

DEPARTMENT OF COMMERCE				CLASS: II UG (Non Commerce Students)				
Sem	Course Type	Course Code	Course Title	Credits	Contact Hours/week	CIA	Ext	Total
III	NME-1	20U3KNME1	Basics of Accounting	2	2	25	75	100

Nature of Course			
Knowledge and Skill oriented	✓	Employability oriented	
		Entrepreneurship oriented	

Course Objectives
<ul style="list-style-type: none"> <li>To understand the basic concepts of accounting system</li> <li>To familiarize the concept of journal entries and preparation of subsidiary books</li> <li>To gain working knowledge on preparation of Ledger accounts and Trial Balance</li> <li>To prepare Trading and Profit &amp; Loss Account</li> <li>To understand concept of Financial Statement and prepare Balance Sheet</li> </ul>

Unit	Course Contents	Hours	K level	CLO
I	<b>Introduction to Accounting</b> Meaning – Definition – Features of Good Accounting System - Principles of Accounting – Concepts and Conventions – Book keeping – Importance – Golden Rules of Accounting- An Overview of Accounting Software.	6	Up to K2	CLO 1
II	<b>Journal and Subsidiary Books</b> Journal – Meaning – Journal Entries. Subsidiary Books – Meaning - Benefits of Subsidiary Book System– Types- Purchase & Sales Book- Purchase Return & Sales Return Book-Bills Receivable & Bills Payable Book	6	Up to K3	CLO 2
III	<b>Cash Books</b> Introduction - Cash Book – Simple Cash Book-Two Column Cash Book-Triple Column Cash Book-Petty Cash Book	6	Up to K3	CLO 3
IV	<b>Ledger and Trail Balance</b> Ledger – Meaning –Distinction between Journal and Ledger-Posting from journal to Ledger- Balancing of Ledger Accounts. Trail Balance - Meaning – Objectives of preparing Trial Balance-Methods of Preparation of Trial Balance.	6	Up to K3	CLO 4
V	<b>Preparation of Final Accounts</b> Final Accounts-Meaning –Manufacturing Account-Features-Trading Account-Preparation of Trading Account- Items appearing in the debit side of Trading Account-Items appearing on the credit side of Trading account-Profit & Loss Account-Proforma of Preparation of Profit & Loss Account – Adjustments(Simple Problems). Balance Sheet - Classification of assets and Liabilities- Grouping and Marshalling of Assets and Liabilities - Proforma of Preparation of Balance Sheet – Adjustments (Simple Problems)	6	Up to K3	CLO 5

**Note:** The Questions should be asked in the ratio of 80 % for Problem and 20% Theory.

**Books for Study:**

1. Dr. Shazuli Ibrahim, *Financial Accounting – I*, PASS Publications, Madurai.
2. Reddy & Murthy, “*Financial Accounting*”, Margham Publication, Chennai.

**Books for Reference**

1. R.L. Gupta & M. Radhaswamy, “*Advanced Accountancy*” Vol-I, 2015, Sultan Chand & Sons, New Delhi.
2. M.A. Arulanandam & K.S. Raman, “*Advanced Accountancy*” Vol-I, Sixth Edition, 2015, Himalaya Publishing House, Mumbai.
3. S. N. Maheshwari & Suneel K Maheshwari, “*Financial Accounting*”, Fifth Edition, 2012, Vikas Publishing House.
4. R.S.N. Pillai, Bagavathi & S. Uma, “*Fundamentals of Advanced Accountancy*”, Third Edition, 2015, S. Chand, New Delhi.
5. SP. Iyengar, “*Advanced Accountancy*” Vol-I, Fourth Edition, 2004. Sultan Chand & Sons, New Delhi.

**Web Resources**

1. <https://accountingplay.com/introduction-to-accounting/#:~:text=Accounting%20is%20the%20system%20of,tracking%20the%20flow%20of%20cash.>
2. <https://www.vedantu.com/commerce/what-are-subsiary-books>
3. <https://courses.lumenlearning.com/sac-finaccounting/chapter/ledgers-journals-and-accounts/>
4. <https://byjus.com/commerce/trading-and-profit-and-loss-account/#:~:text=Trading%20Account%20is%20prepared%20first,the%20trading%20account%20is%20prepared.&text=It%20is%20the%20first%20stage,creation%20of%20the%20final%20account.>
5. <https://online.hbs.edu/blog/post/how-to-prepare-a-balance-sheet#:~:text=Add%20Total%20Liabilities%20to%20Total,liabilities%20and%20shareholders'%20equity%20together.>

**Pedagogy:** Chalk & Talk, Assignments, Exercises, PPT,

**Rationale for Nature of the Course:** Can Assist the business concern for entering day to day business transactions and presenting them through software

**Activities to be given**

1. Practical Demo on Creating ledger accounts, recording the transactions and Preparing final accounts independently
2. Assignment on preparing final statements through accounting software

**Name of the Course Designer:** Dr. R. Vennila, Assistant Professor

## LESSON PLAN

Unit	Course Contents	Hrs	Mode of Teaching
I	<b>Introduction to Accounting</b> Meaning – Definition – Features of Good Accounting System	2	Chalk and Talk Exercise Quiz
	Principles of Accounting – Concepts and Conventions	2	
	Book keeping – Importance – Golden Rules of Accounting	2	
II	<b>Journal and Subsidiary Books:</b> Journal – Meaning – Journal Entries.	3	Chalk and Talk Exercise Quiz
	Subsidiary Books – Meaning -Benefits of Subsidiary Book System– Types- Purchase & Sales Book- Purchase Return & Sales Return Book-Bills Receivable & Bills Payable Book-	3	
III	Cash Book – Simple Cash Book-Two Column Cash Book	3	Chalk and Talk Exercise Quiz
	Triple Column Cash Book-Petty Cash Book	3	
IV	<b>Ledger and Trail Balance</b> Ledger – Meaning –Distinction between Journal and Ledger	1	Chalk and Talk Exercise Quiz
	Posting from journal to Ledger- Balancing of Ledger Accounts.	2	
	Trail Balance - Meaning – Objectives of preparing Trial Balance- Methods of Preparation of Trial Balance.	3	
V	<b>Preparation of Profit &amp; Loss Account</b> Final Accounts-Meaning –Manufacturing Account-Features Trading Account-Preparation of Trading Account- Items appearing in the debit side of Trading Account-Items appearing on the credit side of Trading account- Profit & Loss Account-Proforma of Preparation of Profit & Loss Account-Adjustments	3	Chalk and Talk Exercise PPT Quiz Assignment
	Balance Sheet - Classification of assets and Liabilities- Grouping and Marshalling of Assets and Liabilities - Proforma of Preparation of Balance Sheet – Adjustments (Simple Problems) - Grouping and Marshalling of Assets and Liabilities - Proforma of Preparation of Balance Sheet - Adjustments	3	

\*Staff name will be allotted according to work load allotment at the beginning of every Academic Year

### Course Learning Outcomes:

CLOs	On completion of the course, the students should be able to	K- Level
CLO 1	Understand the basic concepts of accounting system	Up to K2
CLO 2	Prepare journal entries and subsidiary books	Up to K3
CLO 3	Prepare and Illustrate the various types of cash books	Up to K3
CLO 4	Prepare Ledger accounts and Trial Balance	Up to K3
CLO 5	Prepare Trading, Profit & Loss Account and Balance Sheet	Up to K3

### Mapping of Course Learning Outcomes (CLOs) with Programme Outcomes (POs)

(CLOs)	Programme Outcomes (with Graduate Attributes)					
	PO 1 (Knowledge Base)	PO 2 (Problem Analysis & Investigation)	PO 3 (Communication Skills & Design)	PO 4 (Individual and Team Work)	PO 5 (Professionalism, Ethics and equity)	PO 6 (Life Long Learning)
CLO 1	2	2	2	2	2	2
CLO 2	2	2	2	2	2	2
CLO 3	2	3	2	2	2	2
CLO 4	2	2	2	2	2	2
CLO 5	2	3	2	2	2	2

3- Advance Application    2- Intermediate Level    1- Basic Level

### Formative Examination- Blue Print

#### Articulation Mapping – K Levels with Course Learning Outcomes (CLOs)

Internal	CLOs	K- Level	Section A Short Answers	Section B (Either/or Choice)	Section C (Open Choice)
CIA I	CLO 1	Up to K2	2 (K1&K2)	2 (K1&K1)	1(K2)
	CLO 2	Up to K3	1 (K1)	2 (K2&K2)	2(K3& K3)
CIA II	CLO 3	Up to K3	2 (K1&K2)	2 (K1&K1)	1(K3)
	CLO 4	Up to K3	1 (K1)	2 (K2&K2)	2(K3& K3)
No. of Questions to be asked			3	4	3
No. of Questions to be answered			3	2	2
Marks for each question			2	7	10
<b>Total Marks for each section</b>			<b>6</b>	<b>14</b>	<b>20</b>

#### Distribution of Marks with K Level CIA I & CIA II

Internal	K Levels	Section A Short Answers	Section B (Either/or Choice)	Section C (Open Choice)	Total Marks	% of (Marks without choice)
CIA I	K1	4	14	--	18	28
	K2	2	14	10	26	41
	K3			20	20	31
	<b>Marks</b>	<b>6</b>	<b>28</b>	<b>30</b>	<b>64</b>	<b>100</b>
CIA II	K1	4	14	--	18	28
	K2	2	14	10	26	41
	K3			20	20	31
	<b>Marks</b>	<b>6</b>	<b>28</b>	<b>30</b>	<b>64</b>	<b>100</b>

CLO5 will be allotted for individual Assignment which carries five marks as part of CIA component.

**Summative Examination -Blue Print**  
**Articulation Mapping – K Levels with Course Learning Outcomes (CLOs)**

Units	CLOs	K- Level	Section A Short Answers	Section B (Either/Or Choice)	Section C (Open Choice)
1	CLO 1	Up to K2	1 (K1)	2 (K2&K2)	1(K2)
2	CLO 2	Up to K3	1 (K1)	2 (K2&K2)	1(K3)
3	CLO 3	Up to K3	1 (K1)	2 (K2&K2)	1(K3)
4	CLO 4	Up to K3	1 (K1)	2 (K2&K2)	1(K3)
5	CLO 5	Up to K3	1 (K1)	2 (K2&K2)	1(K3)
No. of Questions to be asked			5	10	5
No. of Questions to be answered			5	5	3
Marks for each question			2	7	10
<b>Total Marks for each Section</b>			<b>10</b>	<b>35</b>	<b>30</b>

**Distribution of Marks with K Level for Summative Examination**

K Levels	Section A (Short Answer Questions)	Section B (Either/Or Choice)	Section C (Open Choice)	Total Marks	% of (Marks without choice)
K1	10	--	--	<b>10</b>	<b>8</b>
K2	--	70	10	<b>80</b>	<b>62</b>
K3	--	--	40	<b>40</b>	<b>30</b>
<b>Total</b>	<b>10</b>	<b>70</b>	<b>50</b>	<b>130</b>	<b>100</b>

NB: Higher level of performance of the students is to be assessed by attempting higher level of K levels.