

**First Allied Course I – PRINCIPLES OF ACCOUNTANCY**

**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 organization – depreciation and reserves.

**Books Recommended:**

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| 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     |