



COURSE MODULE: FUNDAMENTALS OF ACCOUNTANCY

Course Coordinator: Ms. LAKSHMI M R				Academic Year: 2024-25	
Department: MBA					
Course Code	Course Title	Core/Elective	Prerequisite	Contact Hours	Total Hrs./ Sessions
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BCA105B	Fundamentals of Accountancy	Core	-	3:0:0	40-45
Course Learning Objective:					
<ol style="list-style-type: none"> 1. Understand Core Accounting Concepts: Equip students with foundational knowledge of accounting principles, processes, and standards, enabling them to accurately record and report financial transactions. 2. Apply Practical Accounting Skills: Develop students' ability to manage various accounting tasks, such as journalizing, ledger posting, and bank reconciliation, ensuring they can effectively handle real-world financial data. 					
Teaching-Learning Process (General Instruction):					
<ol style="list-style-type: none"> 1. Adopt different types of teaching methods to develop the outcomes through PowerPoint presentations & Chalk and talk. 2. Analyze and solve step-by-step solutions for Problem based learning. 3. Gain conceptual understanding through group discussions. 					
Module-1					
Meaning and Scope of Accounting: History and Development of Accounting, Meaning, Objectives and functions of Accounting, Book keeping V/s Accounting, Users of accounting data, systems of book keeping and accounting, branches of accounting, advantages and limitations of accounting.					
TLP: Power Point Presentation & Chalk and Talk					
Module-2					
Accounting Principles: Meaning of accounting principles, accounting concepts, account conventions, accounting principles and the institute of chartered accounts of India, Statements of accounting standards.					
TLP: Power Point Presentation & Chalk and Talk					
Module-3					
Financial Accounting Process: Journalizing transactions: Journals, Rules of Debit and Credit, Compound Journal Entry, Opening Entry. Ledger posting and trial balance: Ledger, Posting, Relationship between journal and ledger, Rules regarding posting, Trial Balance					
TLP: Power Point Presentation and Chalk and Talk.					
Module-4					
Sub-division of journals and Negotiable Instruments: Sub-division of journals: Cash Journal, Petty Cash Book, Purchase Journal, Sales Journal, Sales Return Journal. Negotiable Instruments: Promissory Note, Specimen of Promissory note, Bill of Exchange, Cheque, Some Important Terms, Accounting Entries, Billes sent for collection, Accommodation Bills, Bills receivable and payable books.					



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TLP: Power Point Presentation and Chalk and Talk, Simulations.

Module-5

Bank Reconciliation Statement: Advantages of keeping a bank account, causes of difference, Meaning and Objectives of bank reconciliation statement, Importance of bank reconciliation statement, Technique of preparing bank reconciliation statement, where cash book balance has to be adjusted, Where the abstract from the Cash Book and Pass Book are given.

TLP: Power Point Presentation and Chalk and Talk.

Course Outcomes:

At the end of the course, the student will be able to:

- CO1. Explain the key functions of accounting and differentiate between bookkeeping and accounting.
- CO 2. Describe core accounting principles and apply relevant accounting standards.
- CO 3. Record transactions in journals and post them to ledgers accurately.
- CO 4. Manage different types of journals and understand the accounting of negotiable instruments.
- CO 5. Prepare a bank reconciliation statement and identify discrepancies between bank and cash records.

List of Text Books

Text Books:

1. An Introduction to Accountancy, 12/e, Dr S N Maheshwari, CA Sharad K Maheshwari & Dr Suneel K Maheshwari, Vikas Publishing.

Reference:

1. Fundamentals of Financial Accounting" by Ashok Banerjee Publisher: Excel Books
2. Accounting for Management: Text and Cases, 3/e, S K Bhattacharyya, John Dearden & S Venkatesh, Vikas Publishing