

**ST. JOSEPH'S COLLEGE FOR WOMEN (AUTONOMOUS), VISAKHAPATNAM**  
III SEMESTER                      **OFFICE MANAGEMENT**                      5 Hrs/Week  
OFF 3401 (4)                      **BUSINESS ACCOUNTING**                      Max. Marks: 100  
w.e.f 2017-18 (AD batch) **SYLLABUS**

**Learning Objectives:** The students will be able to –

- Know and understand the meaning of various terms used in accounting and statistics.
- Understand the procedure of accounting in firms.
- Analyse the various concepts learnt to solve problems in accounting and statistics.
- Apply the various concepts in order to perform higher functions like analysis and interpretation of accounting data.

**Learning Outcomes:** Upon completing this course the students should be able to:

1. Recognize and understand ethical issues related to the Accounting profession
2. Prepare financial statements in accordance with Generally Accepted Accountancy Principles.
3. Employ critical thinking skills to analyse financial data
4. Apply appropriate judgment derived from knowledge of accounting theory, to financial analysis and decision making.
5. Demonstrate an understanding of current auditing standards and acceptable practices

**MODULE - I: ACCOUNTING PROCESS:**

Financial Accounting: Introduction –Definition –Evolution –Functions-Advantages and Limitations –Users of Accounting Information-Branched of Accounting - Accounting Principles: Concepts and Conventions- Accounting Standards–Meaning –Importance –List of Accounting Standards issued by ASB –Accounting System-Types of Accounts – Accounting Cycle-Journal-Ledger and Trial Balance. (Including problems)

**MODULE - II: SUBSIDIARY BOOKS:** Meaning –Types -Purchases Book -Purchases Returns Book -Sales Book --Sales Returns Book -Bills Receivable Book -Bills Payable Book –Cash Book -Single Column, Two Column, Three Column and Petty Cash Book - Journal Proper.(Including problems)

**MODULE - III: BANK RECONCILIATION STATEMENT:** Meaning –Need -Reasons for differences between cash book and pass book balances –Favourable and over draft balances –Ascertainment of correct cash book balance (Amended Cash Book) -Preparation of Bank Reconciliation Statement. (Including problems)

**MODULE - IV: RECTIFICATION OF ERRORS AND DEPRECIATION:** Capital and Revenue Expenditure –Capital and Revenue Receipts: Meaning and Differences -Deferred Revenue Expenditure; Errors and their Rectification: Types of Errors -Suspense Account – Effect of Errors on Profit. (Including problems) Depreciation: Meaning –Causes – Objectives of providing for depreciation –Factors affecting depreciation – Accounting Treatment –Methods of depreciation: Straight Line Method -Diminishing Balance Method (Including problems)

**MODULE - V: FINAL ACCOUNTS:** Final Accounts of Sole Trader: Meaning –Uses Preparation of Manufacturing, Trading and Profit & Loss Account and Balance Sheet– Adjustments –Closing Entries.(Including problems)

**Recommended Readings:**

1. Accountancy-I: Haneef and Mukherjee, Tata McGraw Hill Company.
2. Principles & Practice of Accounting: R.L.Gupta&V.K.Gupta, Sultan Chand.
3. Accountancy-I: S.P. Jain & K.L Narang, Kalyani Publishers.
4. Introduction to Accountancy: T.S.Grewal, S.Chand and Co.
5. Fundamentals of Financial Accounting: Deepak Sehgil, Tax Mann Publication.
6. Financial Accounting: Jawahar Lal, Himalaya Publishing House.