

ALLIED COURSE – I – ACCOUNTANCY-I

UNIT I:

Principles of double entry – Books of Prime entry and subsidiary records – Basic accounting concepts and conventions – capital and revenue expenditure.

UNIT II:

Bank reconciliation statement – bills of exchange including accommodation bills – Rectification of errors including suspense account.

UNIT III:

Preparation of Trial balance and Final accounts of sole trade with simple adjustments.

UNIT IV:

Consignment, Joint venture, Account current and average due date.

UNIT V:

Accounts of non-profit organizations – depreciation and reserves.

BOOKS RECOMMENDED:

1. Shukla & Grewal : Advanced Accountancy
2. Grewal T.S. : An introduction to Accountancy
3. Gupta R.L. : Advanced Accountancy
4. Jain & Narang : Advanced Accountancy
5. Mukherje & Hanif : Advanced Accountancy – TMH