

Program Name : Bachelor of Business Administration (BBA-Professional) Course Name : Basic Accounting
Course Code 510105
Affiliated with : National University

Assessment

SL#	Final Exam	Question Types	Marks	Total
1	Part -A	Short Questions	30	100
2	Part-B	Broad Questions	40	
3	Internal Assessment	Attendance, Class Test	30	

Course Title: Basic Accounting

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1	Introduction: Meaning and Definition of Accounting, Steps in the Accounting Process, Objectives of Accounting, Users of Accounting Information, Distinction between Book Keeping and Accounting, Generally Accepted Accounting Principles, Relationship of Accounting with Other Disciplines.
2	Accounting Equation: Elements of Accounting Equation, Items Affecting Owner's Equity, Business Transactions, Transaction Analysis Using the Accounting Equation, Financial Statements, Practical Problems.
3	Recording Process: Double Entry System, The Accounting Cycle, Steps in the Recording Process, The Account and Its Classifications. The Rules of Debit and Credit, Expansion of the Basic Accounting Equation, Journal, Ledger, Trial Balance, Practical Problems.
4	Accounting for Merchandising Operations: Merchandising Operations, Operating Cycle, Perpetual and Periodic Inventory Systems, Merchandising Transactions, Debit Memorandum and Credit Memorandum, Trade Discounts, Cash Discounts, Shipping Terms and Freight Costs, Journal Entries for Merchandising Transactions, Net Price Method of Recording Merchandising Transactions, Cost Flow Assumptions, Determining Cost of Goods Sold under Periodic Inventory System, Income Statement of a Merchandising Company, Practical Problems.
5	Special Journals: Special Journal-Sales Journal, Cash Receipts Journal, Purchases Journal, Cash Payments Journal, Effects of Special Journal on General Journal, Advantages of Special Journals, Subsidiary Ledgers, Advantages of Subsidiary Ledgers, Control Accounts, Posting to Subsidiary Ledgers, Practical Problems.

6	Adjustment Process: Accounting Period, Bases of Accounting, Adjusting Entries, The Need for Adjusting Entries, Situations that Require Adjusting Entries, Types of Adjusting Entries, Accounting for Bad Debts, Adjusted Trial Balance, Closing Entries, Post-Closing Trial Balance, Reversing Entries, Practical Problems.
7	Worksheet: Worksheet, Objects, Nature and Benefits of a Worksheet, Steps in Preparing a worksheet, Forms of a Worksheet, Preparing Worksheet for a Service Company, Preparing Financial Statements from a Worksheet, Preparing Adjusting Entries and Closing Entries from a Worksheet, Preparing Worksheet for a Merchandising company, Practical Problems.
8	Financial Statements: Income Statement, Forms of Income Statement, Limitations of Income Statement, Owner's Equity Statement, Classified Balance Sheet, Practical Problems.

Class Outline

Chapter 01	Introduction
Class 01	Meaning and Definition of Accounting, ,
Class 02	Steps in the Accounting Process, Objectives of Accounting, Users of Accounting Information
Class 03	Distinction between Book Keeping and Accounting,.
Class 04	Generally Accepted Accounting Principles, Relationship of Accounting with Other Disciplines
	Quiza-1
Chapter 02	Accounting Equation
Class 05	Accounting Equation: Elements of Accounting Equation, Items Affecting Owner's Equity, Business Transactions,

Class 06	Items Affecting Owner's Equity, Business Transactions,
Class 07	Items Affecting Owner's Equity, Business Transactions,
Class 08	Transaction Analysis Using the
Class 09	Accounting Equation, Financial Statements, Practical Problems
	Quiz-2
Chapter 03	Recording Process:
Class 10	Double Entry System, The Accounting Cycle, Steps in the Recording Process, The Account and Its Classifications.
Class 11	The Rules of Debit and Credit, Expansion of the Basic Accounting Equation,
Class 12	Expansion of the Basic Accounting Equation
Class 13	The Rules of Debit and Credit, ,
Class 14	Journal, Ledger, Trial Balance, Practical Problems
	Quiz-3
Chapter 4	Accounting for Merchandising Operations:
Class 15	Merchandising Operations, Operating Cycle, Perpetual and Periodic Inventory Systems, Merchandising Transactions, Debit Memorandum and Credit Memorandum,
Class 16	Trade Discounts, Cash Discounts, Shipping Terms and Freight Costs, Journal Entries for Merchandising Transactions, Net Price Method of Recording Merchandising Transactions, Cost Flow Assumptions, Determining Cost of Goods Sold under Periodic Inventory System, Income Statement of a Merchandising Company, Practical Problems.
	Quiz-4
Chapter 5	Special Journals
Class 17	: Special Journal-Sales Journal, Cash Receipts Journal, Purchases Journal, Cash Payments Journal, Effects of Special Journal on General Journal, Advantages of Special Journals,
Class 18	Subsidiary Ledgers, Advantages of Subsidiary Ledgers, Control Accounts, Posting to Subsidiary Ledgers, Practical Problems.
	Quiz-5
Chapter 6	Adjustment Process
Class 19	: Accounting Period, Bases of Accounting, Adjusting Entries,
Class 20	The Need for Adjusting Entries, Situations that Require Adjusting Entries, Types of Adjusting Entries, Accounting for Bad Debts,
Class 21	Adjusted Trial Balance, Closing Entries, Post-Closing Trial Balance, Reversing Entries, Practical Problems.
	Quiz-6
Chapter 6	Worksheet:
Class 22	Worksheet, Objects, Nature and Benefits of a Worksheet, Steps in Preparing a worksheet, Forms of a Worksheet, ,
Class 23	Preparing Adjusting Entries and Closing Entries from a Worksheet,

Class 24	Preparing Worksheet for a Service Company, Preparing Financial Statements from a Worksheet,
Class 25	Preparing Worksheet for a Merchandising company, Practical Problems.
	Quiz-7
Chapter 7	Worksheet:
Class 26	Worksheet, Objects, Nature and Benefits of a Worksheet, Steps in Preparing a worksheet, Forms of a Worksheet, Preparing Worksheet for a Service Company, Preparing Financial Statements from a Worksheet,
Class 27	Preparing Adjusting Entries and Closing Entries from a Worksheet, Preparing Worksheet for a Merchandising company, Practical Problems.
Chapter 8	
Class 28	Financial Statements: Income Statement, Forms of Income Statement, Limitations of Income Statement,
Class 29	Owner's Equity Statement, Classified Balance Sheet, Practical Problems.



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	REVIEW
Class 26	Past Year Questions
Class 27	Past Year Questions