

**SEMESTER 1<sup>st</sup>**  
**MAJOR/ MINOR COURSE**  
*(Vertical: V1/ V2/ V3/ V4)*

**BBA122M2: BUSINESS ADMINISTRATION (FINANCIAL ACCOUNTING)**

**CREDITS: 4+2**

**Course Objectives:** *To help the students to acquire conceptual knowledge of the financial accounting and to impart skills for recording various kinds of business transactions and to familiarize the students with the mechanics of preparation of financial statements, understanding corporate financial statements, their analysis and interpretation.*

**THEORY (4 Credits)**

**UNIT-I**

Introduction of Book-keeping and Accountancy; Basic concepts- Assets, liabilities, Profit, Income, Equity, Expenditure, Net worth; Principles of accounts; Systems of accounting-Single entry, Cash system and double entry system; Rules of double entry system; Accounting equation; Accounting conventions and Principles, GAAP.

**UNIT-II**

Journal: Meaning, Importance and utility of Journal, Specimen of Journal, Journalizing, other Subsidiary books- Cashbook, purchase book, sales book, returns inwards book, returns outwards book, Preparation of bank reconciliation statement.

**UNIT-III**

Ledger-concept, significance, posting from journal to ledger accounts: closing of ledger accounts; Preparation of trail balance, Types and rectification of errors; Depreciation- Causes; Methods of calculating depreciation (SLM, DBM, AM); Provisions and reserves

**UNIT-IV**

Preparation of Final accounts- Trading, P&L and balance sheet of Sole Proprietorship and partnership concerns; adjustments regarding the expenses, income, stock, losses, Provisions.

**Tutorial / Practical (2 Credits)**

The students need to prepare and generating reports on Ledger Accounts, Trial Balance, Profit and Loss Account, Balance Sheet etc. Each student will have prepare the above and submit report as an elaborated assignment for evaluation.

**Evaluation tutorials/ practical shall be done by the examiner(s) as per University norms/ notifications.**

**Books Recommended:**

1. Anthony, RN. and Reece. J.S.: Accounting Principles: Richard Irwin Inc.
2. Gupta. R.L.and Radhaswamy. M: Financial Accounting; Sultan Chand and Sons, New Delhi.
3. Monga J.R., Ahuja Girish, and Sehgal Ashok: Financial Accounting; Mayur Paper Back. Nokia.
4. S.N. Maheshwari, and. S. K. Maheshwari. Financial Accounting. Vikas Publishing House, New Delhi.
5. Deepak Sehgal. Financial Accounting. Vikas Publishing H House, New Delhi.
6. Goldwin, Alderman and Sanyal, Financial Accounting, Cengage Learning.
7. Tulsian, P.C. Financial Accounting, Pearson Education.
8. Compendium of Statements and Standards of Accounting. The Institute of Chartered Accountants of India, New Delhi.

***Note: Latest edition of text books may be used***