



**GOVERNMENT OF TAMILNADU
DIRECTORATE OF TECHNICAL EDUCATION, CHENNAI**

STATE PROJECT COORDINATION UNIT
(Established under Canada India Institutional Cooperation Project)

CURRICULUM

Course Name	ACCOUNTANCY FOR ENTREPRENEURS
Course Code	CP/2020/003
Course Duration	80 Hours
Minimum Eligibility Criteria and Pre-requisites(if any)	10 th Std
Course Objectives	<p>Training module has been designed to enable the participants</p> <ul style="list-style-type: none"> To develop the ability to use the fundamental accounting equation to analyze the effect of business transactions on an organization's accounting records and financial statements. To develop the ability to use a basic accounting system to create (record, classify, and summarize) the data needed to solve a variety of business problems. To develop the ability to use accounting concepts, principles, and frameworks to analyze and effectively communicate information to a variety of audiences. To develop the ability to use accounting information to solve various business problems To develop the ability to interact well with team members on accounting and financial data
Course Outcomes	<p>At the end of training, the participants will be able to</p> <ul style="list-style-type: none"> To pass Journal entries, Post them to ledger. To prepare Trial Balance. To maintain Cash book and other subsidiary books. To differentiate Capital and Revenue Expenditure and Receipts. To prepare Trading and P/L account and Balance sheet.

	<ul style="list-style-type: none"> • Develop and understand the nature and purpose of financial statements in relationship to decision making. • Develop the ability to use the fundamental accounting equation to analyze the effect of business transactions on an organization's accounting records and financial statements. • Develop the ability to use a basic accounting system to create (record, classify, and— summarize) the data needed to solve a variety of business problems. • Develop the ability to use accounting concepts, principles, and frameworks to analyze and effectively communicate information to a variety of audiences. • Develop the ability to use accounting information to solve a variety of business problems. • Develop the ability to prepare the final accounts. • Develop the ability to interact well with team members
Expected Job Roles	Accounts Assistant Accountant Accounts /Finance Manager Audit Assistant / Audit Clerk Stores Manager Finance Support Executive / Manager Finance Executive Role at Middle level Management.

TEACHING AND SCHEME OF EXAMINATION						
Course Code	Course Name	Hours		Assessment Marks		Duration of Examination
				Min	Max	
CP/2020/003	ACCOUNTANCY FOR ENTREPRENEURS	Theory	80	40	100	3 Hours

CP/2020/003 – ACCOUNTANCY FOR ENTREPRENEURS

DETAILED SYLLABUS

Unit No.	Modules	No. of Theory Hours
I	INTRODUCTION TO ACCOUNTING	10 Hours
1.1	Introduction to Accounting. Meaning and Definition of Accounting Importance of Accounting - Objectives and Functions of Accounting. Accounting Cycle.	10
1.2	Basic Accounting terminologies -Book keeping Vs Accounting - Accounting Principles - Accounting standards followed in India. Duties and Responsibilities of an Accountant.	
1.3	Different Concepts and Conventions of Accounting. Types of Accounts - Methods of Accounting. Advantages of Accounting - Limitations of Accounting.	
II	ACCOUNTING BOOKS OF PRIMARY ENTRY	20 Hours
2.1	Introduction to Double entry System - Transaction - Account - Procedure for recording transactions - Debit and Credit -Rules of Double entry system - Journal -Book of Original Entries - Meaning - Journal Entries - Exercises in Journal Entries.	20
2.2	Ledger - Introduction - Meaning - Uses of Ledger - Format of Ledger Account - Distinction between Journal and Ledger - Procedure for posting to Ledger account - Balancing of Ledger accounts - Problems in Ledger accounts.	
2.3	Introduction to Trial Balance - Definition and Need for Trial Balance – Features of Trial Balance – Objectives – Limitations of Trial Balance – Methods of preparing Trial Balance – Suspense account – Problems in Trial Balance.	
III	SUBSIDIARY BOOKS	10 Hours
3.1	Introduction – Meaning of Subsidiary books – Types of subsidiary books – Advantages of subsidiary books – Purchases book – Purchases returns book – Sales book – Sales returns book.	10
3.2	Bills of exchange – Bills receivable book – Bills payable book – Journal proper.	

IV	CASH BOOK AND CAPITAL AND REVENUE TRANSACTIONS	20 Hours
4.1	Cash book – Meaning and need of cash book – Importance of cash book - Types of cash book – Single columns cash book – Cash discount and Trade discount .Exercises in Single column cash book.	20
4.2	Double column cash book – Three Column cash book – Petty cash book – Problems and Exercises in all kinds of cash book.	
4.3	Capital and Revenue Transactions – Introduction – Determinants of Capital and revenue expenditure – Classification of Expenditure – Capital expenditure – Revenue expenditure – Deferred revenue expenditure – Comparison of Capital, Revenue and deferred revenue expenditure	
4.4	Capital and revenue receipts - Distinction between Capital and Revenue receipts.	
V	FINAL ACCOUNTS	20 Hours
5.1	Final Accounts – Introduction – Closing entries and opening entry – Trading account – Profit and Loss account – Balance Sheet – Differences between Trial balance and Balance Sheet –Problems and Exercises in Final accounts	20
5.2	Final accounts – Adjustment entries and accounting treatment of adjustments – Final accounts with adjustments – Closing stock – Outstanding expenses – Prepaid expenses – Accrued income – Income received in Advance.	
5.3	Final accounts Adjustments (Continued) - Interest on Capital – Interest on Drawings – Interest on Loan – Interest on Investments – Depreciation – Bad debts – Provisions and Reserves. Problems and Exercises in Final accounts with adjustments – Preparation of Profit and Loss Account and Balance Sheet.	
TOTAL HOURS		80

HARDWARE REQUIREMENT

LIST OF TOOLS /EQUIPMENTS
WHITE BOARDS WITH MARKERS.
SMART CLASS ROOM

REFERENCE WEBSITES

1. www.principlesofaccounting.com
2. www.tntextbooks.in
3. www.ifrs.org
4. www.icaai.org

REFERENCE BOOKS

S.NO	NAME OF THE BOOK	AUTHOR	PUBLISHER
1	Principles of Accountancy	K.L. Nagarajan, N. Vinayakam and P.L.Mani	Sultan Chand and Sons
2	Book Keeping and Basic Accounting	Vandna Mishra and Amit Mishra	Sultan Chand and Sons
3	Financial Accounting	Dr.S.M.Shukla	Sahithya Bhawan
4	Financial Accounting	S P Jain, K L Narang, Simmi Agrawal and Monika Sehgal	Kalyani Publishers
5	Financial Accounting	R.L.Gupta and V.K.Gupta	Sultan Chand and Sons

ASSESSMENT AND CERTIFICATION

S.No	Criteria for Assessment
1.	A trainee will be assessed based on the performance in the two Internal tests and End Examination.
2.	A trainee must have 75% of attendance to appear for End examination.
3.	The assessment for Internal marks will be based on the marks scored in the Two tests conducted by the Course Faculty for 50 marks during the conduct of the course.
4.	The assessment for end examination will be based on the marks scored in the end examination conducted for a duration of 3 Hours. The end examination will be conducted by the Project Polytechnic and assessed by the Examiners approved by Strategic Plan Implementation Committee (SPIC) of the project polytechnic.
5.	The criteria for successful completion of training is every trainee should score 30 Marks in the end examination (Out of 75) marks and 40 percent marks overall (Out of 75 Marks in End examination and 25 Marks in Internal assessment).
6.	On successful completion of training a Certificate of Achievement will be issued to the participants with authorized signatories at Polytechnic level and the Directorate of Technical Education.

END THEORY EXAMINATION

ALLOCATION OF MARKS

S.No	Description	Max.Marks
1	Part - A (Multiple choice or One word) 10 Qns x 1 Mark	10
2	Part - B (short answers) 4 Qns x 5 Marks	20
3	Part - C (Essay type answers) 3 Qns x 15 Marks	45
Total Marks		75

THEORY MODEL QUESTION PAPER

CP/2020/003 - ACCOUNTANCY FOR ENTREPRENEURS

(Maximum Marks : 75)

PART-A

N.B. Answer **all** the Questions

(10 x 1 = 10 Marks)

1. The accounting equation is satisfied by
 - (a) Capital = Assets + Liabilities
 - (b) Liabilities = Capital - Assets
 - (c) Capital = Assets - Liabilities
 - (d) Assets = Capital x Liabilities
2. Purchase of Machinery for Cash
 - (a) Increases total assets
 - (b) Keeps total assets unchanged
 - (c) Decreases total assets
 - (d) Increases total assets and total liabilities
3. Double entry means
 - (a) Entry in two sets of books
 - (b) Entry at two dates
 - (c) Entry for two aspects of the transaction
 - (d) Entry for two individuals.
4. Journal entry is the book of ----- entry.
 - (a) Initial
 - (b) Original
 - (c) Secondary
 - (d) Dual
5. Purchases book involves the details of
 - (a) Suppliers
 - (b) Customers
 - (c) Agents
 - (d) Accountants
6. Returns inwards is otherwise called as
 - (a) Return of Bills
 - (b) Purchases returns
 - (c) Sales returns
 - (d) Cash returns
7. The three column cash book involves
 - (a) Bank, Discount and Commission
 - (b) Cash, Bank and Discount
 - (c) Bank, Cash and Debtors
 - (d) Cash, Bank and Creditors.
8. Cash book maintained for routine and small expenses is called
 - (a) Normal cash book
 - (b) Petty cash book
 - (c) Simple cash book
 - (d) Single column cash book

9. Direct expenses will find a place in
 - (a) Trading account
 - (b) Profit and Loss account
 - (c) Liabilities
 - (d) Assets
10. Rent paid in advance is
 - (a) Income received in advance
 - (b) Outstanding expense
 - (c) Prepaid expense
 - (d) Accrued income

PART-B

Answer any **FOUR** Questions

(4x5=20Marks)

11. What are the general objectives of accounting?
12. Journalise the following transactions in the books of Tmt.Amutha.

		Rs.
2004, Jan1	Tmt.Amutha commenced business for cash	50,000
2	Purchased goods for cash	10,000
5	Purchased goods from Mohan on credit	6,000
7	Paid into Bank	5,000
10	Purchased furniture	2,000
20	Sold goods to Suresh on credit	5,000
25	Cash sales	3,500
26	Paid to Mohan on credit	3,000
31	Paid salaries	2,800

13. Enter the following transactions in proper subsidiary books of Mr.Raja

		Rs.
2003May10	Purchased goods from Raman	15,000
14	Returned goods to Raman	500
18	Purchased goods from Sekaran	10,000
20	Pradeep sold goods to us	20,000
24	Sent a debit note to Sekaran for goods damaged in transit	1,000

14. Write the differences between Capital, Revenue and deferred Revenue Expenditure.
15. How should the following items be dealt with in Final accounts?
 - (i) Carriage on Purchases
 - (ii) Carriage on Sales
 - (iii) Prepaid expenses.
 - (iv) Returns outwards
 - (v) Bad debt

PART-C

Answer any **Three** Questions

(3x15=45 Marks)

16. Define Accounting? Explain about the various types of accounts.

17. Journalise the following transactions and post to proper accounts: 1994 January 1 Balaji started business with a capital of Rs.10,000

- 4 Bought goods from Velu Rs.6,750
- 7 Cash purchases Rs.3,000
- 10 Cash sales Rs.4,000
- 13 Bought goods from Velu Rs.2,000
- 16 Sold goods to Gopi Rs.5,000
- 18 Paid cash to Velu Rs.2,850
- 19 Sold goods to Gopi Rs.500
- 24 Paid Velu on Account Rs.2,400
- 26 Received cash from Gopi Rs.1,650
- 27 Paid salaries Rs.1,250
- 30 Received cash from Gopi Rs.200

18. Enter the following transactions in the proper subsidiary books and post them in the ledger

- 1997 January 1 Bought goods from Yalini Rs.1,500
2 Sold goods to Princy Rs.2,500
3 Sanjana sold goods to us Rs.1,000 at a trade discount of 10%
14 Sold goods to Mahesh Rs.1,200
18 Received goods returned by Princy Rs.50
20 Returns goods to Sanjana worth Rs.100
30 Goods returned by Mahesh Rs.120

19. From the following supplied, you are required to prepare a Cash book with three columns for the month of January, 1995.

			Rs.
Jan	1	Opening balance of cash	3,000
	2	Paid into Bank	2,000
	5	Bought goods and paid by cheque	1,500
	9	Sold goods for cash	1,200
	12	Received from Baskar	800
	17	Paid Ashok by cheque	750
	23	Paid by advertisement by cheque	350
	26	With drawn for personal use	150
	31	Closing balance in cash account and bank account	6,000

20. The following are the balances extracted from the books Mrs. Suguna as on 31st March 2004

Drawings	40000	Capital	200000
Cash at bank	17000	Sales	160000
Cash in hand	60000	Sundry Creditor	45000
Wages	10000		
Purchases	20000		
Stock OP	60000		
Buildings	100000		
Sundry debtors	44000		
B/R	29000		
Rent	4500		
Commission	2500		
General Expenses	8000		
Furniture	5000		
Suspense	5000		

ADJUSTMENTS

1. Closing Stock Rs.40,000
2. Interest on capital @ 6%
3. Interest on Drawings 5%
4. Depreciation 10% to Building
5. Write of Bad Debts Rs.1000
6. Wages yet to be paid Rs.500

Prepare Final Accounts.