

Syllabus

Basic Concept of Financial Accounting

Basic Accounting Concept

- Definition, Methods, Objectives of Accounting
- Single Entry Concept
- Double Entry Book keeping, principles
- Golden rules of Accounting

Purpose & forms of Journal

- Transaction debit & credit
- Purpose & forms of Journal
- Journal Entry

Ledger book, Cashbook

- Purpose & forms of Ledger
- Ledger posting
- Two, Three columns of Cashbook

Trial Balance

- Preparing of Trial Balance

Trading and Profit & Loss account, Balance Sheet

- Trading account
- Profit & Loss account
- Balance Sheet