



Course Structure & Syllabus For

Dual certification

NEW SYLLABUS

BBA with CA plus

Bachelors of Business Studies (BBA)

Semester – I

SUBJECT	CREDITS
Principal of Management	4
Marketing Management	4
Managerial Economics	4
Introduction to Computers	4
Communication Skills	4
TOTAL CREDITS	20

Semester – II

SUBJECT	CREDITS
Organization Behaviour	4
Business Communication	4
Business Law	4
Production & Operations Management	4
Financial Accounting	4
TOTAL CREDITS	20

Semester – III

SUBJECT	CREDITS
Mathematics for Business & Economics	4
Logistics Management	4
Human Resource Management	4





Introduction to Internet	4
Entrepreneurship & Small Business Management	4

TOTAL CREDITS **20**

Semester - IV

SUBJECT	CREDITS
Advertising Fundamental	4
Business Policy	4
Financial Reporting	4
E-Commerce	4
Project Management	4

TOTAL CREDITS **20**

Semester - V

SUBJECT	CREDITS
Corporate Legal Framework	4
Security Analysis & Portfolio Mgmt.	4
Advertising & Sale Promotion	4
Training & Development	4
Business Environment	4

TOTAL CREDITS **20**

Semester - VI

CODE SUBJECT	CREDITS
Management Information System	4
Quality Management	4
Management of Financial Institutions	4
Consumer Behavior	4
Project Report	4
TOTAL CREDITS	20





NEW SYLLABUS

CA plus

Corporate Accountancy plus

Revised 2012-2014





➔ Semester-I 690Hrs is designed for the novice entries into the world of Accounting Corporate Accountancy. The curriculum in this semester is tailored to gear up students to develop the basic knowledge of computer

Learning fundamental of computer will augment the students' comprehension about the fundamentals of computer and the skill set pertaining to assembling and troubleshooting a computer system. Learning about the operating systems in fundamental of computer, the students will step further to discover the latest revolution of Microsoft, the Windows 7 OS. This is one of the latest and most popular client operating systems that is currently phenomenal in the job market.

MS Office 2007 is the next essential course which would enhance the students' acquaintance on the most popular applications used regularly such as Word like Letter writing, formatting etc. in word., Excel Data management & MIS preparation in excel, Power point presentation designing & techniques, OutlookFair knowledge of e-mail writing. Will be given and Access. All the corporate house works with excel student will maintain thecomplete account trough excel of corporate. Since Main Concept of Accounting is one of the most popular sentences known in the world of accounting, the students will be introduced to the basics of accounting systems.with depth working knowledge of Business Accounting It becomes important to understand how to prepare bill, cash book trail balance,Journal voucher and purchase/sale entry will be able to make a planning for tax&Documentation for accounting transactionsas well BRS preparation Final Accounts and will be able to have Preparation for Profit & Loss A/c and, Balance Sheet

use the special features of accounting package.

Computerized Accounting by using International acceptance widely used software Tally ERP 9.Enable a student to work on any other accounting PackageOrganizations are growing smarter with potential growth in the Accounting industry. Accounting of Service Tax, VAT & with Fair working knowledge of PF & ESI deduction, documentation and e-filing TDSAlong with quality work they emphasis on public relations which becomes the essence of the business. In order to fulfill both, the students must acquire Accounting skills as well as the communication and personality development skills which is learnt by students in this semester.

This semester leads to certifications like

★ Microsoft Certified Application Specialist on Microsoft Office 2007	100Hrs
★ A+ IT technician	40HRs
★ Network +	140HRs
★ MCTS: Windows 7 Configuration	60HRs
★ Main concept of Accounting& Business Accounting	100Hrs
★ Financial Accounting	100Hrs
★ Advance communication	160Hrs

Job Profiles

Once the students complete this semester they'll be exposed to various job profiles like;

- ★ Application Specialist on Microsoft Office 2007
- ★ Account Executive
- ★ Back office executive
- ★ Data entry operator

Module-1 Microsoft certified Application Specialist on Microsoft Office 2007

- Word 2007 Basics
- Editing and Proofreading a Document
- Bulleting and Numbering
- Working with Tables
- Word Styles
- Word Art, Clip Art
- Mail Merger
- Excel 2007 Basics





- Printing in Excel
- Charting
- Creating Tables
- Excel Workbook
- Special Features
- PowerPoint 2007 Basics
- Charts and Objects
- Customizing PowerPoint
- Online Presentation
- Access 2007 Basics
- Forms
- Sorting Records
- Filters
- Information Accuracy
- Outlook 2007 Basics
- Electronic Mails
- Inbox Management
- Calendar
- Events and Meetings

Module-2 A+

- Computer Components Identification
- Assemble and Disassemble Computer Components
- Components in Portable Computers
- Devices Installation and Configuration
- Characteristics of Cabling and their Connectors
- Common IDE, SCSI and Peripheral Devices
- Optimize PC Operations Optimization
- Determine the Issues that must be Considered when upgrading a PC
- Popular CPU Chips
- Types of Memory (RAM)
- Types of Motherboards and their Components
- Printer Technologies, Interfaces and Options/Upgrades
- Troubleshoot Common Printer Problems
- Operating System Fundamentals OS Installation
- Common Error Codes Interpretation
- Networking Capabilities of Windows
- Basic Internet Protocols and Terminologies
- Procedures for Establishing Internet Connectivity

Module-3 Network +

- Logical or Physical Network Topologies
- Networking Standards
- Characteristics of Different Types of Cables
- Different media Connectors and Describe their uses
- Purposes, Features and Functions of Network Components
- General Characteristics of the Different wireless technologies
- Different Network Protocols
- Classful IP and Their Subnet Masks
- Subnetting
- Private and Public network addressing schemes





- WAN Technologies
- Security protocols and authentication protocols
- Basic capabilities different server operating systems
- Benefits and characteristics of using a firewall and proxy service
- Main characteristics and purpose of extranets and intranets
- Antivirus software
- Fault Tolerance
- Network Utility to Troubleshoot Networks
- Impact of modifying, adding or removing network services
- Network Troubleshooting with Physical Topology

Module-4 Installing and Configuring Windows 7 (MCTS)

- Installing Windows 7
- Preparing the Windows 7 Installation Source
- User and Group Management
- Password Reset Disk
- Parental Control
- Upgrading to Windows 7
- User Profiles Management
- System Images Capturing
- Virtual Hard Disk Files
- Application Compatibility
- Introducing Windows 7
- Windows Aero and Mouse operations
- Switching Users
- Disks and Device Drivers
- Network Settings
- IPv4/IPv6 Configuration
- Network Configuration
- Folder and File Access
- Branch Cache
- Printers in Windows 7
- Windows 7 Desktops Security
- Windows 7 Client Computers
- Mobile Computing and Remote Access in Windows 7

Module-5 Main Concept of Accounting & Business Accounting

- Fundamental of accounting for commerce & Non-commerce student.
- Practical Accounting Documents (Bill, Register, Cash book etc.)
- Preparation of Journal, Ledger, Trial balance & Final Account.
- Reserves and provision, Error rectifications.
- Capital & Revenue.
- Profit Analysis with a Tax Planning.
- Principles of Accounting.
- Journal Entries & Books of Accounts
- Depreciation & Stock Valuation
- Accounts Documents and BRS





- Final Accounts
- E-Transactions & Misc. Banking Operations
- Real Life Projects on Business Accounting

Module-6 Financial Accounting

Computerized Accounting by using International acceptance widely used software Tally ERP 9.
(Enable a student to work on any other accounting Package)

Tally ERP & PF/ESI Part 1 - Tally ERP

- Creation, Modification & Deletion - Company, Group & Ledger
- Security Control, Back-up & Restore process
- Accounting Voucher & Inventory Entries
- VAT & CST -Accounting Entry in Tally ERP
- Service Tax - Accounting Entry in Tally ERP
- TDS - Accounting Entry in Tally ERP
- Cost Centre - Creation and Allocation
- Company Merging & Splitting
- Reports in Tally ERP &Year-end Process

Part 2 - PF/ESI

- Concept & Provisions of PF & ESI
- Documentation and e-filing of PF & ESI
- Payroll processing through Tally Payroll
- Real Life Projects on PF & ESI

Module-7 Communication Skills and Personality Development

- Importance of Effective Communication
- Types of Communication
- Scope of Written Communication
- Types of Writing
- Effective Writing
- Reading Skills
- Listening
- Improving one's Vocabulary
- Root words
- Usage of words with similar meaning
- Homophones, Synonyms & Antonyms
- Personality, its types
- Significance of Personality-An organizational perspective
- Public Speaking - As part of personality development
- Group Discussion - A practice of corporate personality development Interviews
- Presentation Skills - The root of Personality Development
- Acting your speech (intonation)- Effective public speaking tips
- Public Presentation
- Nature and scope of a group discussion

➔ Semester-II 752Hrs





With an ample essence of basics, the students are set to learn the advanced topics in semester II. After completion of this semester a candidate will have skill sets for Fair working knowledge of Reconciliation of Income Tax with virus heads of income. Debtor/Creditors ,Branch/Head Office and also will have fair knowledge on Ledger Scrutiny, Online Finalisation& Profit Screening

Then after will have Fair working knowledge of Company Final Accounts in Schedule VI. Where student will go in depth with Fair knowledge on applications of advance tools of Excel, MIS report preparation, Power point as well presentation Fair knowledge of Cost Computation, Budgeting and Audit Process Concept and process of share trading. The student will have a real knowledge on VAT Perfect knowledge of Sales Tax/Vat, with a great emphasis on filling Income Tax Returns etc, with Excise and service tax where Information relating to Excise & Service Tax, Including the preparation of returns etc. And finally student will learn a Skills in Business and Banking Correspondence

To further enhance the personality traits of the students, they are exposed to Personality Development and Communications skills training at advanced levels. Effective communication, public speaking, leadership qualities, time management and interview skills are the few essential topics are covered in this semester.

This semester leads to certifications like:

★ Income Tax	40Hrs
★ Accounts Reconciliation & Ledger Scrutiny)	120Hrs
★ Accounts Finalisation	60Hrs
★ Company Final Accounts	46hrs
★ Advance Excel	42Hrs
★ Advance Power Point	24Hrs
★ Cost Management, Auditing	40Hrs
★ Share Market Trading	100Hrs
★ VAT	100Hrs
★ Excise & Service Tax	60Hrs
★ Personality Development	120Hrs

Job Profiles

Once the students complete this semester they'll be exposed to various job profiles like;

- ★ Accounts Manager
- ★ Secretary
- ★ Audit Assistant
- ★ Finance Executive

★ Module-8 Income Tax

Perfect knowledge of Taxation, includes computation of total income with the help of world class software.

- Basics of Income Tax.
- Computation of Total Income, Deduction U/S 80
- Various Heads of Income
- TDS, TCS, FBT, BCTT.
- Advance Tax, Assessments.
- CompuTax&CopuTds software for Tax computation & e-filling of returns.
- Manual Return preparation & filling of Forms, Challans etc.
- Concept & Provisions of Income Tax
- Preparation of Income Tax Return
- Project on e-payment





- Project on e-filing
- Project on Tax Plannin
- ★ **Module-9**
- ★ **Part 1 - Accounts Reconciliation & Ledger Scrutiny**
- Projects on Reconciliation of Debtors/Creditors
- Projects on Branch Reconciliation
- Projects on Ledger Scrutiny
- Projects on Profit Screening

Part 2 - Accounts Finalisation

- Concept of Indent, Invoice and Debit/Credit Note
- Adjustments of Outstanding and Accruals
- Adjustments of Purchase & Sale
- Provisions & Adjustments for Depreciation, Bad Debts etc.
- Online Finalisation
- Real Life Projects of Accounts Finalisation

Part 3 - Company Final Accounts

- Calculation of Depreciation and Accounting treatment
- Company Final Accounts as per Schedule VI

Module-10- Advance Excel & Power Point

Part 1 - Advance Excel

- Solver, Protection, Freeze Panes
- Application of Auto/Advance Filter, Sorting and Sub-total
- Math, Statistical, Logical and Financial Functions
- Application of V/H Look-up and Validation
- Auditing, Consolidate, Goal Seek, Scenario, Templates and Macros
- Pivot Table & Charts
- Project on Preparation of MIS report

Part 2 - Advance Power Point

- Building of a Presentation
- Adding Slides
- Fonts, Styles, Effects, Alignment, Text direction
- Hyperlink
- Background Themes and Styles
- Tables, Charts, Graphs & Smart Art
- Project on preparation of Power Point for Presentation

Module-11- Cost Management, Auditing and Share Market Trading

Part 1 - Cost Management, Auditing

- Cost Computation - Material, Labour and Overhead
- Project on Cost Sheet Preparation
- Audit Process and Plan
- Real Life Projects on Audit

Part 2 - Share Market Trading





- Concept of Share, Stock Exchange, Clearing & Settlement
- Share Trading on live market - Purchase/Sale Order & Trading
- Future & Option - Concept and Trading process

★ **Module-12 VAT**

- Perfect knowledge of Sales Tax/Vat, with a great emphasis on filling Income Tax Returns etc.
- Applicability
- Registration Procedure
- Vat Computation
- Return filling
- Assessment
- Manually filling of forms, Challans etc.
- Computerised preparation of Vat Returns.
- Vat accounting.
- Concept & Provisions of VAT
- Project on Preparation of VAT
- Project on e-payment and e-filing of VAT

★ **Module-13 Excise & Service Tax**

Part 1 Information relating to Excise & Service Tax, Including the preparation of returns etc.

- Applicability, Registration, Returns etc.
- Preparation of Excise Returns of Manufacturers & Traders.
- Manual Filling of Excise & Service Tax forms, challans return etc.
- Concept & Provisions of Central Excise
- Documentation and Forms of Central Excise
- Project on preparation of Central Excise return
- Project on e-payment and e-filing of Central Excise

Part 2 Service Tax

- Applicability, chargeable services, Registration, Returns.
- Concept of Input Tax credit.
- Concept & Provisions of Service Tax
- Project on Preparation of Service Tax Return
- Project on e-payment and e-filing of Service Tax

★ **Module-14 Communication Skills and Personality Development**

- Scope of verbal Communication
- Formal Communication
- Informal Communication
- Phonetics
- Pronunciation
- Listening
- Accent and Neutral Accent
- Reading a formal Text
- Pace of Communication
- Dictionaries





- Interviews and its types
- Skills required for facing an interview
- Effective Presentation Skills
- Significance of Leadership
- Factors of Leadership
- Qualities of a good leader
- Interviewer and Interviewee - Roles and Responsibilities

▶ Semester-III 504Hrs After Successful completion of semester II going forward in 3rd semester with semi Knowledge of Accounting World Student will be able to learn TDS With the Concept and provisions of TDS then after going Ahead in the same will learn about Enterprise Resource planning (ERP) with International Financial Reporting Standard (IFRS)

The students are set to learn the more advanced topics in semester III. After completion of this semester a candidate will have skill sets for Fair working knowledge of Reconciliation of eXtensible Business Reporting Language (XBRL), Statutory Deduction & Payroll , Cost Accountancy & Audit and in last of this semester Financial Analysis

Finally this semester will also teach how to face the interview how you have to present in front of your interviewer how your curriculum should represent you

This semester leads to certifications like:

★ TDS	44Hrs
★ Enterprise Resource Planning (ERP)	40Hrs
★ International Financial Reporting Standard (IFRS)	40Hrs
★ eXtensible Business Reporting Language (XBRL)	60Hrs
★ Statutory Deduction & Payroll	60Hrs
★ Cost Accountancy & Audit	100Hrs
★ Financial Analysis	40Hrs
★ Interview Skill	60Hrs

Job Profiles

Once the students complete this semester they'll be exposed to various job profiles like;

- ★ Logistics Manager
- ★ Back Office Manager
- ★ Commercial Manager
- ★ Finance Manager

Module-15- TDS

- Concept and provisions of TDS
- Project on Preparation of TDS return
- Project on e-payment and e-filing of TDS

Module-16- Advance Technical Tools - 24 Hrs.

Part 1 - ERP (Enterprise Resource Planning)

- Concept of ERP
- Application of ERP in Accounting

Part 2 - IFRS (International Financial Reporting Standard)

- Concept of IFRS
- Application of IFRS in Indian Accounting





Part 3 - XBRL (eXtensible Business Reporting Language)

Concept of XBRL

Taxonomy and Tagging concept

Process of Preparation of Instant Documents

★ Module-17 Statutory Deduction & Payroll

- Provident Fund
- ESI
- Professional Tax
- Salary & Wages Computation Using Payroll Module.

★ Module-18 Cost Accountancy & Audit

- Cost Accountancy
- Cost Sheet.
- Labor Costing
- Material Costing
- Overhead Costing
- Marginal Costing
- Audit
- Type of Audit
- Vouchering & Verification
- Tax Audit.

★ Module-19 Financial Analysis

- Fundamental and Technical
- Analysis overview
- Ratio Analysis
- Index Analysis
- Common Size Analysis
- Interpretation of Financial
- Statement using Ratio Analysis

★ Module-20 Advance Communication , Personality & Interview Skill

- Grammar, Pronunciations, General knowledge
- Debates, Communication skill
- Group discussion, Voice clarity
- Vocabulary generation
- Accent neutralization
- Body language, texture
- Dressing style
- Aptitude & awareness
- Sitting style, Positive behavior
- Good manners
- Skills to face an interview
- Boosting self confidence
- Enhancing personal skill
- Corporate manner





- Time management
- Group discussion
- Mock interview
- Making curriculum vitae

➔ Semester-IV 516Hrs

As this Semester is last semester of the course which will Impart the realistic knowledge of Corporate Accountancy plus After Successful completion of semester student will have a knowledge on international trading, insurance and mutual fund, banking and finance and this semester will have complete Knowledge of Accounting World Student will be able to learn for Investment and capital market operation of corporate community In the last of the semester student has to understand company law and capital market the also will be able to know about how the legal documentation should be done

this semester will provide the knowledge how to represent in corporate community, how your business written communication should be, what kind of mail & SMS you should send, in the corporate How should you communicate in the team, over the telephone and face to face, and how your working etiquette should be.

This semester leads to certifications like:

- | | |
|--|--------|
| ★ International Trade | 60Hrs |
| ★ Insurance & Mutual Fund | 60Hrs |
| ★ Banking and Finance | 66Hrs |
| ★ Investment and capital market operation | 150Hrs |
| ★ Company Law & Capital Market & Legal Documentation | 120Hrs |
| ★ Soft Skill Development | 60Hrs |

Job Profiles

Once the students complete this semester they'll be exposed to various job profiles like;

- ★ Banking Adviser
- ★ Insurance manager
- ★ International trader Executive
- ★ Audit Manager
- ★ Bank Cashier
- ★ Legal Assistance

★ Module-21 International Trade

Perfect Knowledge of Import, Export & Documentation by using Industry & Company relevant software.

- Full Concept & Procedures related to Import & Export.
- Documentation of Import, Export.
- World Class Software "NIRYAT" for Documentation.

★ Module-22 Insurance & Mutual Fund

- Available Investment option with Merits & Demerits.
- DEMAT Account opening & Its Working
- Life Insurance Fundamentals.
- General Insurance Fundamentals





★ **Module- 23 Banking and Finance**

1. Banking
2. Banking system in India
3. Various Banking Institutions
4. Interest calculation
5. E Banking - Debit card, Credit card & phones banking
6. Finance
6. Overdraft
7. Cash credit
8. Term loan
9. Housing loan
10. Project work

★ **Module-24 Company Law & Capital Market & Legal Documentation**

Perfect knowledge of company Law (ROC) matters, Preparation of Returns & documentation.

- Statutory Provision and Company Law, Company Incorporation Formalities.
- Concept of Capital Market, Annual General meeting, Board of Directors, Resolution, Articles & Memorandum of association etc.
- Manual as well as computerized preparation of Forms & Returns using MCA-21.
- Basic of legal Documentation, including drafting of deeds, agreements etc.

★ **Module-25 Investment and capital market operation**

Investment, Equity share, Debit instrument, Derivatives, Mutual funds, Capital market, Primary market, Secondary market, BSE & NSE Trading, Depository and dematerialization, Buy back of share
Stock split
3. Portfolio management with E share software
4. Project4

★ **Module-26 Soft Skills Development**

- Transition from College to Corporate
- Business Written Communication
- Email etiquette
- SMS etiquette
- Business Spoken Communication
- Telephone etiquette
- Net and web meetings etiquette
- Working in Teams
- Attitude At Work
- Work Ethics

