

**CC II - Principles of Accountancy**

- UNIT 1** Definition of Accounting – Nature, Objects and Utility of Accounting in Industrial and Business Enterprise – Difference between Book-keeping and Accounting – Accounting concepts and conventions.
- UNIT 2** Double Entry system – Rules – Advantages and disadvantages – Journal – Subsidiary books.
- UNIT 3** Ledger – meaning – Balancing of Accounts – Difference between Journal and Ledger – Trial Balance – Objectives – Limitations – Preparation of Trial Balance - Final accounts of Sole Trader.
- UNIT 4** Rectification of Errors – Objectives – Types – Methods – Bank Reconciliation Statement – Reason for the difference in two balances – Procedure for preparation.
- UNIT 5** Average due date – Account current- Consignments

**Question Paper should cover Theory 20 % and Problems 80%**

**Text Book Recommended**

- 1) Arulanandam, Advanced Accountancy, Himalaya Publications, New Delhi

**References**

- 1) Anthony N. Robert & Reece S.James, *Accounting Principles*, All India Traveler Book Seller, Delhi, 1989.
- 2) Ghose, T.P, *Fundamentals of Accounting*, S.Chand & Co, New Delhi, 2000
- 3) Gupta M.P & B.M. Agarwal, *Accounting for CA Foundation Course*, Sultan Chand & Co. Ltd., New Delhi 1993
- 4) Krishnaswami O.R. *Cooperative Account Keeping*, Oxford and IBH, Publications Co., New Delhi, 1995.