

**DEPARTMENT OF  
EMPLOYMENT AND TRAINING**



**SYLLABUS FOR  
INDUSTRIAL SCHOOL**

**TRADE**

**BUSINESS MANAGEMENT**

SYLLABUS FOR  
**BUSINESS MANAGEMENT**



**UNDER CODE OF  
REGULATIONS FOR INDUSTRIAL SCHOOLS**

**As Approved by  
DEPARTMENT OF EMPLOYMENT  
AND TRAINING,  
CHEPAUK, CHENNAI - 600 005.**

..... 2005

5

LIST OF COMMITTEE MEMBER FOR THE  
TRADE OF

**BUSINESS MANAGEMENT**

**MEMBERS AND EXPERTS**

1. Thiru. S. Subbiah, M.E.,  
RJD Coimbatore Region
  2. Thiru. S. Alagiri Samy, B.E.,  
Assistant Director, RI Centre, Coimbatore - 29.
  3. Tmt. A. Amutharani, D.E.C.E., B.C.A.  
Principal/Correspondent.  
Electron Institute of Management Studies  
Industrial School,  
Coimbatore.
  4. Miss. N. Savina Devi, B.Com.,  
Staff-In-Charge.  
Electron Institute of Management Studies  
Industrial School, Coimbatore.
- 2

**COURSE DETAILS**

**Name of Trade** : **BUSINESS MANAGEMENT**

**Qualification** : **10<sup>TH</sup> PASS**

**Age** : **14-40 Years**

**Duration** : **1Year**

**Number of Trainees** : **20**

**Number of Practical hours** : **32 hrs. per week**

**Number of Theory Hours** : **12 hrs. per week**

**Space Required**

**Workshop** : **300 sq. feet**

**ClassRoom** : **200 sq. feet**

**Power Required in KW** : **3 k.w.**

THEORY

SYLLABUS COVERED DURING THE 1<sup>ST</sup> MONTH

I. GENERAL ENGLISH

English Grammar

- ✧ Parts of Speech
- ✧ Phrases
- ✧ Clauses
- ✧ Sentences
- ✧ Syntax
- ✧ Spelling
- ✧ Tests in the above Topics



II. BUSINESS MANAGEMENT

Business Administration

- ✧ Nature & Scope of Management
- ✧ Role of the Manager
- ✧ Functions of Management
- ✧ Objectives
- ✧ Importance of Management
- ✧ Tests in the above Topics

III. FINANCIAL ACCOUNTING

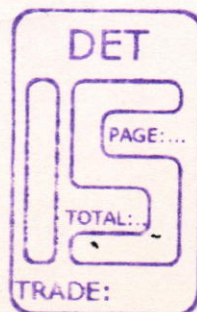
- ✧ Accounting Principles and Concepts
- ✧ Basic Accounting Procedures
- ✧ Tests in the above Topics

## SYLLABUS COVERED DURING THE 2<sup>nd</sup> MONTH

### I. GENERAL ENGLISH

#### English Vocabulary

- ✧ How to Build Vocabulary
- ✧ How to retain Usages
- ✧ Daily addition to vocabulary
- ✧ Words from other languages
- ✧ Idioms
- ✧ Phrases
- ✧ Tests in the above Topics



### II. BUSINESS MANAGEMENT

- ✧ Planning
- ✧ Steps in Planning
- ✧ Importance of Planning
- ✧ Need for Planning
- ✧ Decision Making
- ✧ Span of Management
- ✧ Staffing
- ✧ Training and Development
- ✧ Tests in the above Topics

### III. FINANCIAL ACCOUNTING

- ✧ Journal
  - ✧ Solving various types of problem
  - ✧ Practicing more sums to improve the skill
- ✧ Ledger
  - ✧ Solving various types of problem
  - ✧ Practicing more sums to improve the skill
  - ✧ Tests in the above Topics

SYLLABUS COVERED DURING THE 3<sup>rd</sup> MONTH

**I. GENERAL ENGLISH**

Independent Correspondence



- ✱ Business Letters
  - ✱ Drafting letters by their own
  - ✱ Practicing to write more letters to improve the letter writing skills
- ✱ Personal Letters
  - ✱ Drafting letters by their own
  - ✱ Practicing to write more letters to improve the letter writing skills
- ✱ Routine Reminders
  - ✱ Drafting letters by their own
  - ✱ Practicing to write more letters to improve the letter writing skills
- ✱ Tests in the above Topics

**II. BUSINESS MANAGEMENT**

- ✱ Business Combination
- ✱ Trade Association and Chamber of Commerce
- ✱ Insurance Principles
- ✱ Forms of Business Organisation
- ✱ Sole Traders
- ✱ Partnership
- ✱ Tests in the above Topics

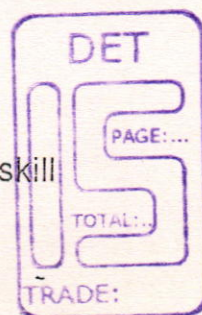
**III. FINANCIAL ACCOUNTING**

- ✱ Subsidiary Books
- ✱ Purchase, Sales Books
  - ✱ Solving various types of problem
  - ✱ Practicing more sums to improve the skill
- ✱ Tests in the above Topics

SYLLABUS COVERED DURING THE 4<sup>th</sup> MONTH

**I. GENERAL ENGLISH**

- ✧ Legal Notices
  - ✧ Drafting by their own
  - ✧ Giving more practice to improve the skill
  - ✧ Follow up Letters
  - ✧ Replying the Follow up
- ✧ Bill Collection Drive
  - ✧ Drafting by their own
  - ✧ Giving more practice to improve the skill
  - ✧ Follow up Letters
  - ✧ Replying the Follow up
- ✧ Reply to Complaints
  - ✧ Drafting by their own
  - ✧ Giving more practice to improve the skill
  - ✧ Follow up Letters
  - ✧ Replying the Follow up
- ✧ Tests in the above Topics



**II. BUSINESS MANAGEMENT**

- ✧ Jointed Hindu jointed into Family Form
- ✧ Joint Stock Company
- ✧ Co-operative Organisation
- ✧ Public Utilities & Public Enterprises
- ✧ Tests in the above Topics

**III. FINANCIAL ACCOUNTING**

- ✧ Purchase Return Book
  - ✧ Solving various types of problem
  - ✧ Practicing more sums to improve the skill
- ✧ Sales Return Book
  - ✧ Practicing more sums to improve the skill
- ✧ Tests in the above Topics



SYLLABUS COVERED DURING THE 5<sup>th</sup> MONTH

**I. GENERAL ENGLISH**

Language Skills

- ✧ Spoken Language
- ✧ Tests in the above Topics



**II. BUSINESS MANAGEMENT**

- ✧ Definition of Tax
- ✧ Types of Tax
- ✧ History of Income Tax in India
- ✧ Characteristics of Income Tax
- ✧ Scope of Income Tax
- ✧ Categories of Income
- ✧ Basis of charge
- ✧ Residential Status
- ✧ Income Exempted from Income Tax
- ✧ Tests in the above Topics

**III. FINANCIAL ACCOUNTING**

- ✧ Cash Books
  - ✧ Double Column Cash Book
  - ✧ Triple Column Cash Book
- ✧ Receipts & Payments Accounts
  - ✧ Solving various types of problem
  - ✧ Practicing more sums to improve the skill
- ✧ Tests in the above Topics

19

SYLLABUS COVERED DURING THE 6<sup>th</sup> MONTH

**I. GENERAL ENGLISH**

Language Skills

- ✧ Spoken Language
- ✧ Tests in the above Topics



**II. BUSINESS MANAGEMENT**

- ✧ Heads of Income
- ✧ Income from Salary
- ✧ Income House property
- ✧ Income from Securities
- ✧ Capital Gains
- ✧ Income from Business or Profession
- ✧ Income from other Sources
- ✧ Tests in the above Topics

**III. FINANCIAL ACCOUNTING**

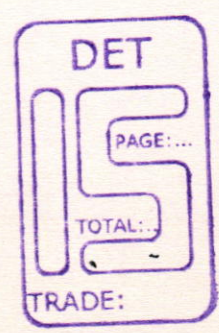
- ✧ Petty Cash Books
- ✧ Receipts & Payments Accounts
  - ✧ Solving various types of problem
  - ✧ Practicing more sums to improve the skill
- ✧ Tests in the above Topics

SYLLABUS COVERED DURING THE 7<sup>th</sup> MONTH

**I. GENERAL ENGLISH**

Language Skills

- ✖ Spoken Language
- ✖ Tests in the above Topics



**II. BUSINESS MANAGEMENT**

- ✖ Set off
- ✖ Carried forward losses
- ✖ Assessment Procedure
- ✖ Authorities of Income Tax
- ✖ Computation of Taxable Income from Salary
- ✖ Details for Steps for Computation
- ✖ Tests in the above Topics

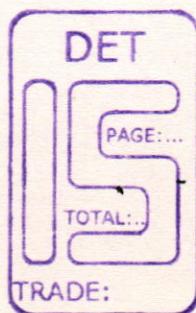
**III. FINANCIAL ACCOUNTING**

- ✖ Banking Transactions
- ✖ Bank Reconciliation Statement
  - ✖ Solving various types of problem
  - ✖ Practicing more sums to improve the skill
- ✖ Tests in the above Topics

**I. GENERAL ENGLISH**

Language Skills

- ✧ Effective Writing
  - ✧ Comprehension
  - ✧ Precise Writing
  - ✧ Dialogues Writing
  - ✧ Paragraph Writing
  - ✧ Essay Writing
- ✧ Tests in the above Topics



**II. BUSINESS MANAGEMENT**

- ✧ Types of Marketing
- ✧ Traditional Marketing
- ✧ Network Marketing
- ✧ Stockiest
- ✧ Commission
- ✧ Selling Price
- ✧ Samples
- ✧ Tests in the above Topics

**III. FINANCIAL ACCOUNTING**

- ✧ Final Accounts
- ✧ Trading Account
- ✧ Profit & Loss Account
- ✧ Balance Sheet
  - ✧ Solving various types of problem
  - ✧ Practicing more sums to improve the skill
- ✧ Tests in the above Topics

## SYLLABUS COVERED DURING THE 9<sup>th</sup> MONTH

### I. GENERAL ENGLISH

#### Language Skills

- ✧ Reporting
  - ✧ Analysing the Topics
  - ✧ Collecting information
  - ✧ Preparing the report
  - ✧ Presentation of the report
  - ✧ Letter Writing
  - ✧ Drafting letters by their own
  - ✧ Practicing to write more letters to improve the letter writing skills
- ✧ Tests in the above Topics



### II. BUSINESS MANAGEMENT

- ✧ Promoting the Marketing Executives
- ✧ Fixing Target
- ✧ Types of Advertisement
- ✧ Banners
- ✧ Posters
- ✧ Bit Notice
- ✧ Door to Door Visit
- ✧ Tests in the above Topics

### III. FINANCIAL ACCOUNTING

- ✧ Final Accounts
- ✧ Trading Account and Profit & Loss Account
- ✧ Balance Sheet with Adjustments
  - ✧ Solving various types of problem
  - ✧ Practicing more sums to improve the skill
- ✧ Tests in the above Topics

## SYLLABUS COVERED DURING THE 10<sup>th</sup> MONTH

### I. GENERAL ENGLISH

#### Language Skills

- ✧ Letter Writing
  - ✧ Drafting letters by their own
  - ✧ Practicing to write more letters to improve the letter writing skills
- ✧ Tests in the above Topics



### II. BUSINESS MANAGEMENT

#### Banking

- ✧ Savings Bank Account
- ✧ Current Account
- ✧ Deposits
- ✧ Fixed Deposits
- ✧ Recurring Deposits
- ✧ Overdraft Accounts
- ✧ Tests in the above Topics

### III. FINANCIAL ACCOUNTING

- ✧ Final Accounts
- ✧ Trading Account
- ✧ Profit & Loss Account
- ✧ Balance Sheet with Adjustments
  - ✧ Solving various types of problem
  - ✧ Practicing more sums to improve the skill
- ✧ Tests in the above Topics

# SYLLABUS COVERED DURING THE 11<sup>th</sup> MONTH

## I. GENERAL ENGLISH

### Language Skills

- ✧ Catalogue Preparation
- ✧ Legal Formats
- ✧ Tests in the above Topics



## II. BUSINESS MANAGEMENT

- ✧ Security
- ✧ Types of Loan from Government
- ✧ Repayment Schedule
- ✧ Interest Rate
- ✧ Loans from Deposits
- ✧ Tests in the above Topics

## III. FINANCIAL ACCOUNTING

- ✧ Depreciation
- ✧ Types of Calculation
  - ✧ Solving various types of problem
  - ✧ Practicing more sums to improve the skill
- ✧ Tests in the above Topics

SYLLABUS COVERED DURING THE 12<sup>th</sup> MONTH

**I. GENERAL ENGLISH**

- ✧ Revising the entire syllabus
- ✧ Revision Exams and
- ✧ Model Exams



**II. BUSINESS MANAGEMENT**

- ✧ Revising the entire syllabus
- ✧ Revision Exams and
- ✧ Model Exams

**III. FINANCIAL ACCOUNTING**

- ✧ Revising the entire syllabus
- ✧ Revision Exams and
- ✧ Model Exams



# PRACTICAL

## SYLLABUS COVERED DURING THE 1<sup>ST</sup> MONTH

### COMPUTER

- \* Introduction to Computers
- \* Desktop Introduction
- \* Creating Shortcuts & Folders
- \* Mouse Handling
- \* Menus
- \* Copying & Deleting Files



## SYLLABUS COVERED DURING THE 2<sup>ND</sup> MONTH

### COMPUTER

- \* Ms-Dos
- \* Directory Listing
- \* File Creation
- \* Copying & Renaming Files
- \* Creating and Handling the subdirectory.

## SYLLABUS COVERED DURING THE 3<sup>RD</sup> MONTH

### COMPUTER

- \* Ms-Word
- \* Letter typesetting
- \* Saving
- \* Formatting of Text
- \* Printing
- \* Handling of Tables

SYLLABUS COVERED DURING THE 4<sup>TH</sup> MONTH

**COMPUTER**

- ✧ Mail merge
- ✧ Lables & Envelopes
- ✧ Word Art
- ✧ Clip Art
- ✧ Header & Footer.



SYLLABUS COVERED DURING THE 5<sup>TH</sup> MONTH

**COMPUTER**

- ✧ Ms-Excel - Creating a Workbook
- ✧ Handling of Tables
- ✧ Formatting Cells
- ✧ Formulae
- ✧ Copying & Editing
- ✧ Creating a Chart
- ✧ Saving a Worksheet & Printing.

SYLLABUS COVERED DURING THE 6<sup>TH</sup> MONTH

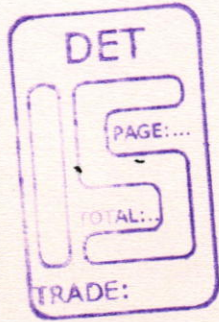
**COMPUTER**

- ✧ Ms-Powerpoint
- ✧ Creating and Saving presentation
- ✧ Viewing Presentation
- ✧ Slide View
- ✧ Outline View
- ✧ Notes Page View
- ✧ Slide Sorter View
- ✧ Formatting Presentation
- ✧ Inserting Clip Art
- ✧ Presentation with Animation.

SYLLABUS COVERED DURING THE 7<sup>TH</sup> MONTH

**COMPUTER**

- ✱ Ms-Access
- ✱ Introduction to Database
- ✱ Creating Databases
- ✱ Editing & Viewing Database
- ✱ Working with Queries
- ✱ Creating Forms
  - ✱ Forms Wizard
- ✱ Creating Reports
  - ✱ Report Wizard



SYLLABUS COVERED DURING THE 8<sup>TH</sup> MONTH

**COMPUTERISED ACCOUNTING**

- ✱ Company Creation
- ✱ Ledger Creation
- ✱ Grouping

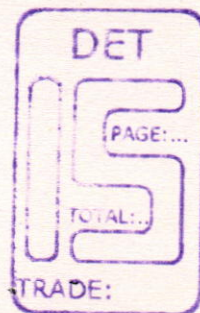
SYLLABUS COVERED DURING THE 9<sup>TH</sup> MONTH

**COMPUTERISED ACCOUNTING**

- ✱ Voucher Entry
- ✱ Sales Entries
- ✱ Purchase Entries
- ✱ Bank Book Keeping
- ✱ Payment Entries
- ✱ Receipt Entries

SYLLABUS COVERED DURING THE 10<sup>TH</sup> MONTH**COMPUTERISED ACCOUNTING**

- ✱ Journal Entries
- ✱ Credit Notes
- ✱ Debit Notes
- ✱ Viewing & Editing

SYLLABUS COVERED DURING THE 11<sup>TH</sup> MONTH**COMPUTERISED ACCOUNTING**

- ✱ Final Accounts
- ✱ Cash Book
- ✱ Bank Book
- ✱ Day Book
- ✱ Sales Register
- ✱ Purchase Register
- ✱ Sales Tax Reports
- ✱ Trial Balance
- ✱ Profit & Loss A/c
- ✱ Balance Sheet
- ✱ Continuing the A/c to the next year

SYLLABUS COVERED DURING THE 12<sup>TH</sup> MONTH**COMPUTER**

- ✱ Revising the entire syllabus
- ✱ Revision Exams and
- ✱ Model Exams

**COMPUTERISED ACCOUNTING**

- ✱ Revising the entire syllabus
- ✱ Revision Exams and
- ✱ Model Exams

# LIST OF TOOLS & EQUIPMENTS

## TRADE NAME : BUSINESS MANAGEMENT



Computer Pentium III and All Necessary Accessories	-	6 Nos.
132 Column Dot Matrix Printer	-	1 No.
Computer Table	-	6 Nos.
Computer Chairs	-	12 Nos.
Stabilizers/UPS (5 KVA)	-	1 No.
Class Room Desk	-	7 Nos.
Class Room Bench	-	7 Nos.
Office Table & Chairs	-	1 Set
Black Board	-	1
Ceiling Fan	-	4 Nos.
Book Shelf (Cupboard)	-	1 No.
Stationaries	-	Reqd. Qty
Xerox Machine	-	1 No.

## SOFTWARE

- Ms-Dos
- Ms-Windows
- Ms-Office
- Computerised Accounting Pack  
(Tally or any equivalent Pack)

# MARK SCHEDULE

## BLUE PRINT

### THEORY



#### Business Management

Part – A Answer any 5 Questions. (5/7) 5 x 8 = 40

#### General English

Part – B Answer any 2 Questions. (2/4) 2 x 10 = 20

1. Essay Writing
2. Letter Writing
3. Comprehension
4. Precise Writing

#### Financial Accounting

Part – C Answer any 2 Questions. (2/3) 2 x 20 = 40

### PRACTICAL

#### Part – A : Computer

50 Marks

1. Ms-Word - Single Page Formatting
2. Ms-Excel - Table Creation & Charts
3. Ms-Powerpoint - Slide Creation with Animation
4. Ms-Access - Database Creation, Forms & Queries

#### Part – B : Computerised Accounting

50 Marks

5. Ledger Creation
6. Voucher Entry
7. Final Reports

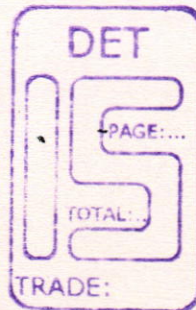
Theory Minimum Pass Mark : 40/100

Practical Minimum Pass Mark : 60/100

# ACHIEVEMENT

Since the Trainees are given training under the topics

1. General English
2. Business Management
3. Financial Accounting
6. Computer – Msoffice
7. Computerised Accounting



The candidate should be able to

- ★ Work as a Computer Operator.
- ★ Work as a Xerox Operator.
- ★ Work as an Office Assistant.
- ★ Work as an office In-charge to undertake any type of official Works requirement.
- ★ Maintain Accounts in Office Manually.
- ★ Maintain Accounts of an office in Computer.
- ★ Work as person handling of Bank works.
- ★ Work as a Marketing Executives.