

1066 – BASIC ACCOUNTING AND FINANCE- II									
Teaching Schedule Per Week			Progressive Assessment		Examination Schedule (Marks)				
Lectures	Practical	Credits			Theory		Practical Ex.	Total	
5	-	5	25		3Hrs	100	-	125	
Pre-requisite		Source	Semester	Theory	Test	Total	TW	PR	Gr Total
1065		MOP		75	25	100	25	-	125

RATIONALE: Students from inter-disciplinary background are to acquaint themselves to the rudiments of book-keeping as well as the accounting area. This is a pre-requisite course and very basic in nature to establish the foundation of higher order accounting and finance at a later stage.

COURSE CONTENT	Hrs	Mks
1. SINGLE ENTRY ACCOUNTING SYSTEM	13	15
1. Meaning, Definition & features; Advantages and limitations; 2. Distinction between single & double entry system; 3. Computation of profit or loss- 1.Statement of affairs method (including opening statement of affairs and necessary accounts.), 2. Conversion method (all major accounts)		
method (all major accounts)	12	15
2. VOUCHERS & ACCOUNTING		
1. Preparation and maintenance of various types of vouchers; 2. Accrual vouchers; 3. Cash Basis of Accounting; 4. Accounting for professionals-1. Accounts preparation for medical practitioners; 2. Accounts preparation for lawyers; 3. Accounts preparation for professional Accountants	15	20
3. FUNDS STATEMENTS		
Preparation of funds flow statement, Preparation of cash flow statement.	20	25
4. ELEMENTS OF COST		
1. Classification, 2. Allocation & Apportionment, 3. Elements of Total cost, variable, semi-variable and fixed cost., 4. Cost statement, 5. Unit costing, 6. Process costing	20	25
5. TECHNIQUES OF COSTING		
Elementary marginal costing, Standard costing, Budgetary controls..	80	100
Total		

NOTE:- 1. Attempt should be made to seek shorter responses, either in theoretical or practical questions. Adequate internal choice is to be provided.

REFERENCE BOOKS:

1. Maheshwarin S. N. : Problems & solutions in Cost Accounting (SULTAN)
2. Jain & Narang : Advanced Accounting (KALYANI)
3. Shukla & Grewal : Advance Accounts (S. CHAND)
4. Khan & Jain : Management Accounting (TMH)
5. Grewal T.S. : Introduction to Accounting (S. CHAND)
6. Shukla & Grewal : Cost Accounts (S. CHAND)
7. Ghosh P. K. : Cost Accounting (NATIONAL)
8. Bannerjee B. : Cost Accounting (WORLD PRESS)
9. Bigg W.W. : Cost Accountancy (PHI)
10. Prasad N. K. : Cost Accountancy (ACADEMIC)

