**PARVATIBAI CHOWGULE COLLEGE OF ARTS & SCIENCE (AUTONOMOUS)**

**DEPARTMENT OF ECONOMICS**

**Skill Enhancement Course (SEC)**

**SEMETSER IV, SYBA/BSC**

**Accounting for Non-accountants**

**Course code: ECO-E-7**

**Credits: 4**

**Academic year 2020-21**

**Instructor: Mr. Ramu P. Pagi**

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| **Lecture No.** | **Date**  | **Unit**  | **Subtopics** | **References** |
| **1** | **15/02/2021** | **Unit 1: The Accounting Process**  | Theoretical Framework of Accounting | Kansal, Amit(2014**),***NCERT solutions Accountancy*, Arihant, Meerut |
| **2** | **15/02/2021** |  | Generally Accepted Accounting Principles |  |
| **3** | **16/02/2021** |  | Concepts and Conventions; |  |
| **4** | **16/02/2021** |  | Capital and Revenue transactions |  |
| **5** | **22/02/2021** |  | capital and revenue expenditures |  |
| **6** | **22/02/2021** |  | capital and revenue receipts |  |
| **7** | **23/02/2021** |  | Measurement, Valuation and Accounting estimates |  |
| **8** | **23/02/2021** |  | Double entry system |  |
| **9** | **01/03/2021** |  | Books of prime entry Subsidiary Books |  |
| **10** | **01/03/2021** |  | Recording of Cash and Bank transactions |  |
| **11** | **02/03/2021** |  | Preparation of Ledger Accounts  |  |
| **12** | **02/03/2021** |  | Preparation of Trial Balance: interpretation and usefulness; |  |
| **13** | **08/03/2021** |  | Rectification of Errors |  |
| **14** | **08/03/2021** |  | Opening entries, Transfer entries |  |
| **15** | **09/03/2021** |  | Adjustment entries, Closing entries |  |
| **16** | **09/03/2021** | **Unit 2: Issues in Accounting** | Creating new ledgers/Company |  |
| **17** | **15/03/2021** |  | Reconciliation Statements and Accounting for Depreciation |  |
| **18** | **15/03/2021** |  | Bank Reconciliation Statement |  |
| **19** | **16/03/2021** |  | Receivables / Payables |  |
| **20** | **16/03/2021** |  | Reconciliation Statement; Stock |  |
| **21** | **22/03/2021** |  | Reconciliation Statement |  |
| **22** | **22/03/2021** |  | Depreciation Policy; Methods |  |
| **23** | **23/03/2021** |  | Depreciation Policy; Methods |  |
| **24** | **23/03/2021** |  | Computation and Accounting treatment, |  |
| **25** | **30/03/2021** |  | Journal Vouchers |  |
| **26** | **30/03/2021** |  | Numerical problems |  |
| **27** | **05/04/2021** |  | Numerical problems |  |
| **28** | **05/04/2021** | **Unit 3:** **Preparation of Final Accounts** | Profit making concern: (for sole proprietorship concern and partnership firm only) |  |
| **29** | **06/04/2021** |  | Preparation of Trading Account, |  |
| **30** | **06/04/2021** |  | Profit & Loss Account and Balance Sheet |  |
| **31** | **12/04/2021** |  | Profit & Loss Account and Balance Sheet |  |
| **32** | **12/04/2021** |  | Accounting treatment of bad debts |  |
| **33** | **19/04/2021** |  | reserve for bad and doubtful debts |  |
| **34** | **19/04/2021** |  | provision for discount on debtors and provision for discount on creditors |  |
| **35** | **20/04/2021** |  | provision for discount on debtors and provision for discount on creditors |  |
| **36** | **20/04/2021** |  | Not-for-Profit making concern |  |
| **37** | **26/04/2021** |  | Preparation of Receipts and Payments Account |  |
| **38** | **26/04/2021** |  | Preparation of Receipts and Payments Account |  |
| **39** | **27/04/2021** |  | Preparation of Income and Expenditure Account |  |
| **40** | **27/04/2021** |  | Preparation of Income and Expenditure Account |  |
| **41** | **03/05/2021** |  | Preparation of Balance Sheet |  |
| **42** | **03/05/2021** |  | **CA 2** |  |
| **43** | **04/05/2021** |  | **Practical via tally** |  |
| **44** | **04/05/2021** |  | **Practical via tally** |  |
| **45** | **10/05/2021** |  | **Practical via tally** |  |
| **46** | **10/05/2021** | **Unit 4:****Fundamentals of Cost and Management** **Accounting** | Cost and Management Accounting  |  |
| **47** | **11/05/2021** |  | Generally Accepted Cost Accounting Principles |  |
| **48** | **11/05/2021** |  | Accounting for Material cost (including Accounting of Inventory: LIFO, FIFO, Weighted, Average Cost Methods) |  |
| **49** | **17/05/2021** |  | Accounting for Material cost (including Accounting of Inventory: LIFO, FIFO, Weighted, Average Cost Methods) |  |
| **50** | **17/05/2021** |  | Accounting for Labour costs Direct Expenses and Overheads |  |
| **51** | **18/05/2021** |  | Preparation of Cost Statements |  |
| **52** | **18/05/2021** |  | Preparation of Cost Statements |  |
| **53** | **24/05/2021** |  | Cost Data collection, Cost Sheet formats; |  |
| **54** | **24/05/2021** |  | **CA 3** |  |
| **55** | **25/05/2021** |  | Preparation of Cost Sheets (historical cost sheets and estimated cost sheets). |  |
| **56** | **25/05/2021** |  | Marginal Costing and Break- even analysis; basic knowledge |  |
| **57** | **31/05/2021** |  | Marginal Costing and Break- even analysis; basic knowledge |  |
| **58** | **31/05/2021** |  | Application of Marginal Costing for decision-making |  |
| **59** | **01/06/2021** |  | Application of Marginal Costing for decision-making |  |
| **60** | **01/06/2021** |  | **REVISION** |  |