

Basics of Accounting (B.Com 1st Year)

Topics	Number of Hours
<ul style="list-style-type: none"> Accounting- concept, objectives, advantages and limitations, Role of Accounting in Business 	1
<ul style="list-style-type: none"> Basic Accounting Terms- Business Transaction, Capital, Drawings. Liabilities (Non Current and Current). Assets (Non Current, Current); Fixed assets (Tangible and Intangible), Expenditure (Capital and Revenue), Expense, Income, Profit, Gain, Loss, Purchase, Sales, Goods, Stock, Debtor, Creditor, Voucher, Discount (Trade discount and Cash Discount) 	1
<ul style="list-style-type: none"> Recording of Transactions: Books of Original Entry – Journal 	1
<ul style="list-style-type: none"> Ledger: Format, Posting from journal and subsidiary books, Balancing of accounts 	1
<p>Special Purpose books:</p> <ul style="list-style-type: none"> Cash Book: Simple, cash book with bank column and petty cashbook Purchases book Sales book Purchases return book Sales return book 	1
<ul style="list-style-type: none"> Depreciation: Concept, Features, Causes, factors, Accounting treatment of depreciation 	1
<p>Provisions and Reserves</p>	1
<ul style="list-style-type: none"> Bill of exchange and Promissory Note: Definition, Specimen, Features, Parties Difference between Bill of Exchange and Promissory Note 	1
<ul style="list-style-type: none"> Meaning, objectives and importance; Revenue and Capital Receipts 	1
<ul style="list-style-type: none"> Revenue and Capital Expenditure; Deferred Revenue expenditure. 	1
<ul style="list-style-type: none"> Trading and Profit and Loss Account: Gross Profit, Operating profit and Net profit. Preparation 	1
<ul style="list-style-type: none"> Balance Sheet: need, grouping and marshalling of assets and liabilities. Preparation. 	1
<ul style="list-style-type: none"> Adjustments in preparation of financial statements 	1
<ul style="list-style-type: none"> Analysis of Financial Statements 	1
<ul style="list-style-type: none"> Cash Flow Statement 	1