Learning Outcomes

UNIT 1 INTRODUCTION TO ACCOUNTING

The learner will be able to:
1.1 Explain the terms used in accounting
1.2 Classify the assets into current and fixed ones
1.3 Distinguish among terms income, expenditure, assets & liabilities
1.4 Describe the meaning and features of accounting
1.5 Describe the objectives and advantages of Accounting information
1.6 Identify the Role of Accounting

UNIT 2 - THEORY BASE OF ACCOUNTING

The learner will be able to:
2.1 Recognise the importance of Accounting Principles.
2.2 Identify various synonyms of Accounting Principles.
2.3 Identify various Basic Concepts of Accounting
2.4 Identify relevant principles in connection with an accounting transaction.
2.5 Explain the concept and relevance of Accounting Standard.
2.6 Identify all Accounting Standards

UNIT 3 RECORDING OF TRANSACTION - 1

The learner will be able to:
3.1 Identify business transactions.
3.2 Differentiate the give and take aspects of a transaction
3.3 Analyse business transactions and construct accounting equations.
3.4 Identify the importance of accounting equation in the preparation of Balance Sheet
3.5 Define the rules of debit and credit.
3.6 Classify account into Assets, Liabilities, Capital, Income and Expenses.
3.7 Use the rules of Debit and Credit for recording transaction by selecting the appropriate accounts
3.8 Identify journal as the book of primary entry
3.9 Explain the relevance of keeping chronological order in recording of transactions.
3.10 Prepare Journal from Business transactions
3.11 Compare between Journal and Ledger.
3.12 Identify Ledger as a book for classification of transaction
3.13 Sort out the feature of similarity in posting of transactions
3.14 Prepare Ledger accounts from Journal entries

UNIT 4 RECORDING OF TRANSACTIONS – II
The learner will be able to:
4.1 Describe the meaning of Special journal
4.2 Identify the different transactions to be entered in various subsidiary books
4.3 Classify cash and credit transaction and preparing Cash Book
4.4 Recognize credit purchases and credit sales from a group transaction.
4.5 Prepare Purchase Day Book and Sales Day Book.
4.6 Recognize purchases return and sales returns
4.7 Choose debit Note Voucher and Credit Note Voucher for various returns.
4.8 Prepare purchase Returns Book and Sales Returns Book.
4.9 Recognize transaction to be entered in Journal Proper
4.10 Prepare journal Proper.

UNIT 5 BANK RECONCILIATION STATEMENT
The learner will be able to:
5.1 List out the reasons for disagreement between Pass Book and Cash Book
5.2 Identify the importance of reconciliation.
5.3 Prepare bank reconciliation Statement

UNIT 6 TRIAL BALANCE AND RECTIFICATION OF ERRORS
The learner will be able to:
6.1 Explain the meaning of trial Balance
6.2 Prepare the Trial Balance under different methods
6.3 Describe the different types of errors
6.4 Locate the type of errors related to various transactions
6.5 Locate the errors that do not affect trial balance
6.6 Rectify the errors through journal entries
6.7 Explain the meaning and the need of Suspense account.
6.8 Rectify the errors through suspense account

**UNIT 7 - DEPRECIATION, PROVISION AND RESERVES**

*The learner will be able to:

7.1 Explain the meaning and causes of depreciation.
7.2 Describe the need for providing depreciation
7.3 Describe the meaning of different methods of providing for depreciation
7.4 Calculate annual depreciation
7.5 Differentiate between these two methods
7.6 Describe the meaning of Provisions and Reserves
7.7 Differentiate between provisions and reserves

**UNIT 8 - BILLS OF EXCHANGE**

*The learner will be able to:

8.1 Describe the meaning and use of Bills of Exchange
8.2 Outline the uses and advantages of Bills of Exchange
8.3 Differentiate between Bill of Exchange and Promissory Note
8.4 Illustrate practical accounting aspects of Bill in various situations

**UNIT 9 & 10 FINANCIAL STATEMENT WITH ADJUSTMENTS**

*The learner will be able to:

9&10.1 Describe the meaning of capital and revenue expenditure
9&10.2 State the meaning, usefulness and types of Financial statements
9&10.3 Describe and illustrate the method of preparing Financial Statements with various adjustments
9&10.4 Prepare financial accounts

**UNIT 11 - ACCOUNTS FROM INCOMPLETE RECORDS**

*The learner will be able to:

11.1 Describe the meaning and features of an accounting system where incomplete records are maintained
11.2 Explain the limitations of Single Entry System
11.3 Construct a trading and profit and loss account and Balance Sheet from the records of single entry system after locating missing information

UNIT 12- APPLICATION OF COMPUTERS IN ACCOUNTING

The learner will be able to:

12.1 Describe the meaning and use of Computer System and its components
12.2 Describe the meaning, use and features of Computerised Accounting System and MIS
12.3 Explain the evolution of CA
12.4 Compare MIS and AIS
12.5 Outline the limitations of CA

UNIT 13- COMPUTERISED ACCOUNTING SYSTEM

The learner will be able to:

13.1 Describe the meaning and basic concepts of Computerised Accounting System
13.2 Differentiate between manual accounting and computerised accounting
13.3 List out the merits and demerits of both the systems
13.4 Draw out the possibilities regarding sourcing a suitable accounting software

UNIT 14- STRUCTURING DATA BASE FOR ACCOUNTING

The learner will be able to:

14.1 Describe the meaning and use of database
14.2 Design and structure and develop accounting database using Relational Data Model.
14.3 Present accounting data in data tables

UNIT 15 - ACCOUNTING SYSTEM USING DATA BASE MANAGEMENT SYSTEM

The learner will be able to:

15.1 Describe the meaning, use and application of MS Access
15.2 Identify its various components
15.3 Illustrate and develop a suitable DBMS for Accounting
15.4 Generate accounting reports