

CURRICULUM AND SYLLABI FOR THE BASIC FINANCIAL ACCOUNTING

No. of Contact Hours: 40 Hours

Objectives: To enable the students to acquire knowledge of accounting principles and practice

Module- I Introduction: Basic Accounting concepts - Kinds of Accounts – Double Entry Book Keeping – Rules of Debit and Credit. [5 Hours]

Module- II Recording of Transactions: Preparation of Journal and Ledger Accounts- Simple problems [8 Hours]

Module- III Subsidiary books: cash book – types of cash book – problems(single column and two column only) purchase book - sales book - sales return - purchase return books –Journal proper [6 Hours]

Module - IV Trial balance: Meaning and purpose-Preparation of trial balance [6 Hours]

Module -V Financial Statements: Trading and Profit & Loss Account – Balance sheet – Simple Problems- Income and Expenditure Account- Revenue and Receipts Account [15 Hours]

(Theory and problems may be in the ratio of 30% and 70% respectively)

Reference Books:

1. Grewal, T.S: Double Entry Book Keeping
2. Jain and Narang: Advanced Accountancy
3. Shukla and Grewal: Advanced Accountancy
4. Gupta and Radhaswamy: Advanced Accountancy
5. Gupta R.L: Advanced Accountancy