



GUJARAT TECHNOLOGICAL UNIVERSITY
Syllabus for Bachelor of Vocation (B.Voc), 1st Semester
Branch: Sales and Marketing
Subject Name: Fundamentals of Accounts
Subject Code: 1112201

**With effective
from academic
year 2021-22**

Teaching and Examination Scheme:

Teaching Scheme			Credits	Examination Marks				Total Marks
L	T	P		Theory Marks		Practical Marks		
			C	ESE (E)	PA (M)	ESE (V)	PA (I)	
3	-	0	3	50	-	-	-	50

L- Lectures; T- Tutorial; P- Practical; C- Credit; ESE- End Semester Examination; PA- Progressive Assessment

Content:

Sr. No.	Content	Hrs.
1	Definitions of accounting and book keeping. Difference between accounting and book keeping. Accounting process. Classification of accounts. Rules of debit and credit. Accounting Concepts and Conventions. Journal entries. Ledger posting. Subsidiary books.	08
2	Trial balance. Classification of Assets. Classification of liabilities. Final accounts of proprietor concerns with adjustments. Cash book up to triple columns.	10
3	Depreciation: Meaning and Causes. Methods of depreciation (SLM and WDV) with asset account preparation. Valuation of Stock: LIFO, FIFO, WAM	08
4	Ratio Analysis: Meaning, Usefulness. Liquidity ratio, Proprietary ratio, Profitability ratio, Turnover ratio. Cash Flow Statement: Meaning, usefulness. Cash from operating, Investing and financial activities.	10
5	Practical Module: Horizontal, Vertical and Trend Analysis of Balance sheet with the use of MS excel. Knowledge of different bills/ Documents/ Vouchers at various stages of accounting process. Introduction to any basic accounting software.	06
	Total	42

Reference Books:

1. Financial Accounting - V. Rajasekaran and R. Lalitha – Pearson Education
2. Financial Accounting For Managers – H.V. Shankar Narayana and H.R. Ramanath – Cengage Learning
3. Accounting for Managers – Prof. Pratapsinh Chauhan

Course Outcomes:

After learning the course the students should be able to:

1. Understand the steps in accounting process and its documentation with operations on that.
2. Understand various calculations for preparing final statement and making decisions on that base.
3. Understand and analyze financial health of sole proprietorship business.
4. Understand basic Accounting software.