

Computer Application in Business

(Common for Accountant and Accounts clerk)

1. Introduction to personal computer
2. Introduction to operating system
3. Introduction to accounting package
 - a) Preparation of vouchers.
 - b) Invoice and salary statements.
 - c) Maintenance of accounting books.
 - d) Generation of financial reports.
 - e) Window based packages.
 - f) Practical Knowledge on “tally” accounting package.
 - g) Knowledge of interest.

Book keeping and Accounts

Syllabus for Accountant paper

1. Fundamentals Principal of Accounting.
2. Accounting entries.
3. Cash Book.
4. Trial Balance.
5. Rectification of errors.
6. Accounting equation approach
7. Bank reconciliation statements.
8. Distinction between capital and revenue expenditure.
9. Deferred revenue expenditure.
10. Capital revenue expenditure.
11. Meaning-Debtors, Creditors, Contingent liabilities.
12. Profit and loss accounts
13. Adjustment entries
14. Bad Debts Provision for Bad Debts.
15. Closing entries.
16. Preparation of balance sheets.
17. Accounting standards in India.
18. Depreciation of various assets.
19. Provision & reserves.
20. Accounting ratios.
21. Budgeting.
22. Return on investments.

Book Keeping & Accounts

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General English

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