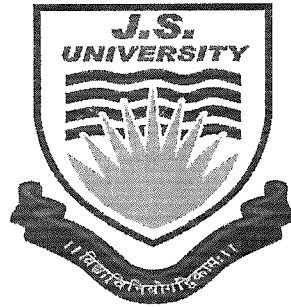


J.S. University, Shikohabad

Established by UP Govt. Act No. 07 of 2015

Recognized by U.G.C. under section 2 (f) of Act-1956




Value Added Course

(INTRODUCTION TO BOOKKEEPING)

VAC-128

Faculty Of Commerce

	J.S. University, Shikohabad Faculty Of Commerce	Value Added Course
		AY: 2021-22

INTRODUCTION TO BOOKKEEPING

Learning objective :

As accounting is so integral to the successful running of a business, the Introduction to Bookkeeping course is designed to arm you with the fundamentals you need to grasp the basic concepts underpinning accounting.

You'll develop the knowledge and understanding of the main types of business transactions and documentation used, including how these are recorded in an accounting system


Duration: 30 Hours. (Theory and Practical)

Course Outcomes: -

Maximum Exposure has to be given on Practical Oriented

After completion of the course the student shall be able to:-

- Co1 understand and apply the essential numerical skills required for bookkeeping and accounting
- Co2 understand and explain the relationship between the accounting equation and double-entry bookkeeping
- Co3 record transactions in the appropriate ledger accounts using the double-entry bookkeeping system
- Co4 balance off ledger accounts at the end of an accounting period
- Co5 prepare a trial balance, balance sheet

	J.S. University, Shikohabad Faculty Of Commerce	Value Added Course
		AY: 2021-22

Syllabus Outline

1. Module-1

- * Types of business transactions and documentation

- * Duality of transactions and the double entry system

2. Module-2

- * Banking process and transactions

- * Payroll

3. Module-3

- * Ledger accounts

- * Sales and purchases credit transactions

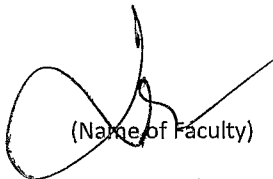
4. Module-4

- * Reconciliations

- * The trial balance

References:-

1. Learn Bookkeeping in 1 Day Name: Krishna Rungta Publisher: Guru99
2. Full Charge Bookkeeping, HOME STUDY COURSE EDITION: For the Beginner, Intermediate & Advanced Bookkeeper, August 2012 by Nick J Decandia Cpa (Author)
3. E-Z Bookkeeping (Barron's Easy Way) August 2009 by Kathleen Fitzpatrick M.B.A. CMA CFM (Author), Walter W. Kravitz (Author)
4. Bookkeeping Made Simple: A Practical, Easy-to-Use Guide to the Basics of Financial Management 2005 by David A. Flannery (Author)



(Name of Faculty)

Course Coordinator

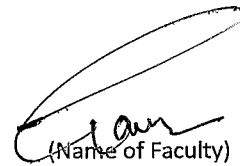
Dr.
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Faculty/Department

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