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| **P.R.Government College (Autonomous)**  **Kakinada** | | **Program**  **&**  **Semester**  I ST B.COM (CA)  Ist SEMESTER | | | |
| Course Code | 1. Fundamentals of Accounting |
| Teaching | Hours Allocated: 75 | L | T | P | C |
| Focus | **Employability** | 4 | - | - | 4 |

Course Out comes:

* the student will able to identify transactions and events that need to be recorded in the books of accounts.
* Equip with the knowledge of accounting process and preparation of final accounts of sole trader.
* Develop the skill of recording financial transactions and preparation of reports in accordance with GAAP.
* Analyze the difference between cash book and pass book in terms of balance and make reconciliation.
* Critically examine the balance sheets of a sole trader for different accounting periods. Design new accounting formulas & principles for business organizations.

Course Outcomes:

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| On Completion of the course, the students will be able to- | | Cognitive Domain |
| CO1 | the student will able to identify transactions and events that need to be recorded in the books of accounts. | Understanding |
| CO2 | Equip with the knowledge of accounting process and preparation of final accounts of sole trader. | Application |
| CO3 | Develop the skill of recording financial transactions and preparation of reports in accordance with GAAP. | Analyzing |
| CO4 | Analyze the difference between cash book and pass book in terms of balance and make reconciliation. | Application |
| CO5 | Critically examine the balance sheets of a sole trader for different accounting periods. Design new accounting formulas & principles for business organizations. | Application |

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| I B.COM (Gen) w.e.f. 2023-24 | | |
| Subject | 1. Fundamentals of Accounting (CA) | |
| I– SEM | TIME: 21/2 Hours | Max marks:50 Credits: 4 |

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| **UNIT I** | **Introduction:** Definition and Objectives Accounting. Branches of Accounting – Financial Accounting, Cost Accounting, Management Accounting. Concepts and Conventions – GAAP - Accounting Cycle. Taxation – Income tax, Corporate Taxation, GST, Customs & Exercise. |
| **UNIT II** | **Book Keeping:** Classification of Accounts and its Rules – Book Keeping and Accounting - Double Entry Book-Keeping - Journalizing - Posting to Ledgers, Balancing of Ledger Accounts (including Problems). |
| **UNIT III** | S**ubsidiary Books and Trial Balance:** Types of Subsidiary Books - Cash Book, Three- column Cash Book- Petty Cash Book - Preparation of Trial balance (including Problems). |
| **UNIT - IV** | **Final Accounts:** Preparation of Final Accounts: Trading Account, Profit and Loss Account and Balance sheet. |
| **UNIT - V** | **Computerized Accounting Systems (**Tally. ERP 9**):** Creating a Company; Configure and Features settings; Creating Accounting Ledgers and Groups; Stock Items and Groups; Vouchers Entry including GST; Generating Reports - Cash Book, Ledger Accounts, Trial Balance, Profit and Loss Account, Balance Sheet, Selecting and shutting a Company; Backup, and Restore data of a Company. |

CO-PO Mapping:

**(1: Slight [Low]; 2: Moderate [Medium]; 3: Substantial [High], '-' : No Correlation)**

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|  | PO1 | PO2 | PO3 | PO4 | PO5 | PO6 | PO7 | PO8 | PO9 | PO10 | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 | PSO6 |
| CO1 | 3 | 3 | 2 | 3 | 3 | 3 | 1 | 2 | 2 | 3 | 2 | 3 | 2 | 3 | 2 | 2 |
| CO2 | 3 | 2 | 3 | 3 | 2 | 3 | 3 | 1 | 3 | 3 | 3 | 2 | 1 | 3 | 1 | 3 |
| CO3 | 2 | 3 | 2 | 3 | 2 | 3 | 2 | 2 | 2 | 3 | 2 | 2 | 3 | 2 | 2 | 1 |
| CO4 | 3 | 2 | 3 | 2 | 2 | 2 | 3 | 3 | 1 | 1 | 3 | 1 | 2 | 2 | 2 | 3 |
| CO5 | 3 | 2 | 3 | 2 | 2 | 2 | 3 | 3 | 1 | 1 | 3 | 1 | 2 | 3 | 2 | 2 |

**Proposed Activities:**

* Assignment on GAAP.
* Group Activates on Problem solving.
* Collect and examine the balance sheets of business organizations to study how these are prepared.
* Prepare financial statements manually and using Tally
* Students are asked to create and setting up of company in Tally.
* Preparation of trail balance, Profit and Loss account and Balance sheet using Tally.

**Text Books:**

1. S.P. Jain & K.L Narang, Accountancy - I Kalyani Publishers.
2. R.L. Gupta & V.K. Gupta, Principles and Practice of Accounting, Sultan Chand
3. Ranganatham G and Venkata ramanaiah, Financial Accounting, S Chand Publications.
4. T. S. Reddy and A. Murthy - Financial Accounting, Margham Publications.
5. Tulsan, Accountancy-I - Tata McGraw Hill Co
6. V.K. Goyal, Financial Accounting Excel Books
7. T.S. Grewal, Introduction to Accountancy, Sultan Chand & Co.
8. Haneef and Mukherjee, Accountancy-I,Tata McGraw Hill
9. Arulanandam, Advanced Accountancy, Himalaya Publishers
10. S.N.Maheshwari & V.L. Maheswari, Advanced Accountancy, Vikas Publishers.

**Skill Development:**

To know the knowledge about the Branches of Accounting – Financial Accounting, Cost Accounting, Management Accounting. Concepts and Conventions – GAAP - Accounting Cycle. Taxation – Income tax, Corporate Taxation, GST, Customs & Exercise.

**Employability:**

Plenty of employability opportunities in Financial Accounting, Cost Accounting, Management Accounting.

**Entrepreneurship**

Many Entrepreneurial opportunities in Financial Accounting, Cost Accounting, Management Accounting.

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| **Syllabus Change AY 2023-24** | | | |
| Unit | Deletions/ Additions | % change | Rationale |
| I | No Deletions/ Additions | 0% | To make the syllabus current and relevant |
| II | No Deletions/ Additions | 0% | To make the syllabus current and relevant |
| III | No Deletions/ Additions | 0% | To make the syllabus current and relevant |
| IV | No Deletions/ Additions | 0% | To make the syllabus current and relevant |
| V | No Deletions/ Additions | 0% | To make the syllabus current and relevant |

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| P.R. GOVT.COLLEGE (AUTONOMOUS), KAKINADA | | |
| I B.COM **(CA)**w.e.f. 2023-24 | | |
| Subject | 1. Fundamentals of Accounting | |
| I– SEM | TIME: 21/2 Hours | Max Marks: 50 |

**BLUE PRINT FOR THE QUESTION PAPER SETTING**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| S.No | Type Of  Question | To be given in the Question Paper | | | To be answered | | |
| No. of  Questions | Marks allotted to each Question | Total marks | No. of.  Question | Marks allotted to each Question | Total marks |
| 1 | Section–A  Short  Questions | 7 | 5 | 35 | 4 | 5 | 20 |
| 222 | Section–B  Essay Questions | 6 | 10 | 60 | 3 | 10 | 30 |
| Total Marks | | | | 95 | Total Marks | | 50 |

**MODEL BLUE PRINT FOR THE QUESTION PAPER SETTER**

|  |  |  |  |
| --- | --- | --- | --- |
| Chapter Name | Very Short Questions  5 Marks | Essay Questions  10 Marks | Marks allotted to the chapter |
| Unit – I | 2 | 2 | 30 |
| Unit – II | 2 | 1 | 20 |
| Unit – III | 1 | 1 | 15 |
| Unit – IV | 1 | 1 | 15 |
| Unit – V | 1 | 1 | 15 |
| Total No. of Questions | 07 | 06 | 95 |

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| P.R. GOVT.COLLEGE (AUTONOMOUS), KAKINADA | | |
| I B.COM (CA) w.e.f. 2023-24 | | |
| Subject | **COURSE 2: BUSINESS ORGANIZATION** | |
| I – SEM | TIME: 21/2 Hours | Max Marks: 50 |
| **MODEL QUESTION PAPER** | | |

Section-I

Answer any three questions by attempting at least one question form each section 3x10 =30 M

1. How would you compare financial accounting, management accounting and cost accounting. ? (BT-2)
2. Journalize the following transactions ?( BT-3)

2020 Jan-1 commenced business with cash 50,000 and furniture worth 10,000

" 2. Sold goods to Suchitra. 20,000

". 3. Purchased machinery. 30,000

". 4. Paid rent. 5,000

". 9. Paid electricity bill. 1,000

". 12. Sold goods for cash. 6,000

". 15. Bought goats on credit for Raja 10,000

". 18. Paid wages. 5,000

". 21. Interest received through cheque. 5,000

". 29. Cash withdrawn from bank for office use 6,000

1. What is the importance of final accounts ? (BT- 4)

**Part-B**

**4.** What did you observe subsidiary books and explain its types? BT 2

5. Explain and write the procedure to create company in tally.

6. Prepare final accounts of Mr. X for the year ending 31-12-2021 from the following particulars:

|  |  |  |  |
| --- | --- | --- | --- |
| Debit balance | Amount | Credit balance | Amount |
| Cash  Purchase  Wages  Carriage  Opening stock  Sales returns  Salaries  Rent  Machinery  Furniture  Insurance  Debtors  Discount  Bills received | 3,000  5,000  1000  500  2500  600  1000  800  5,000  2,000  900  4000  400  1000 | Capital  Creditors  Bank overdraft  Sales  Purchase returns  Commission received | 15,000  1000  1000  9000  500  1200 |
| **27700** |
| **27700** |

**Adjustments:**

1. Closing stock Rs 4500
2. Outstanding wages 300
3. Outstanding salaries 500
4. Prepaid insurance 400

**Section-II**

**Answer any Four Questions from the following 4x5 =20 M**

1. GAP (general acceptance of accounting principle) (BT 1)
2. Define TAX ? (BT 1)

3. List the ledgers? (BT 1)

4. Prepare journal entries from the following particular (BT 3)

2020 Mar 1 Rajesh Commenced business with cash. 5,00,000

2. Purchase 30,000

3. Sold goods to Mahesh 35,000

4. Cash paid to Pramod. 5,000

5. Interest received 1,000

5. How would you describe trial balance ? (B T 2)

6.How would you present trading account ? (BT -3)

7. Write about stock item and stock groups? (BT-3)

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| P.R. GOVT.COLLEGE (AUTONOMOUS), KAKINADA | | |
| I B.COM (CA) w.e.f. 2023-24 | | |
| Subject | **COURSE 2: BUSINESS ORGANIZATION** | |
| I – SEM | TIME: 21/2 Hours | Max Marks: 50 |
| **QUESTION BANK** | | |

**Unit-1 :**

1. How would you define accounting, and its objectives? (B.T 1)
2. How would you compare financial accounting, management accounting and cost accounting. (BT-2)
3. How would you recognize accounting concepts? (BT – 2)

**Unit -2 :**

1. How would you classify the accounts and its rules. (BT -2)
2. What did you observe book keeping and accounting ? (BT -2)
3. Journalize the following transactions ? (BT-3)

2020

Jan-1 commenced business with cash 50,000

and furniture worth 10,000

" 2. Sold goods to Suchitra. 20,000

". 3. Purchased machinery. 30,000

". 4. Paid rent. 5,000

". 9. Paid electricity bill. 1,000

". 12. Sold goods for cash. 6,000

". 15. Bought goats on credit for Raja 10,000

". 18. Paid wages. 5,000

". 21. Interest received through cheque. 5,000

". 29. Cash withdrawn from bank for office use 6,000

1. Prepare a self-ledger from the following particulars. (BT -3)

2021

Jan 1. Sold goods to Ramu 5000

Jan 8. Goods purchased from Ramu. 10,000

Jan 10. Cash paid to Ramu. 15,000

Jan. 12. Cash received from Ramu 2,000

Jan 15. Goods return to Ramu. 500

Jan 17. Goods return from Ramu 1,000

Jan 20. Bought machinery from Ramu 2,000

Jan 24. Sold furniture. 10,000

**UNIT -3:**

1. What did you observe subsidiary books and explain its types? (BT 2)
2. What are the types of cash books ? ( BT -2)
3. Prepare a suitable subsidiary book from the following particulars. (BT 3)

2021

Jan-1 Goods sold to Raja 1000

Jan -2. Goods purchased from Rajesh 1500

Jan -6. Goods sold 2,000

Jan -8 goods purchased 1,000

Jan -9. Goods return by Raja 200

Jan- 10. Goods return to Rajesh 100

Jan -11 cash received from Ravi 10,000

Jan -15 cheque issue to David 3,000

1. Prepare a Three column cash book from the following particulars (BT 3)

2022

Dec 1. Cash in hand. 12000

Cash at Bank. 18,000

3. Cash sales. 6,000

8. Received cash from Madhu 5,800

Discount allowed 200

14. Issued cheque to Pavan 9,600

Discount received 400

15. Paid commission 500

20. Check received from Govind 3500

Allowed him discount 500

25. Govind cheque deposited into Bank

26. Bought furniture 2000

28. Withdrawn from bank for office use 5000

30. Salaries paid by cheque 1000

**Unit -4:**

1. How would you identify the assets and its types ? ( BT 1)
2. What is the importance of final accounts ? (BT.4)

|  |  |  |  |
| --- | --- | --- | --- |
| Debit balance | Amount | Credit balance | Amount |
| Cash  Purchase  Wages  Carriage  Opening stock  Sales returns  Salaries  Rent  Machinery  Furniture  Insurance  Debtors  Discount  Bills received | 3,000  5,000  1000  500  2500  600  1000  800  5,000  2,000  900  4000  400  1000  ...............  **27700** | Capital  Creditors  Bank overdraft  Sales  Purchase returns  Commission received | 15,000  1000  1000  9000  500  1200  .................  **27700** |

**Adjustments:**

1. Closing stock Rs 4500
2. Outstanding wages 300
3. Outstanding salaries 500
4. Prepaid insurance 400

**Unit -5:**

1. Explain the features of tally? (BT 1)

2. Explain and write the procedure to create company in tally? (BT 2)

3. What is the Mar 1 Rajesh Commenced business with cash. 5,00,000

2. Purchase 30,000

3. Sold goods to Mahesh 35,000

4. Cash paid to Pramod. 5,000

5. Interest received 1,000

ledger? Explain the various types of ledgers in tally? (BT 3)

**Short Questions:**

**Unit 1:**

1.GAP (general acceptance of accounting principle) (BT 1)

2. Accounting conventions ? (BT 2)

3.TAX ? (BT 1)

4.GST? (BT 2)

**Unit-2:**

1. Book keeping? (BT 2)

2. List the ledgers? (BT 1)

3. Elaborate on double entry system? (BT 2)

4. Prepare journal entries from the following particular (BT 3)

2020

**Unit-3:**

1. What did you define journal proper ? BT 1
2. How would you clarify the meaning of cash book? BT 2
3. How would you describe trial balance ? B T 2
4. Prepare analytical book from the following particulars

2013

Aug 1. Received advanced from head cashier 300

7. Paid for bus charge. 40

8 purchase stationery. 30

12 telegram charges. 35

18 Refreshments. 45

20 Tea expenses. 20

**Unit -4:**

1. How would you present trading account ? (BT 3)
2. How Can you classify direct and Indirect expenditure? (BT 3)
3. How would you present value of goodwill? (BT 2)
4. List out advantages of final accounts ? (BT 1)

**Unit -5**

1. Write about stock item and stock groups?
2. Write the limitations of tally?
3. Explain about trial balance?