

## 2. ACCOUNTANCY

### 1. INTRODUCTION

The special short-term vocational course (Diploma) in Practical Accountancy is being offered to Inter\Inter failed\SSC passed candidates in AP State. Practical Accountancy is gaining a very extensive recognition in business world. It can be treated as the language of the business. It communicates the results of the business to its concerned parties. It is a terminated course to meet the requirements of the users.

### 2. OBJECTIVES OF THE COURSE

To develop knowledge and understanding of

- a. Concepts, Principles, Practices and Procedures of Accounting
- b. Maintaining of relevant books of accounts.
- c. Writing of Journals, Cash Book and Ledger Books
- d. Preparing Bank Reconciliation Statement and Final Accounts.

### 3. SKILLS TO BE PROVIDED

Preparation of various books of accounts, Vouchers, Bank Reconciliation Statements, Trial Balances, Final Accounts and Balance Sheet.

### 4. EMPLOYMENT OPPORTUNITIES

- a) Accounts clerks\assistants
- b) Billing Clerks
- c) Cashiers (clerks)
- d) Ledger keepers\ledger clerks

### 5. Schemes Of Instruction Per Module

Module	Theory		On Job Training		Total	
	Hours	Weightage	Hours	Weightage	Hours	Weightage
I	72	30	216	70	288	100
Total	72	30	216	70	288	100

### Schemes Of Instruction Per Week

Module	Theory	On the Job Training	Total
Modules I/II/III	6 Hours	18 Hours	24 Hours

6.

**MODULE – I: Introduction and Basic Concepts**

Unit	Introduction	Theory periods	Unit	On the Job Training	Hours
Unit-I	Definition of Accountancy; Advantages of Accountancy; Concepts & Conventions of Accountancy	15 Hours		Simple examples explaining the terminology	30
Unit-II	Double Entry System; Salient features – Advantages; Application of Principles in double entry system	15 Hours	Unit-III	Chart showing the classification of Accounts- Personal Real and Nominal A/c	45
Unit-III	Books of Accounts – Journal-Ledger; Journalizing Business Transactions – Posting in the Accounts and Balancing the Accounts	42 Hours	Unit-III	a) Recording the Business transactions in the Journal b) Posting them in the concerned Ledgers c) Balancing the Ledger a/c	141

**MODULE II: Subsidiary Books**

Unit-IV	Subsidiary books: a) Meaning and advantages of Subsidiary books. b) Types of subsidiary books. 1) Purchase book 2) Sales Book 3) Sales Returns books 4) Purchase Returns books.	36	Unit IV	Recording of business transactions following specialized business enterprises. 1) General Stores 2) Medical Stores. 3) Furniture shop 4) Books stores 5) Super Markets 6) Visiting the above shops	108
Unit V	Cashbook – Two column – Three column with Discount and Bank. 1) Meaning & Importance. 2) Account Opening. 3) Depositing & Withdrawal from Bank. 4) ATM of Banks 5) Debit & Credit Cards	36	Unit V	a) Problems on two column and three column cash books. b) Filling up the following forms: 1) A/c Opening form. SB & Current A/c. 2) Withdrawal / cheque 3) Using of ATM/Debit and Credit Cards. 4) Visiting of Different banks.	108

**MODULE – III : Bank Reconciliation and Final Accounts**

Unit-VI	Bank Reconciliation		Unit VI	a) Comparing cash book	
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	statement: a) Meaning and Importance. b) Passbook transactions. c) Cash book transactions.	20		transactions with passbook. b) Verifying transactions in Passbook. c) Visiting Banks.	90
Unit-VII	Preparation of Trial Balance: a) Method of preparing Trial Balance.	05	Unit VII	Working out of problem in Trial Balance.	15
Unit-VIII	Final Accounts: a) Trading Account b) Profit & Loss A/c. c) Balance sheet with adjustments. 1) Closing stock 2) Depreciation 3) Outstanding exp./ Income. 4) Pre-paid expenses/income. 5) Income received in advance.	47	Unit. VIII	a) Problems of Final Accounts with adjustments. b) Visiting of business establishments.	111

**7. QUALIFICATION FOR TEACHING FACULTY**

M.Com. minimum

**8. REFERENCE BOOKS**

1. Telugu Academy Books of Intermediate & B.Com.
2. Accountancy by Batli Bai.
3. Accountancy by S.N. Maheswari.
4. Accountancy by R.L. Gupta.
5. Accountancy by Shukla and Grewal.

**9. LIST OF PARTICIPANTS:**

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Hyderabad.