

MGU UG PROGRAMME (UG CBCS 2017)
FIFTH SEMESTER (OPEN COURSE)
CO5OPT03: Fundamentals of Accounting

OBJECTIVE- *To familiarise the students with the basic accounting principles and practices in business.*

MODULE-1 Accounting – Introduction- meaning- Book keeping and Accounting –Objectives of Accounting - Accounting Principles- Concepts and Conventions- Double Entry System- Books of Accounts- Accounting Equation- Golden Rule of Accounting **(15 Hours)**

MODULE-2 Journal- Meaning – Journalising- Journal Entry- Simple and Compound Entries- opening Entry . **(15 Hours)**

MODULE-3 Ledger - Form of an Account -Posting - Balancing of Accounts-Subdivision of Journals- Purchase book- Sales Book - Cash book (simple, triple column)-Petty Cash book. **(22 Hours)**

MODULE-4 Trial Balance - Meaning - Objects-Preparation-**(8 Hours)**

MODULE-5 Final Accounts-Trading and Profit and Loss Account- Balance Sheet (without adjustments) **(12 Hours)**

Suggested Readings

R L Gupta and M Radhaswamy - Advanced Accountancy-.Sultan Chand Publishers

P C Tulsian. Advanced Accountancy- S Chand Publications-

S Kr. Paul- Fundamentals of Accounting - New Central Agency

M.C.Shukla and T.S.Grewal- Advanced Accounting, S Chand Publication

Jain and Narang- Fundamentals of Accounting, Kalyani Publishers

B S Raman – Financial Accounting- United Publishers