**BASICS IN FINANCIAL ACCOUNTING**

8 credits

1 credit = 13 Class hours

Weightage: Theoretical 100%

[Marks: 100]

**Objective**

The paper aims to acquaint learners with the required awareness; skills associated with preparing and maintain basic books of accounts with special reference to Hotel Accounting. On completion of the course the learner is expected to have knowledge of accounting processes and shall be deemed to be capable of maintaining books of accounts.

**Unit 1 Marks**

1.1Accounting meaning, basic concepts and terms **20**

1.2 Classification of accounts and Rules of Debit & Credit

1.3 Journal entries and Ledger postings

**Unit 2**

2.1Writing of Simple Cash Book, two and three Column Cash Book **20**

2.2 Bank Reconciliation Statement

**Unit 3**

3.1Preparation of Trail Balance, Final Accounts **25**

3.2 Trading Profit & Loss A/c, Balance Sheet

**Unit 4**

4.1Accounting for Hotel Undertakings-Operating Depts. of a Hotel  **35**

4.2 Maintenance of Analytical Purchase and Sales Book

4.3 Basis of charging Room Rates and calculation of Occupancy Rates

4.4 Preparation of Guest/Visitors Ledger

4.5 Final Accounts of a Hotel Undertaking

Reference Text:

Jain and Narang, Book keeping Vol. 1 & 2 Sultan Chand Publications, New Delhi