

BASIC INTELLIGENCE AND REMEMBRANCE TEST

351 – Elements and Fundamentals Of Manual and Computerized Book Keeping And Accountancy

Simultaneous Curriculum Booklet For Theory And Practical Exams.

UNIT. NO	UNIT NAME	Theory	INTERNAL ASSESSMENT	TOTAL MARKS
1.	Systems Of Accounting	12	4	16
2	Books Of Accounting	20	4	24
3	Bank Reconciliation Statement	16	4	20
4.	Rectification Of Errors and Depreciation	16	4	20
5.	Final Accounts	16	4	20
Total		80	20	100

Unit 01: Systems Of Accounting. (16 Marks)

- ◆ Meaning and Definition of Double entry Book-keeping System
- ◆ Methods of Recording Accounting Information (Indian, Single, Double)
- ◆ Advantages of Double entry Book-keeping system.
- ◆ Classification of Accounts.
- ◆ Rules of Debit and Credit (Traditional Approach)
- ◆ Modern Approach of Rules of Accounts.
- ◆ Accounting Equations
- ◆ Introduction and Meaning of Single Entry System
- ◆ Difference between Single Entry System and Double Entry System
- ◆ Preparation of Statement of Affairs
- ◆ Preparation of Statement of Profit or Loss
- ◆ Additional Information / Adjustments

Unit 02: Books Of Accounting. (24 Marks)

- ◆ Journal :- format of journal and simple problems of journal entries
- ◆ Ledger :- format of ledger and simple problems of ledger entries
- ◆ Study of cash books, sales books and purchase books.

Unit 03: Bank Reconciliation Statement (20 marks)

- ◆ Meaning, Definition and Utilities of Accounting Documents
- ◆ Meaning, Definition, Need and Importance of Bank Reconciliation Statement.
- ◆ Reasons for difference between Cash Book balance and Pass Book balance.
- ◆ Specimen of Bank Reconciliation Statement.
- ◆ Preparation of Bank Reconciliation Statement.

Unit 04: Rectification Of Errors and Depreciation (20 marks)

- ◆ Meaning, Definition and Importance of Depreciation.
- ◆ Factors of Depreciation.
- ◆ Methods of Depreciation.
- ◆ Accounting Treatment for Depreciation.
- ◆ Meaning & Effects of errors
- ◆ Types of Errors
- ◆ Detection & Rectification of errors
- ◆ Preparation of Suspense Accounts

Unit 05: Preparations of Final Accounts (20 marks)

- ◆ Meaning, Objectives and Importance of Final Accounts.
- ◆ Preparation of Trading Account.
- ◆ Preparation of Profit and Loss Account
- ◆ Preparation of Balance Sheet
- ◆ Effects of following adjustments.
Closing stock ,Outstanding Expenses, Prepaid Expenses, Depreciation on assets ,Bad debts and R.D.D. Discount on Debtors and Creditors, Income received in advance, Accrued Income, Goods distributed as free sample, Goods withdrawn by proprietor for Personal use. Interest on capital Interest on Drawings.