COURSE DESCRIPTION			
Program	**Computer Application & Business Management**		
Course Title	**Basic Accounting**		
Course Code	**1251**	**Semester**	**I**
Type of Course	**Theory**	**Contact Hours**	**60**
Teaching Scheme (L: T:P:R)	**3:1:0:0**	**Credits**	**4**
CIE Marks	**40**	**ESE Marks**	**60**

Introduction

Basic Accounting is a foundational course designed to introduce students to the basic accounting concepts, principles, concepts, conventions and rules to record business transactions and the preparation of financial statements. The course covers a set of documents and processes businesses use to track, record, and analyze financial data. The main objective is to familiarize students with the mechanics of preparation of financial statements. Students can apply critical thinking skills by identifying and analyzing accounting issues using relevant accounting frameworks.

Course Objectives

1	To provide a basic knowledge about accounting concepts, principles, conventions and rules to record business transactions
2	To acquire knowledge on the preparation of Journal, Ledger and Trial Balance.
3	To apply the knowledge in preparing detailed accounts of sole trading concerns.
4	To apply critical thinking skills by identifying and analyzing accounting issues using relevant accounting principles

Course Pre-requisite

Topic	Course code	Course Title	Semester
NIL			

Course Outcome

CO	Course Outcome	Blooms Taxonomy Level
CO1	Explain the basics of accounting concepts, principles and conventions	Understand
CO2	Apply the knowledge on the rules to record business transactions and preparation of Journal, Ledger	Apply
CO3	Apply the mechanics of preparation of trail balance and types of accounting errors.	Apply
CO4	Construct the final accounts and apply the methods of adjusting entries.	Apply

CO-PO mapping

COURSE ARTICULATION MATRIX											
Course Outcomes	PROGRAM OUTCOMES										
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11
CO1	3	2	-	-	-	-	-	-	-	-	-
CO2	3	3	2	-	-	-	-	-	-	-	-
CO3	3	3	2	2	-	-	-	-	-	-	-
CO4	3	3	3	2	-	-	-	-	-	2	-
Total	12	11	7	4	-	-	-	-	-	2	-
Correlation Level	3	2.75	2.33	2	-	-	-	-	-	2	-
Legends: 1 - Low; 2 - Medium; 3 - High; No Correlation - "-"											

Teaching and Assessment Scheme

Teaching Scheme/Week				Self-learning (SS)/Week	Total Hours/Semester	Credits C	Examination Scheme						
							Theory			Practical			Total
L	T	P	S				CIE	ESE	Total	CIE	ESE	Total	
3	1	0	0	5.5	60	4	40	60	100	0	0	0	100

L: Lecture (One unit is of one-hour duration with one credit), T: Tutorial (One unit is of one-hour duration with one credit), P: Practical (One unit is of one-hour duration with 0.5 credit), S: Project (One unit is of one-hour duration with 0.5 credit) SS: Self-Learning, CIE: Continuous Internal Evaluation, ESE: End Semester Examination

Syllabus – Major Topics

Module	Title	Major Topics	Instructional Hours	
			L	T
Module I	Introduction to Accounting	Fundamentals of Financial Accounting meaning, objectives, limitations, accounting principles, golden rule of accounting	12	4
Module II	Recording Business Transaction	Journal – Journalizing, rule of debit and credit, Ledger-posting-balancing.	12	4
Module III	Trial Balance and Accounting Errors	Trial balance preparation and types of accounting errors	11	4
Module IV	Final Accounts of sole trading concerns	Trading and profit and loss account , Balance Sheet, accounting software and preparation of final accounts of sole trader with simple adjustment	10	3

Detailed Syllabus

Subtopic	Student Learning Outcome	Mode of delivery (L/T)	Mapped CO	Taxonomy Level	Instructional Hours
Module I					
Fundamentals of Accounting	Describe the Meaning, Definition, nature of financial accounting	L	CO1	Remember	1
Fundamentals of Accounting	Identify the Objectives, limitations and comparison between bookkeeping and accounting	L	CO1	Understand	3
Fundamentals of Accounting	Solving practical problems on book keeping and accounting	T	CO1	Apply	1
Fundamentals of Accounting	Illustrate basic terms in accounting	L	CO1	Understand	2
Fundamentals of Accounting	Identify the Basic Accounting Concepts, Principles and Conventions- system of accounting	L	CO1	Remember	4
Fundamentals of Accounting	Describe the system of accounting in detail	T	CO1	Understand	1
Fundamentals of Accounting	Define basic accounting equation with a simple equation	L	CO1	Understand	2
Fundamentals of Accounting	Perform simple problems on accounting equation	T	CO1	Apply	2
Module II					
Accounting process	Identify Double entry book keeping – basic concept – rule of debit and credit.	L	CO2	Understand	2
Accounting process	Describe Journal – meaning, nature	L	CO2	Remember	1
Accounting process	Illustrate the process of recording transactions in journal	L	CO2	Apply	4
Accounting process	Practice journalizing transactions	T	CO2	Apply	2
Accounting process	Identify Ledger-meaning, difference between journal and ledger	L	CO2	Remember	2
Accounting process	Describe Ledger-posting-balancing.	L	CO2	Apply	3
Accounting process	Practice ledger posting	T	CO2	Apply	2
Module III					
Trail Balance, Accounting error	Identify special journals(Theory only)	L	CO3	Remember	2
Trail Balance, Accounting error	Understand the preparation of Single Column Cash Book	L	CO3	Apply	3
Trail Balance, Accounting error	Practice preparation of Single Column Cash Book	T	CO3	Apply	2

Trail Balance, Accounting error	Describe Trial Balance – meaning-features-objectives of preparing trial balance	L	CO3	Understand	1
Trail Balance, Accounting error	Illustrate the preparation of Trial balance	L	CO3	Apply	3
Trail Balance, Accounting error	Identify the accounting Errors-Classification of Errors – causes of errors	L&T	CO3	Understand	2
Trail Balance, Accounting error	Practice problems on identifying accounting errors	T	CO3	Apply	2
Module IV					
Final accounts and accounting software	Identify Final Accounts of Sole Trading Concern	L	CO4	Remember	1
Final accounts and accounting software	Describe Capital and Revenue Expenditure and Receipts	L	CO4	Understand	1
Final accounts and accounting software	Illustrate the Preparation of Trading, Profit and Loss Account with simple adjustments (Closing Stock and depreciation)	L	CO4	Apply	3
Final accounts and accounting software	Illustrate Balance Sheet with simple adjustments (Closing Stock and depreciation)	L	CO4	Apply	4
Final accounts and accounting software	Practice balance sheets	T	CO4	Apply	3
Final accounts and accounting software	Identify Accounting softwares for small business organizations	L&T	CO4	Understand	1

Suggested Student Activities for Self-Learning

Week	Self-Learning description	Hours
Module I		
1	Concept realization Provide questions and students should find and write the answers. Narrate the nature of accounting using real world cases.	5.5
2	Pre-class summary preparation. Prepare notes on objectives of accounting. Find and write a note on limitations of accounting. Explore the notes or videos to find the comparison between bookkeeping and accounting.	5.5
3	Summarize the basic accounting terms and accounting principles (a brief report on it). Explore the accounting terms using examples. Prepare notes on accounting concepts. Make a report on accounting principles.	5.5
4	Individually explore the accounting equation with figures. Realise the accounting equations using real cases. Practice questions to derive accounting equation. Give questions to explore accounting equation.	5.5
Module II		
5	Recalling the terms and concepts from first module. Explore videos, or interactive notes on the concept of double entry. Prepare a notes on types of accounts. Revise the rules of debit and credit.	5.5
6	Practice the recording of transactions in journal. Prepare notes on journal. Explore the process of journalizing. Give questions to practice the process of journalising.	5.5
7	Practice the process of posting. Revise the term ledger. Prepare a table showing the differences between journal and ledger. Explore the process of posting Give the transactions to post in ledger accounts.	5.5
8	Summarize the terms journalising and ledger posting. Collect questions and write answers relating to journalising and ledger posting. Prepare a question bank of second module.	5.5
Module III		

9	Pre reading on journal and ledger. Summarise the special journals. Explore the preparation of single column cash book. Practice the preparation of single column cash book.	5.5
10	Prepare a note on trail balance. Revise the methods of preparing trail balance. Give questions to practice the trail balance.	5.5
11	Pre reading on accounting errors. Revise the types of errors. Make a report on accounting errors.	5.5
12	Summarise the terms special journals. Explore short videos, or interactive notes on the preparation of cash book. Practice questions and make a report on it. Prepare a question bank.	5.5
Module IV		
13	Pre module concepts refresh. Revise the final accounts of sole trader. Explore the concept of capital and revenue with real cases. Draw the formats of final accounts.	5.5
14	Pre-reading & Concept Exploration. Explore short videos, or interactive notes on the preparation of trading account. Practice questions relating to trading account. Revise the term profit and loss account Provide questions to find net profit or loss	5.5
15	Explore short videos, animations, or interactive notes on balance sheet. Make a question bank of final accounts. Revise the term accounting softwares. Make a note on accounting softwares Make a question bank.	5.5
Total Self-Learning hours		82.5

Learning Resources

TEXT BOOK

Sl. No.	Title	Author	Publication
1	Financial Accounting	P K Lazer	S CHAND Publication
2	Accounting	N Balakrishnan Nair	N Balakrishnan Nair Publication

REFERENCE

Sl. No.	Title	Author	Publication
1	Financial Accounting	S N MAHESWARI SUNEEL K MAHESWARI	VIKAS PUBLISHING HOUSE PRIVATE LTD
2	Advanced Accountancy	S.P Jain and K.L Narang,	Kalyani Publishers
3	Fundamentals of Accounting	S.N Maheswari and S.K. Maheswari	Vikas publishers

WEB RESOURCES

Sl. No.	URL	Modules Covered
1	https://www.vedantu.com/revision-notes/cbse-class-11-accountancy-notes	I & II
2	https://www.accountingcoach.com/accounting-basics/explanation	III & IV

Assessment Methodology – Theory

Mode	Attendance	CA1	CA2	CA3	CA4	CA5	CA6	ESE
		Self-learning activities (Module 1)	Self-learning activities (Module 2)	Self-learning activities (Module 3)	Self-learning activities (Module 4)	Series Exam (2 modules)	Series Exam (2 modules)	Written Exam (theory)

Duration						2 hours	2 hours	2.5 hours
Exam mark		15	15	15	15	50		60
Converted to						20	20	
Marks	5	15				20		60
Total	40							60
Tentative schedule	End of semester	By 4th week	By 7th week	By 11th week	By 14th week	8th week	15th week	End of semester

Series Examination Pattern- Theory

Time	Module	Part A	Marks	Part B	Marks	Part C (With choice)	Marks	Total
2 hours	Any one module	2	1	3	3	2	7	25
	Any one module	2	1	3	3	2	7	25
	Number	4		6		4		50

End Semester Examination Pattern of Question Paper - Theory

Duration	Module	TYPE OF QUESTIONS						
		Part A (2 Questions from each module)		Part B 2 out of 3 questions from each module)		Part C (1 set questions with choice from each module)		Total Marks
		No. of Questions	Marks (1 mark each)	No. of Questions	Marks (3 marks each)	No. of Questions	Marks (7 marks each)	
2.5 hours	1	2	2	3	6	1 set	7	15
	2	2	2	3	6	1 set	7	15
	3	2	2	3	6	1 set	7	15
	4	2	2	3	6	1 set	7	15
		8	8	12	24	4 sets	28	60