

FUNDAMENTALS OF ACCOUNTING

Instructional Hours-72

Credit-3

OBJECTIVE- *To familiarise the students with the basic accounting principles and practices in business.*

MODULE-1 Accounting – Introduction- meaning- Book keeping and Accounting –Objectives of Accounting - Accounting Principles- Concepts and Conventions- Double Entry System- Books of Accounts- Accounting Equation- Golden Rule of Accounting **(15 Hours)**

MODULE-2 Journal- Meaning – Journalising- Journal Entry- Simple and Compound Entries- opening Entry . **(15 Hours)**

MODULE-3 Ledger - Form of an Account -Posting - Balancing of Accounts-Subdivision of Journals- Purchase book- Sales Book - Cash book (simple, triple column)-Petty Cash book. **(22 Hours)**

MODULE-4 Trial Balance - Meaning - Objects-Preparation- **(8 Hours)**

MODULE-5 Final Accounts-Trading and Profit and Loss Account- Balance Sheet

(without adjustments)

(12 Hours)

Suggested Readings

- 1. R L Gupta and M Radhaswamy - Advanced Accountancy-.Sultan Chand Publishers*
- 2. P C Tulsian. Advanced Accountancy- S Chand Publications-*
- 3. S Kr. Paul- Fundamentals of Accounting - New Central Agency*
- 4. M.C.Shukla and T.S.Grewal- Advanced Accounting, S Chand Publication*
- 5. Jain and Narang- Fundamentals of Accounting, Kalyani Publishers*
- 6. B S Raman – Financial Accounting- United Publishers*