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| INSTITUTE | FACULTY OF MANAGEMENT STUDIES |
| PROGRAM | BACHELOR OF BUSINESS ADMINISTRATION |
| SEMESTER | 4 |
| COURSE TITLE | BASICS OF ACCOUNTING |
| COURSE CODE | 04OE0001 |
| COURSE CREDITS | 3 |

Course Outcomes: After completion of this course, student will be able to:

- 1 Understand basics of accounting and cost concepts
- 2 To have knowledge of process of accounting;
- 3 To prepare final accounts of sole proprietor
- 4 Understand and evaluate concept of depreciation and its methods

Pre-requisite of course:NONE

Teaching and Examination Scheme

| Theory Hours | Tutorial Hours | Practical Hours | ESE | IA | CSE | Viva | Term Work |
|---------------------|-----------------------|------------------------|------------|-----------|------------|-------------|------------------|
| 3 | 0 | 0 | 50 | 30 | 20 | 0 | 0 |

| Contents : Unit | Topics | Contact Hours |
|------------------------|---|----------------------|
| 1 | Basics of Book – keeping and Accounting & Basic Cost Concepts Introduction to Bookkeeping and Accounting – Branches of Accounting – Systems of Accounting – Basis of Accounting – Characteristics of Accounting Information, Users of Accounting Information – Basic Accounting Terms – Classification of Accounts and its Rules – Accounting Equation, Meaning of Cost – Types of Cost: Direct cost, Indirect Cost, Fixed Cost, Variable Cost, Historical Cost, Relevant Cost, Marginal Cost, Brief overview of Standard Costing, Marginal Costing and Budgetary Control | 12 |
| 2 | Process of Accounting Meaning of Journal – Format of Journal – Meaning of Journalizing - Types of Journal Entries - Journalizing (including GST) – Difference between Cash Discount and Trade Discount, Ledger – Meaning, Format, Preparation, Posting, Practical problems on Journal | 10 |
| 3 | Preparation of Final Accounts Preparation of Profit & Loss Account and Balance Sheet of sole proprietor (without adjustments) | 8 |

| Contents : Unit | Topics | Contact Hours |
|--------------------|--|------------------|
| 4 | Depreciation Meaning and difference between Depreciation, Depletion and Amortization – Need of Depreciation, Depreciation methods (Straight Line Method and Written Down Value Method) – Treatment of Disposal of Fixed assets | 6 |
| Total Hours | | 36 |

Textbook :

- 1 Financial Accounting, P.C. Tulsian, Pearson, 2023
- 2 Financial Accounting, S.N. Maheshwari, and. S. K. Maheshwari, Vikas Publishing House, New Delhi, 2018
- 3 Advanced Accounts. Vol.-I, M. C. Shukla, T. S. Grewal and S. C. Gupta, S. Chand & Co., New Delhi, 2007

References:

- 1 Advanced Accounts. Vol.-I& II, Advanced Accounts. Vol.-I& II, R. L. Gupta and M. Radhaswamy, S. Chand & Co., New Delhi, 2021
- 2 Financial Accounting, Financial Accounting, A.Mukharji and M. Hanif, Tata McGraw, Hill Publishing Co. Ltd. New Delhi, 2017
- 3 Advanced Accountancy, Advanced Accountancy, S. P. Jain and K. N. Narang, Kalyani Publishers, New Delhi, 2020
- 4 Introduction to Accountancy, Introduction to Accountancy, T. S. Grewal, S. Chand & Co. Pvt. Ltd., New Delhi, 2016
- 5 Financial Accounting: concepts and applications, Financial Accounting: concepts and applications, Monga, J. R., Mayoor Paper Backs, New Delhi, 2022

Suggested Theory Distribution:

The suggested theory distribution as per Bloom's taxonomy is as follows. This distribution serves as guidelines for teachers and students to achieve effective teaching-learning process

| Distribution of Theory for course delivery and evaluation | | | | | |
|---|------------|-------|---------|----------|-----------------------|
| Remember / Knowledge | Understand | Apply | Analyze | Evaluate | Higher order Thinking |
| 20.00 | 30.00 | 25.00 | 15.00 | 10.00 | 0.00 |

Instructional Method:

- 1 Theory

Supplementary Resources:

- 1 <https://ddegjust.ac.in/studymaterial/bba/bba-104.pdf>

Supplementary Resources:

- 2 https://in.video.search.yahoo.com/video/play;_ylt=AwrPpfInkAhj9q0B2WjmHAx.;_ylu=c2VjA3NyBHNSawN2aWQEZ3BvcwM1?p=basics+of+accounting+pdf&vid=7eec0378b357b3e2627ecc353b2b974a&turl=https%3A%2F%2Ftse4.mm.bing.net%2Fth%3Fid%3DOIP.pO3sJ8sbLXYxzkkJ9a8GHQHgFo%26pid%3DApi%26h%3D360%26w%3D480%26c%3D7%26rs%3D1&rurl=https%3A%2F%2Fwww.youtube.com%2Fwatch%3Fv%3Dmq6KNVeTE3A&tit=%231+Basic+Introduction+%3Cb%3Eof%3C%2Fb%3E+Financial+%3Cb%3EAccounting%3C%2Fb%3E&c=4&sigr=PSCQYdYn42eJ&sigt=gC6emaSGmlzD&sigi=DzppvxogNxBy&fr=p%3As%2Cv%3Av&h=360&w=480&l=3271&age=1487989288&fr=mcafee&type=E211IN885G0&tt=b
- 3 https://www.academia.edu/37190470/Accounting_Basics_For_Beginners_ACCOUNTING_BASIC_FOR_BEGINNERS_Module_1_Nature_of_Financial_Accounting
- 4 <http://vsmartdownload.com/downloads/cafoundation/notes/account/open/11.TOPIC%2011-%20DEPRECIATION.pdf>