

**DR. BABASAHEB AMBEDKAR OPEN UNIVERSITY**  
**SCHOOL OF COMMERCE & MANAGEMENT**  
**BBA Semester-1 SYLLABUS**  
**Financial Accounting**

<b>Unit</b>	<b>Content</b>
<b>1.</b>	<p style="text-align: center;"><b>Introduction of Accounting</b></p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• History of Accounting</li> <li>• Meaning &amp; Definition of Accounting</li> <li>• Characteristics of Accounting</li> <li>• Objectives of Accounting</li> <li>• Functions of Accounting</li> <li>• Accounting is science or Art?</li> <li>• Concept of Book keeping, Accounting &amp; Accountancy</li> <li>• Distinction Between Book keeping, Accounting &amp; Accountancy</li> <li>• Types of Branches of Accounting</li> <li>• Users of Accounting Information</li> <li>• Accounting as an information system</li> <li>• Exercise</li> </ul>
<b>2.</b>	<p style="text-align: center;"><b>Principles of Accounting</b></p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Accounting Concepts</li> <li>• Accounting Conventions</li> <li>• Exercise</li> </ul>
<b>3.</b>	<p style="text-align: center;"><b>Accounting Equation</b></p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Computation of Accounting equation</li> <li>• Rules of Debit &amp; Credit Based upon Accounting Equation (A=C+L)</li> <li>• Analysis of Transaction Using Accounting Equation</li> <li>• Types of Accounts for Accounting Equation</li> </ul>

	<ul style="list-style-type: none"> <li>● Exercise</li> </ul>
<b>4.</b>	<p><b>Basic Rules of Accounts (Debit &amp; Credit)</b></p> <ul style="list-style-type: none"> <li>● Classification of Accounts</li> <li>● Personal Accounts</li> <li>● Types of Personal Accounts</li> <li>● Rule/ Principles of Personal Accounts</li> <li>● Impersonal Accounts</li> <li>● Impersonal Accounts</li> <li>● Types of Impersonal Accounts</li> <li>● Rule/ Principles of Impersonal Accounts</li> <li>● Exercise</li> </ul>
<b>5.</b>	<p><b>Journals</b></p> <ul style="list-style-type: none"> <li>● Introduction</li> <li>● Meaning of journal</li> <li>● Method of writing a journal</li> <li>● Types of accounts</li> <li>● Rules of debit &amp; Credit</li> <li>● Entries for various types of transaction</li> <li>● Exercise</li> </ul>
<b>6.</b>	<p><b>Subsidiary Book</b></p> <ul style="list-style-type: none"> <li>● Introduction</li> <li>● Meaning / Concept of Subsidiary Book</li> <li>● Advantages of Subsidiary Books</li> <li>● Purchase Book</li> <li>● Recording of Transactions</li> <li>● Format of Purchase Book</li> <li>● Points to be Considered while preparing Purchase Book</li> <li>● Different Types of Purchase Book</li> <li>● Sales Book</li> <li>● Format of Sales Book</li> <li>● Different Types of Sales Book</li> <li>● Purchase Return Book</li> </ul>

	<ul style="list-style-type: none"> <li>• Debit Note</li> <li>• Sales Return Book</li> <li>• Exercise</li> </ul>
<b>7.</b>	<p><b>Ledger Posting</b></p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Meaning &amp; Definition of Ledger</li> <li>• Specimen of Account</li> <li>• How to find Balance of an Account?</li> <li>• Illustration</li> <li>• Exercise</li> </ul>
<b>8.</b>	<p><b>Cash Book</b></p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Meaning &amp; definition of Cash Book</li> <li>• Importance of Cash Book</li> <li>• Types of Cash Book</li> <li>• Illustration</li> <li>• Exercise</li> </ul>
<b>9.</b>	<p><b>Trial Balance</b></p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Definition</li> <li>• Characteristics of Trial Balance</li> <li>• Objectives of Trial Balance</li> <li>• Methods of Preparing Trial Balance</li> <li>• Specimen</li> <li>• Illustration</li> <li>• Exercise</li> </ul>
<b>10.</b>	<p><b>Final Account of Partnership</b></p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Trading Account</li> <li>• Profit &amp; loss Account</li> <li>• Accounting Entries for preparing profit &amp; Loss account</li> </ul>

	<ul style="list-style-type: none"> <li>• Balance sheet</li> <li>• Difference between Trial Balance &amp; Balance sheet</li> <li>• Illustration</li> <li>• Exercise</li> </ul>
<b>11.</b>	<p><b>Bill of Exchange</b></p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Classification of income &amp; expenditure</li> <li>• Difference between capital &amp; revenue Expenditure</li> <li>• Revenue &amp; Capital Loss</li> <li>• Capital &amp; Revenue Receipts</li> <li>• Exercise</li> </ul>
<b>12.</b>	<p><b>Rectification of Errors</b></p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Types of Accounting Errors</li> <li>• Suspense Account &amp; Error Detected after preparation of the Final Account</li> <li>• Illustrations</li> <li>• Exercise</li> </ul>
<b>13.</b>	<p><b>Depreciation</b></p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Meaning &amp; definition</li> <li>• Which are the different causes of Depreciation</li> <li>• Features of Depreciation</li> <li>• Depreciation, Depletion, Amortization &amp; Dilapidations</li> <li>• Meaning of depreciation Accounting</li> <li>• Why depreciation is provided?</li> <li>• How to fix depreciation Amount</li> <li>• Various methods of providing Depreciation</li> <li>• Illustration</li> <li>• Exercise</li> </ul>
<b>14.</b>	<p><b>Bank Reconciliation Statement</b></p> <ul style="list-style-type: none"> <li>• Introduction</li> </ul>

- |  |   |
|--|---|
|  | <ul style="list-style-type: none"><li>• Advantages of Bank Account</li><li>• Causes of difference between balance shown by the bank passbook &amp; firms Cash Book</li><li>• Meaning &amp; Definition of Bank Reconciliation statement</li><li>• Objectives of Bank Reconciliation statement</li><li>• Importance of Bank Reconciliation statement</li><li>• Various Methods of Preparation of Bank Reconciliation statement</li><li>• Exercise</li></ul> |
|--|---|