

**DEPARTMENT OF COMMERCE**  
**PRACTIAL ACCOUNTING**  
**SYLLABUS**

**MODULE 1**

Create a new company in integrate accounts mode and account with inventory mode.

Create a primary and subgroups using single or multiple ledger mode.

**MODULE 2**

Create minimum 10 ledgers using single or multiple ledger and alter and delete any 2 ledger,  
Create a new company, ledger and record minimum 10 transactions without adjustment.

**MODULE 3**

Create a new company, ledger and record minimum 10 transactions with any five adjustments  
and display the relevant results.

**MODULE 4**

Enter the following voucher

Payment vouchers

Receipt, Purchases, Sales, Credit note, Debit note, Journals, Memo, Optional.

**MODULE 5**

Prepare trial balance for the company, Profit and loss account & Balance sheet ( with minimum  
of any 5 adjustments).

**COURSE NAME : PRACTICAL ACCOUNTING**

**COURSE HOURS : 60 HRS.**

**COURSE OUTCOME:**

1. Gained knowledge regarding the practical application of accounting principles.
2. Acquire conceptual knowledge of basics of accounting.
3. Identify events that need to be recorded in the accounting records.
4. Develop the skills of recording financial transactions and preparation of reports in accordance with GAAP.
5. Describe the role of accounting information and its limitations
6. Equip with the knowledge of accounting process and preparation of final accounts of sole trader.