JYOTI NIVAS COLLEGE AUTONOMOUS

Name of the Program: Bachelor of Business Administration (BBA)
Course Code: BBA 1.2
Name of the Course: Fundamentals of Accounting

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	**4 Hrs**	**60 Hrs**

Pedagogy: Classrooms lecture, tutorials, and problem solving.

COURSE OBJECTIVES:
- To understand fundamental accounting concepts and principles as well as to develop the capability to perform the basic accounting functions.
- The ability to pass journal entries and prepare ledger accounts.
- To maintain a complete and systematic record of all transactions and analyzing the financial position of business.
- To acquaint the students with fundamentals of accounting, procedures and practices.

LEARNING OUTCOMES:
- It helps in applying quantitative skills to solve business problems.
- Students will be able to use double entry accounting system to record and maintain basic business transactions and books.
- It helps to apply knowledge of Generally Accepted Accounting Principles and basic accounting principles and concepts to business organizations.
- Construct final accounts through application of tally.

Syllabus:	Hours

Module No.1: INTRODUCTION TO FINANCIAL ACCOUNTING	**10**

Introduction – Meaning and Definition – Objectives of Accounting – Functions of Accounting – Users of Accounting Information – Limitations of Accounting – Accounting Cycle - Accounting Principles – Accounting Concepts and Accounting Conventions. Accounting Standards –objectives-significance of accounting standards. List of Indian Accounting Standards.

Module No.2: ACCOUNTING PROCESS	**12**

Meaning of Double entry system– Process of Accounting– Kinds of Accounts– Rules- Transaction Analysis – Journal – Ledger – Balancing of Accounts – Trial Balance –Problems on Journal, Ledger Posting and Preparation of Trial Balance.

Module No.3: SUBSIDIARY BOOKS	**16**

Meaning – Significance – Types of Subsidiary Books –Preparation of Purchases Book, Sales Book, Purchase Returns Book, Sales Return Book, Bills Receivable Book, Bills Payable Book. Types of Cash Book- Simple Cash Book , Double Column Cash Book , Three Column Cash Book and Petty Cash Book(Problems only on Three Column Cash Book and Petty Cash Book), Bank Reconciliation Statement – Preparation of Bank Reconciliation Statement (Problems on BRS)

Module No. 4: FINAL ACCOUNTS OF PROPRIETARY CONCERN	10
Preparation of Statement of Profit and Loss and Balance Sheet of a proprietary concern with special adjustments like depreciation, outstanding and prepaid expenses, outstanding and received in advance of incomes, provision for doubtful debts, drawings and interest on capital.	
Module No.5: ACCOUNTING SOFTWARE Introduction-meaning of accounting software, types accounting software-accounting software Tally-Meaning of Tally software – Features – Advantages, Creating a New Company, Basic Currency information, other information, Company features and Inventory features. Configuring Tally - General Configuration, Numerical symbols, accounts/inventory info – master configuration -voucher entry configuration. Working in Tally: Groups, Ledgers, writing voucher, different types of vouchers, voucher entry Problem on Voucher entry – Generating Basic Reporting Tally-Trail Balance, Accounts books, Cash Book, Bank Books, Ledger Accounts, Group Summary, Sales Register and Purchase Register, Journal Register, Statement of Accounts, and Balance Sheet.	12

SKILL DEVELOPMENTS ACTIVITIES:

1. List out the accounting concepts and conventions.
2. Prepare a Bank Reconciliation Statement with imaginary figures
3. Collect the financial statement of a proprietary concern and record it.
4. Prepare a financial statement of an imaginary company using tally software.

TEXT BOOKS:

1. Hanif and Mukherjee, Financial Accounting, Mc Graw Hill Publishers
2. Arulanandam & Raman; Advanced Accountancy, Himalaya Publishing House
3. S.AnilKumar, V.Rajesh Kumar and B.Mariyappa–Fundamentals of Accounting,
4. Himalaya Publishing House.
5. Dr. S.N. Maheswari, Financial Accounting, Vikas Publication
6. S P Jain and K. L. Narang, Financial Accounting, Kalyani Publication
7. Radhaswamy and R.L. Gupta, Advanced Accounting , Sultan Chand
8. M.C. Shukla and Goyel, Advaced Accounting , S Chand.

Note: Latest edition of text books may be used.