

SEMESTER - I

Elements of Accountancy

Computer Code-1001

Module 1.1

Evaluation Pattern: Internal Evaluation 25 Marks

External Evaluation 75 Marks

Unit	Topic	Weight age %	No. of Periods
	<i>Objectives:</i> To familiarize students with accounting concepts and theory.		
1	<u>Introduction to Accounting.</u> <u>Meaning & Scope of Accounting:</u> Need. Objectives. Functions. Development & Definition of Accounting. Book keeping & Accounting. Users of Accounting. Disclosures. Branches of Accounting. Objectives of Accounting. Methods of Accounting. Limitations of Accounting <u>Accounting Principles:</u> Accounting Concepts. Accounting Convention. Accounting Standard. <u>Accounting Procedure:</u> Accounting Cycle. Rules of debit & credit. Journal. Subsidiary Book. Ledger. Opening Entry. Trial Balance	25	15
2	<u>Capital, Revenue & Deferred Revenue Expenditure &</u>	25	15

	<p><u>Receipt:</u></p> <p>Expenditure. Importance and tests: Capital Expenditure. Revenue Expenditure. Distinction between Capital Expenditure and Revenue Expenditure. Deferred Revenue. Unusual Expenses. Effect or Error. Criteria Tests Receipts: Capital Receipts. Revenue Receipts. Distinction between Capital Receipts and Revenue Receipts Profit or Loss : Revenue and Capital.</p> <p><u>Reconciliation & Rectification:</u></p> <p>Bank Reconciliation Cash book to Bank statement (including overdraft). Bank statement to Cash Book (including overdraft) Debtors & Creditors Reconciliation Customer A/C in Proprietor's book & vice versa. Supplier's A/C in Proprietor's book & vice versa. Rectification Types and Rectification of entries excluding suspense a/c.</p>		
3	<p><u>Depreciation, Provisions & Reserve:</u> Practical problems based on accounting treatment by provision for depreciation using Straight-line & reducing balance method.</p> <p>Presentation of fixed assets in the Final accounts of Sole Trader.</p>	25	15
4	<p><u>Final Accounts:</u></p> <p>1. Introduction</p> <p>2. Adjusting & closing entries</p> <p>a) Outstanding expense & Outstanding Incomes</p> <p>b) Prepaid expenses & Incomes received in advance</p> <p>c) Depreciation</p> <p>d) Bad debts, Provision for bad and doubtful debts, reserve for discount on Debtors/Creditors</p> <p>e) Goods or material or cash withdrawn by proprietor</p> <p>f) Sales or purchases include fixed assets and investments</p>	25	15

	g) Goods or materials lost by fire, theft, etc. Goods sent on sales or return basis h) Rectification of errors 3. Preparation of Final Accounts in Horizontal Format a) Manufacturing Account b) Trading Account c) Profit and Loss Account d) Balance Sheet.		
	Total	100	60

Suggested Readings:

1. M. C. Shukla, T.S. Grewal & S.C. Gupta, Advanced Accountancy, S. Chand 2010
2. R. L. Gupta, M. Radhaswamy, Advanced Accountancy : Theory, Method and Application, S. Chand 2010
3. Kishnadwala, Accountancy,
4. Aina pure, Accountancy, Manan Prakashan 2010
5. Chowdhary & Chopde, Accountancy, Sheth Publication 2012
6. Gunvantrai Rachchh, Advanced Accountancy, Pearson, 2011

