

Accounting & Business Management

Unit – I

Accounting concepts and Conceptions – Rules of accounts – Importance of accounting – Nature and Scope of Accounting – Double Entry System – Advantages – Difference between Double Entry and Single Entry.

Unit – II

Journal, ledger and Trial Balance. Subsidiary Books – Purchase Book, Sales Book, Purchase Returns Book, Sales Returns Book and Cash Book with single, Double and Triple column cash book.

Unit – III

Final Accounts – Trading and Profit and Loss A/C. and Balance sheet with simple adjustments.

Unit – IV

Cost accounting – Elements of Cost, Classification of cost – Preparation of Simple cost sheet (Problem) – Accounting for overheads Classification of overheads, Allocation and appointment of overheads – Re-apportionment of service department cost to production department, Absorption of overheads

Unit – V

Nature and objectives of Business – Legal forms of Business Ownership – Sole Trader, Partnership, Company and Co-operative Societies – Advantages and Limitations.

Reference Books :

1. T.S., Grewal, “Introduction to Accountancy”.
2. N.K. Vinayakam, P.L.Mani, K.L.Nagarajan, “Principles of Accountancy”.
3. S.P. Jain and K.L. Narang, “Cost Accounting”.
4. S.N. Maheswari, “Cost and Management Accounting”.
5. Dinker Pagare, “Business Management”
6. Y.K. Bushan, “ Business Organisation and Management”