

Principles of Commerce and Accountancy

Programme Director : Dr B Senthil e mail: besenthilbe@gmail.com
Duration : 30 Hours (Credit 1)
Fee : Rs 3,000/-

Objective

To familiarise **non-commerce students** with the principles of commerce and accountancy

Syllabus

Unit 1: Introduction to Commerce

5 Hours

Barter System – Hindrance of Commerce – Business: Characteristics - Objectives – Classification of Business Activities: Industry, Commerce and Trade.

Unit 2: Forms of Organisations

6 Hours

Sole Proprietorship, Hindu Undivided Family, Partnership, Co-Operatives and Joint Stock Companies: Meaning, Characteristics, Merits and Demerits.

Unit 3: Introduction to Accountancy

7 Hours

Meaning - Accounting Cycle – Basic Accounting Terminologies – Branches of Accounting – Users of Accounting Information – Accounting Concepts and Conventions.

Unit 4: Double Entry System

12 Hours

Introduction – Source Document – Types of Accounts and Golden Rules of Accounting – Book of Prime Entry – Ledger and Trial Balance.