

<b>Branch: BCA</b>	<b>Semester-II</b>
<b>Subject Code: 2105</b>	<b>Lecture: 02</b> <b>Credit: 02</b>
<b>Course Opted</b>	<b>Skill Enhancement Course - 2</b>
<b>Subject Title</b>	<b>PRINCIPLES &amp; PRACTICES OF ACCOUNTS</b>

**Course objective:-**

- Introduces students to the world of accounting and understanding basics concepts of accounting to final account.
- The objective of the course is to strengthen the fundamentals of accounting and provide strong foundation for other accounting courses.
- It will be demonstrated how a practical understanding and interpretation of accounting reports and other accounting tools can improve decision-making in the organization.

**Course Outcomes:-**

- Students will be able to learn fundamental accounting concepts, Conventions & terminologies.
- Students will be able to describe the importance, functions & objectives of books of entry, subsidiary books, bank reconciliation statement and Final accounts.
- Students will be able to prepare books of entry, subsidiary books, bank reconciliation statement and Final accounts using double entry book keeping.

<b>Module</b>	<b>Sr. No.</b>	<b>Topic and Details</b>	<b>No. of Lectures Assigned</b>	<b>Marks Weightage</b>
<b>UNIT- I</b>	1.	<b>Introduction to Book – Keeping &amp; Accountancy</b> Accounting Terminologies, Accounting Principles, Basic Concepts, Double Entry Book – keeping System, Types of Vouchers & Specimen of Vouchers. <b>Journal:</b> Meaning, Importance and Utility of Journal Specimen of Journal ; Writing of Journal Entries on the basis of vouchers	6	12
<b>UNIT- II</b>	2.	<b>Ledger</b> Meaning, Need and Specimen of Ledger Posting of Entries from Journal to Ledger. <b>Subsidiary Books</b> Meaning, Need and Types of Subsidiary Books, Purchase Book, Sales Book, Purchase Return Book, Sales Return Book, Simple Cash Book with Only Cash Column, Cash Book with Cash and Discount Columns, Cash Book with Cash, Bank and Discount Columns & Analytical Petty Cash Book.	6	12
<b>UNIT - III</b>	3.	<b>Bank Reconciliation Statement:-</b> Importance, Types <b>Trial Balance and Rectification of Errors:-</b> Objective, Preparation of Trial Balance	6	12
<b>UNIT- IV</b>	4.	Final Accounts: Trading and Profit & Loss Account, Balance Sheet	7	14
<b>TOTAL</b>			<b>25</b>	<b>50</b>

**Text Book:**

1. S.N. Maheshwari & S.K. Gupta "Introduction to Accounting" 2016

**Reference Books:**

1. Fundamentals of Accounting, Kalyani Publishers, S P Jain and K L Narang 2017.
2. Fundamentals of Accounting, Universal Publications, B S Raman, 2017
3. Accounting for Managers, Himalaya Publishing House, R Venkata Raman and Srinivas, 2017