

THE AUDITORS ASSOCIATION OF SOUTHERN INDIA

SYLABUS FOR PROFESSIONAL ACCOUNTANTS COURSE

**(C.COMM)**

Auditors Association, a premier Institution formed by doyens of the CA profession during the year 1940 was formed for the purpose of spreading commerce education in the South. It has formed an academy called Auditors Commerce academy.

It is located in the heart of the city of Coimbatore at D.B.Road, R.S.Puram and has all the facilities required for the students. The rich experience of the faculty team will help the students gain practical exposure with matching theoretical knowledge.

This is the first time our association as decided to organize such a program in order to help students take jobs as Accountants. This course is job oriented and all efforts will be taken to provide placements, but the same is not guaranteed. The classes will be handled by experienced faculty members comprising of professional Chartered Accountants and other expert faculty.

## **Detailed Syllabus and Course Content.**

Elements of accounting and computerised accounts

Elements of spoken english & business communication

commercial laws and regulations

Direct and indirect taxes  $12+12+12+ 4 = 40$  hrs

Labour laws – 12 hrs

Personality development – 8 hrs

### **1. Elements of Accounting and Computerised Accounts** **30+60 hrs**

EXTENT OF COVERAGE:

To provide basic knowledge of Practical Accounting in order to be able to write and maintain books of accounts for various organizations and other business entities.

#### **CONTENTS:**

- NEED FOR ACCOUNTING - DEFINITION & FUNCTION OF ACCOUNTING - BOOK KEEPING – ROLE OF ACCOUNTANT - BASIC BOOKS OF ACCOUNTS – ACCOUNTING PRINCIPLES AND FUNDAMENTAL ACCOUNTING ASSUMPTIONS - 3hrs
- PRIMARY AND SUBSIDIARY BOOKS – JOURNAL - CASH BOOK- PURCHASE REGISTER/JOURNAL - SALES REGISTER/ JOURNAL – LEDGER POSTING- RULES REGARDING DEBIT AND CREDIT - POSTING 6 hrs
- TRIAL BALANCES - LEDGER SCRUTINY - BALANCE SHEET - PROFIT AND LOSS ACCOUNT- INCOME AND EXPENDITURE ACCOUNT - 6 HRS
- DEPRECIATION - DEBIT NOTES, CREDIT NOTES - 1 HR
- BANK RECONCILIATION STATEMENT – RULES - INTEREST CALCULATIONS – 2 HRS
- RECTIFICATION OF ERRORS, - 2 HRS
- FUNDAMENTALS OF SOLE TRADER ACCOUNTS, PARTNERSHIP ACCOUNTS, COMPANY ACCOUNTS – 7 HRS

TOTAL - 30 HRS

COMPUTERISED ACCOUNTS: - 10 days TOTAL – 60 HRS

- ADVANTAGES, DISADVANTAGES
- MANUAL AND COMPUTERISED – DIFFERENCES

TALLY AS AN ACCOUNTING TOOL –

- BASICS OF TALLY – TALLY A MORE USER FRIENDLY SOFTWARE - NO CODING – MIRRORING OF ACCOUNTING TRANSACTIONS- DATA ENTRY – CREATING LEDGER ACCOUNTS – JOURNALISING TRANSACTIONS - POSTING AN EXPENSE VOUCHER - POSTING AN INCOME VOUCHER - CREATING HEADERS – CREATING INVOICES – MAINTAINING INVENTORY – SYSTEM OF CONTRA ENTRIES – TRIAL BALANCE – VIEWING ACCOUNTS - PROFIT AND LOSS ACCOUNTS – BALANCE SHEETS - SOME RULES FOR ENTERING TRANSACTIONS
- COST CENTRES – RATIOS AND ANALYSIS - CALCULATORS IN TALLY – TYPES OF REPORTS - PRINTING OF REPORTS - EXPORT TO EXCEL PROGRAM - IMPORT FROM EXCEL – USE OF GRAPHS FOR BETTER REPORTING - COMPARISON YEAR TO DATE DATA
- USE OF EXCEL SPREADSHEETS IN PRESENTING ACCOUNTS SUMMARY, PROFIT AND LOSS ACCOUNT AND BALANCE SHEET

## **2. ELEMENTS OF SPOKEN ENGLISH & BUSINESS COMMUNICATION - 20 hrs**

EXTENT OF COVERAGE:

TO PROVIDE A HANDS ON TRAINING FOR SPOKEN ENGLISH AND SIMPLE WRITTEN COMMUNICATION. THE STUDENTS WILL ALSO BE TRAINED TO DEVELOP EXPERTISE ON SIMPLE BUSINESS COMMUNICATION AS WELL AS USE COMPUTERS FOR PRESENTING SIMPLE REPORTS.

CONTENTS:

- ENGLISH AS A MEANS OF COMMUNICATION
- BASIC RULES – SIMPLE SENTENCES TO MEET BASIC NEEDS
- BASICS OF GRAMMAR
- USE OF MOST COMMON WORDS IN DAILY LIFE
- IMPROVING FLUENCY IN ENGLISH LANGUAGE
- ONE TO ONE SPEECH & GROUP SPEECH- HOW TO START AND END  
SMALL TALK – SOME DO'S AND DON'T'S
- BUSINESS COMMUNICATION:
- TYPES OF COMMUNICATION- WRITTEN- ORAL- GESTURES
- PLANNING A LETTER- STARTING- MIDDLE- ENDING
- DIFFERENT CLOSURES

- SETTING OBJECTS- DEVELOPING MATTER AND ENDING WITH A CONCLUSION
- DIFFERENT TYPES OF LETTERS- COMPLAINT- SALES-MARKETING- MEETING CUSTOMER COMPLAINT-MAKING AN ENQUIRY- PREPARING A RESUME-
- TYPES OF LETTERS- PERSONAL, OFFICIAL, DEMI OFFICIAL
- USE OF COMPUTERS IN COMMUNICATION - TOOLS LIKE MS office and POWER POINT

### **3. COMMERCIAL LAWS AND REGULATIONS – 20 hrs**

#### EXTENT OF COVERAGE:

To provide basic knowledge of Law to be able to apply the rules and regulations of law in various organizations.

- ESSENTIAL OF VALID CONTRACT – FUNDAMENTALS OF SALE OF GOODS ACT
- TYPES OF ORGANISATIONS- DIFFERENCE BETWEEN SOLE PROPRIETORSHIP ORGANISATION, PARTNERSHIP AND COMPANY FORMS
- PROCEDURES FOR FORMATION
- ADVANTAGES AND DISADVANTAGES IN EACH ELEMENTS OF BUSINESS ENTITIES

#### **COMPANY LAW**

- MEMORANDUM AND ARTICLES OF ASSOCIATION
- REGISTRATION OF CHARGES - FORMS 8 AND 13, FORM 1 , ANNUAL RETURN, RETURN ON DEPOSITS- RETURN OF ALLOTMENT- SHARES – ISSUE AND PROCEDURES

#### **PARTNERSHIP**

- PARTNERSHIP FORMATION- UNDER PARTNERSHIP ACT –
- FORMS PRESCRIBED- PARTNERSHIP DEED –
- SOME IMPORTANT INCOME TAX REQUIREMENTS RELATING TO PARTNERSHIP - CODICIL-
- INDUCTION OF A PARTNER AND RETIREMENT AND DEATH OF A PARTNER.- CONVERSION OF PARTNERSHIP INTO A COMPANY
- BASICS OF BANKING LAWS AND REGULATIONS,
- CONCEPT OF WORKING CAPITAL FUND AND TERM FUNDS
- CONCEPT OF LC , BILLS AND NEGOTIABLE INSTRUMENTS

#### **4. DIRECT AND INDIRECT TAXES 12+12+12+ 4 = 40 hrs**

##### EXTENT OF COVERAGE:

To provide basic knowledge of Direct Taxes and Indirect Taxes for running of the companies and firms so that they may contribute effectively in the running of the organization.

BASICS OF INCOME TAX, SALES TAX, CENTRAL EXCISE AND CUSTOMS ACT

##### **CONTENTS OF INCOME TAX ACT**

- HEADS OF INCOME – SALARY, PROFIT & GAINS OF BUSINESS AND PROFESSION, HOUSE PROPERTY INCOME – SIMPLE PROVISIONS IN THESE AREAS
- PROCEDURE FOR REGISTRATION – PAN, E-FILING OF TDS, E-FILING OF TCS
- PROVISIONS - ADVANCE TAX, SELF ASSESSMENT
- COMPUTATION OF TOTAL INCOME STATEMENT
- PERIOD FOR FILING RETURNS
- MAINTENANCE OF BOOKS OF ACCOUNTS

### **CONTENTS OF SALES TAX ACT**

- BASIC PROVISIONS OF SALES TAX
- PROCEDURE FOR REGISTRATION
- FILING OF MONTHLY/QUARTERLY RETURN AND ANNUAL RETURN
- FILING OF FORMS
- CONCEPT OF SALE, TURNOVER, CONSIGNMENT, BRANCH TRANSFERS
- BASIC BOOKS OF ACCOUNTS TO BE MAINTAINED

### **CONTENTS OF CENTRAL EXCISE**

- BASIC PROVISIONS OF CENTRAL EXCISE
- PROCEDURE FOR REGISTRATION
- HSN CONCEPT
- SELF REMOVAL PROCEDURE ASSESSMENT
- REGISTERS TO BE MAINTAINED
- FILING OF RETURNS – MONTHLY, ANNUALLY
- TARIFF UNDER CENTRAL EXCISE
- CENVAT RULES AND TAKING OF CREDIT
- TRANSFER OF GOODS FROM ONE PLACE TO ANOTHER
- TRANSACTION VALUE CONCEPT

### **CONTENTS OF CUSTOMS ACT**

- BASIC PROVISIONS OF CUSTOMS
- FILING OF RETURNS AND BOOKS MAINTENANCE
- OBTAINING RBI CODE

- IMPORTING OF GOODS -DOCUMENTATION
- EXPORTING OF GOODS - DOCUMENTATION
- SERVICE TAX RULES AND PROCEDURES

#### **4. LABOUR LAWS – 12 hrs**

EXTENT OF COVERAGE:

To provide basic knowledge of Direct Taxes and Indirect Taxes for running of the companies and firms so that they may contribute effectively in the running of the organization.

- BASICS OF PROVIDENT FUND ACT, 1852
- BASICS OF FACTORIES ACT
- BASICS OF EMPLOYEES STATE INSURANCE ACT
- BASICS OF SHOPS AND ESTABLISHMENT ACT

#### **5.PERSONALITY DEVELOPMENT – 8 hrs**

- INTERVIEW TECHNIQUES
- GROUP DISCUSSION

#### **BUDGETED HRS**

S.No	Particulars	Hrs	Days
1	ACCOUNTS	90	25
2	BUSINESS COMMUNICATION	20	20
3	COMMERCIAL LAW AND REGULATION	10	10
4	INCOME TAX	20	10
5	SALES TAX	10	5
6	CENTRAL EXCISE	10	5
7	CUSTOMS	6	3
8	LABOUR LAWS	10	5
9	PERSONALITY DEVELOPMENT	8	1
	<b>TOTAL</b>	<b>184</b>	<b>84</b>