Tata McGraw- Hill Ltd.
7. Payment Systems in India: Reserve Bank of India in 2012.
8. Trade Finance Guide published by US Department of Commerce in 2007.
9. FDI Policy of India, Ministry of Commerce, Government of India.
10. Paul, Justin, International Marketing- Text and Cases, Tata McGraw Hill Education,
11. Indirect Taxes- K. Vaitheeswaran- Snow White publications
12. Indirect Taxes- V S Datey- Taxman Publications