

Foundation Course FC-102 Fundamentals of Accounting

Course Introduction:

This course introduces the terminology employed in accounting circles, the principles used in basic accounting and their maintenance.

Objectives:

1. To impart basic accounting knowledge & to ensure working knowledge amongst students for the subject.
2. To give overview regarding various cost components, and their valuation techniques.
3. To familiarize with the basic computerized accounting.

No. of Credits: 2

Theory Sessions per week: 3

Teaching Hours: 40 hours

UNIT	TOPICS / SUBTOPICS	TEACHING HOURS
1	Introduction to accounting	10 hours
	<ul style="list-style-type: none"> • Principle of double entry book keeping <ul style="list-style-type: none"> ○ Meaning, Importance & scope of accounting ○ Accountancy, accounting and book keeping ○ Distinction between book keeping and accounting ○ Branches of accounting ○ Double entry system of accounting ○ Accrual basic & cash basis of accounting ○ Accounting equation 	5 hrs
	<ul style="list-style-type: none"> • Generally accepted accounting principles: <ul style="list-style-type: none"> ○ Meaning of Generally accepted accounting principles ○ Basic assumptions and principle of accounting 	5 hrs
2	Journalizing, Posting, Balancing and preparation Subsidiary books	10 hours
	<ul style="list-style-type: none"> • Journalizing, Posting, Balancing <ul style="list-style-type: none"> ○ Meaning & classification of account ○ Rules of debit and credit ○ Meaning and format of journal ○ Meaning of journalizing ○ Ledger and its format ○ Balancing 	4 hrs
	<ul style="list-style-type: none"> • Subsidiary books <ul style="list-style-type: none"> ○ Meaning and types of cash book ○ Trade and cash discount ○ Three column cash book, petty cash book, purchase book, sales book, purchase return book & sales return book 	6 hrs

3	Preparation of financial statements:	10 hours
	<ul style="list-style-type: none"> ○ Meaning and utility of financial statements ○ Recognition of assets, liabilities, income and expense ○ Preparation of trading, profit & loss account and final balance sheet of trading company, partnership firm and joint stock companies (both horizontal and vertical form) with simple adjustments 	10 hrs
4	Introduction to cost accounting	10 hours
	<ul style="list-style-type: none"> ● Cost accounting <ul style="list-style-type: none"> ○ Meaning, objectives ○ Functions of cost accounting ○ Brief introduction to elements of cost (including fixed , variable and semi variable cost) 	2 hrs
	<ul style="list-style-type: none"> ● Material cost control <ul style="list-style-type: none"> ○ Meaning, Objectives, Classification of material cost, Determination of various levels and Problems on LIFO, FIFO & weighted average 	3 hrs
	<ul style="list-style-type: none"> ● Direct labour cost control <ul style="list-style-type: none"> ○ Meaning ○ Objectives ○ Classification of the labour cost ○ Determination of the labour cost by time wage ○ Piece wage and incentive plans (including Halsey, Rowan plan) 	3 hrs
	<ul style="list-style-type: none"> ● Computerized accounting <ul style="list-style-type: none"> ○ Overview of Financial accounting software (Tally, Ex. Microsoft Financial) 	2hrs

Textbooks:

1. Financial Accounting,
Publisher: Pearson Education
By P.C. Tulisan
(For unit 1 refer chapter 1, 2 & 5,
Unit 2 refer chapter 6, 7 & 8,
Unit 3 refer chapter 9)

2. Cost Accounting,

Publisher: Tata Mc. Graw Hill
By M.Y. Khan & P.K.Jain
(For unit 4 refer chapter 1, 2, 3 & 4)

Reference Books :

- 1 Financial Accounting Theory And Practice,
Publisher: Tata Mc. Graw Hill
By Prassna Chandra
- 2 Financial Managemant,
Publisher: Vikas Publishing House
By I M Pandey
- 3 Cost Accounting,
Publisher: Tata Mc. Graw Hill
By Jawaharlal
- 4 Financial & Cost Accounting,
Publisher: Sultanchand & Sons.
By S.N. Maheshwari
- 5 Cost Accounting,
Pearson Education
By Dutta

