

Syllabus

Basic Accountancy Procedures

Concepts of Accountancy; Going Concern Entity; Double Entry System; Principle of Conservatism; Revenue Recognition and Realization; Accrual and Cash Basis.

Maintenance of Cash/ Subsidiary Books and Ledger

Record Keeping Basics; Account Categories; Debit and Credit Concepts; Accounting and Columnar Accounting Mechanics; Journals; Ledgers; subsidiary books; etc.

Bank Reconciliation Statement

Need for Bank Reconciliation; Causes of Differences; Preparation of Bank Reconciliation Statement; How to prepare a Bank Reconciliation Statement when Extracts of Cash Book and Pass Book are given; Adjusting the Cash Book Balance; Advantages of Bank Reconciliation Statement

Trial Balance, Rectification of Errors and Adjusting & Closing Entries
Meaning of a Trial Balance; Features and Purpose of a Trial Balance; Types of Trial Balance and Preparation of a Trial Balance; Disagreement of a Trial Balance; Classification of Errors; Location of Errors; Rectification of Errors; Suspense Account and Rectification; Rectification of Errors when Books are closed; Adjusting and Closing Entries.

Capital and Revenue Expenditure

Distinction between Capital and Revenue Expenditure; Deferred Revenue Expenditure; Receipts

Bills of Exchange

Types of Instruments of Credit; Term and Due Date of a Bill; Certain Important Terms; Accounting Entries to be Passed; Accommodation Bill etc.

FINAL ACCOUNTS

Preparation of Trading A/C; Profit and Loss A/C; Profit & Loss Appropriation Account; Balance Sheets, Depreciation accounting

Ratio Analysis

Meaning of Accounting Ratios; Classification of Ratios; Uses of Accounting Ratios; Limitations of Accounting Ratios; Calculation and interpretation of various Ratios; Different Users and their Use of Ratios

Company Accounts -Definition and Types of Companies; Distinction between Partnership and Limited Liability Company; Classes of Share Capital; Issue of Shares; Preparation of Final Accounts

Tax Laws- Income Tax Act 1961 Basics, rates of income tax, residential status, heads of income, Computation of total income and tax liability, GST law basics

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Cost Accounting: - Introduction to Cost Accounting, Material Cost, Employee Cost, Overheads, Process Costing, Introduction to Marginal Costing, Introduction to Standard Costing

Financial Management: - Scope and Objectives of Financial Management, Time Value of Money, Financial Analysis and Planning, Financing Decisions.

Direct Tax Laws: - Basis of charge; Rates of taxes, residential status, Incomes which do not form part of total income, heads of income, Computation of total income and tax liability, Deductions from gross total income, Provisions concerning advance tax and tax deducted at source.

Mode of Written Test: - Written test is through the method of MCQ for 100 marks.