Syllabus
Gyanmanjari Institute of Management Studies
Semester-1(BBA)

**Subject:** Financial Accounting – BBA2XX11302

**Type of course:** Core Course

**Prerequisite:** Students must have basic accounting skills , elementary computer literacy, general business awareness, and foundational understanding of business organizations.

**Rationale:** This course equips students with core accounting competencies required to understand, prepare, and interpret financial statements, enabling them to make informed business decisions and build a foundation for specialized accounting courses and professional careers in finance, banking, and management.

**Teaching and Examination Scheme:**

| Teaching Scheme | | | Credits | Examination Marks | | Total Marks |
|---|---|---|---|---|---|---|
| CI | T | P | C | SEE | CCE | |
| 4 | 0 | 0 | 4 | 100 | 100 | 200 |

*Legends: CI-Class Room Instructions; T – Tutorial; P - Practical; C – Credit; SEE - Semester End Evaluation; LWA - Lab Work Assessment; V – Viva voce; CCE-Continuous and Comprehensive Evaluation; ALA- Active Learning Activities.*

**Course Content:**

| Sr. No | Course Content | Hrs. | % Weightage |
|---|---|---|---|
| 1 | **Introduction to Accounting**<br>**Theory Topics**<br>• Need and Purpose of Financial Accounting<br>• Objectives of Accounting<br>• Branches of Accounting<br>• Users of Accounting Information<br>• Difference Between Bookkeeping and Accounting<br>• Basic Accounting Terminology<br><br>**Practical 1: Identifying Stakeholders and Their Information Needs**<br>Students will identify key stakeholders of a business and analyze their financial information requirements. They must classify stakeholders such | 06T<br>06P | 20 |

as owners, creditors, investors, employees, and government authorities based on their accounting information needs and decision-making roles.

**Practical 2 – Classifying Transactions as Business or Personal**
Students will identify and classify financial transactions as business or personal using basic accounting principles. They must record transactions accurately and maintain clarity, consistency, and proper financial segregation in accounting records.

**Practical 3 – Branches of Accounting Application in Different Industries**
Students will analyze and present the application of financial, cost, management, and tax accounting across different industries using case-based examples, charts, and comparative accounting practices.

**Practical 4 – Creating a Transaction Analysis Template**
Students will create a transaction analysis template using spreadsheet tools to record and classify financial transactions into assets, liabilities, capital, income, and expenses. They must maintain accuracy, proper formatting, and logical accounting structure for effective financial analysis.

**Practical 5 – Accounting System Design for a New Business**
Students will design a basic accounting system for a new business by preparing chart of accounts, transaction flow, and financial record formats. They must ensure accurate classification of assets, liabilities, income, and expenses using standard financial accounting principles.

**Examination Style:**

| Sr. No | Evaluation Methods | SEE | CCE |
|---|---|---|---|
| 1 | **ALA 1**<br>**Business News Analysis Case File:**<br>Students will create a structured business news analysis case file by collecting, evaluating, and summarizing current industry and corporate news articles. They must apply analytical thinking to identify market trends, business strategies, and economic impacts while maintaining professional documentation standards, visual clarity, and data-supported insights. Upload the PDF on the GMIU Web Portal. | | 10 |

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| | | **ALA 2**<br>**Accounting in My World - Personal Exploration :**<br>Students will explore and document real-life financial activities from their daily life using digital tools. They must identify basic accounting elements such as income, expenses, assets, and liabilities while presenting their observations through organized records and simple financial analysis. | | 10 | | |
| | 2 | **WSQ:**<br>Faculty will provide a question on which students need to prepare the PDF and submit it to the faculty. | 10 | | | |
| | 3 | **Poster Preparation:**<br>The faculty will provide the topic, on which students need to prepare the digital poster and submit it to the faculty. | 10 | | | |
| | | **Total** | 20 | 20 | | |

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|---|---|---|---|
| 2 | **Double Entry System**<br>**Theory Topics**<br>• Meaning and Importance of Double Entry System<br>• Classification of Accounts (Personal, Real, Nominal)<br>• Rules of Debiting and Crediting with Practical Application<br>• T-Account Format and Account Maintenance<br>• Verification of Accuracy Using Trial Balance Concepts<br><br>**Practical 1 – Account Classification Matrix**<br>Students will create a digital matrix in Excel or Google Sheets classifying 50 accounts into Personal, Real, and Nominal. They must include account type, normal balance, and example entries while ensuring clarity and professional formatting.<br><br>**Practical 2 – Debit-Credit Rules Application Simulator**<br>Students will create an interactive Excel/Google Sheets tool to simulate debit and credit rules for different account types. They must design drop downs for account selection, transaction types, and debit/credit determination. This should validate given practice transactions, highlight errors, and include a rules reference sheet for clear understanding.<br><br>**Practical 3 – T-Account Creation and Transaction Recording**<br>Students will create T-accounts for various business transactions using Excel or Google Sheets. They must record debits and credits for each transaction, calculate running balances, and prepare a summary showing | **04T**<br>**08P** | **20** |

opening, closing, and net balances for all accounts. Emphasis is on accuracy, proper formatting, and professional presentation.

**Practical 4 – Trial Balance Preparation and Error Detection**
Students will prepare a trial balance using Excel or Google Sheets from given account balances. They must verify that total debits equal total credits, identify any discrepancies or errors, and create a corrected trial balance with clear annotations for error resolution.

**Practical 5 – Complete Month-End Trial balance cycle**
Students will process a full month of transactions in a digital accounting environment. They must record entries, post to ledgers, prepare trial balances, and identify any discrepancies.

**Examination Style:**

| Sr. No | Evaluation Methods | SEE | CCE |
|---|---|---|---|
| 1 | **ALA 3** **Account Classification Hierarchy Map:** Students will design a visual hierarchy map of Personal, Real, and Nominal Accounts using Canva's smart diagrams, icons, and AI design tools. They must organize account categories clearly with proper accounting classification, professional layout, and easy visual understanding and upload on the GMIU Web Portal. | | 10 |
| 2 | **ALA 4** **Trial Balance Reconciliation Tutorial:** Students will create a short tutorial video demonstrating preparation and reconciliation of a Trial Balance using spreadsheet tools. They must explain debit-credit matching, error identification, and correction techniques with clear visuals, narration, and professional presentation standards. | | 10 |
| 3 | **T-Account Posting & Balance:** Students will prepare and post business transactions given by faculty into digital T-Accounts using spreadsheet tools. They must record debit and credit entries accurately, calculate balances, and maintain proper account formatting for effective transaction tracking and balance verification. | 10 | |
| 4 | **Error Detection & Correction:** | 10 | |

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| | | Students will identify and rectify errors in journal entries and ledger accounts given by faculty using spreadsheet-based accounting formats. They must apply debit-credit rules, verify balances, and prepare corrected accounting records with accuracy and proper financial presentation. | | | | |
| | | **Total** | 20 | 20 | | |
| 3 | **Accounting Principles & Concepts**<br>**Theory Topics**<br>• Fundamental Accounting Concepts<br>• Accounting Conventions (Standards of Practice)<br>• Accrual Accounting vs Cash Accounting<br>• Matching Principle and Revenue Recognition<br>• Application of Concepts in Financial Decision-Making<br><br>**Practical 1: Business Entity Concept Application**<br>Students will classify personal and business transactions using spreadsheet tools and digital accounting templates. They must accurately separate business and personal expenses, organize transactions professionally, and present a clear financial summary using charts, tables, and basic accounting terminology.<br><br>**Practical 2: Accrual vs Cash Accounting Comparison**<br>Students will compare accrual and cash accounting methods by recording business transactions in spreadsheets and analyzing differences in profit calculation, revenue recognition, and expense treatment. They must prepare clear comparative statements and interpret financial outcomes using digital accounting tools.<br><br>**Practical 3: Materiality and Conservatism Concepts**<br>Students will analyze business transactions and financial cases using spreadsheet tools to identify material items and apply conservatism principles in accounting decisions. They must evaluate financial impact, classify disclosures, and prepare simple comparative financial reports with accurate judgment and professional presentation.<br><br>**Practical 4: Consistency Principal Application**<br>Students will analyze and compare accounting policies across different financial periods using spreadsheets and digital accounting tools. They must maintain consistency in accounting methods, identify variations, | | | | **04T**<br>**08P** | **20** |

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and present comparative financial analysis with accurate interpretation and professional formatting.<br><br>
Practical 5: Integrated Principles Application Case Study<br>
Students will analyze a business case study and apply major accounting principles such as accrual, matching, conservatism, and consistency using spreadsheets and digital accounting templates. They must prepare basic financial statements, classify transactions correctly, and justify accounting decisions with practical reasoning.<br><br>
Examination Style:
<table>
<tr><th>Sr. No</th><th>Evaluation Methods</th><th>SEE</th><th>CCE</th></tr>
<tr><td>1</td><td>ALA 5<br>Materiality Threshold Determination Guide:<br>Students will create a digital materiality assessment guide using Excel or Canva by classifying financial items based on significance thresholds and disclosure importance and upload it on GMIU web portal.</td><td></td><td>10</td></tr>
<tr><td>2</td><td>ALA 6<br>Concept Hierarchy Visual Map:<br>Students will create a digital visual hierarchy map explaining major Financial Accounting concepts and their interconnections using Canva Smart Diagrams, shapes, icons, and AI design tools. They must organize accounting concepts logically with clear structure, professional formatting, and easy conceptual understanding.</td><td></td><td>10</td></tr>
<tr><td>3</td><td>Article writing:<br>Students will write a structured article on the topics assigned by faculty.</td><td>10</td><td></td></tr>
<tr><td>4</td><td>Quiz:<br>Students need to attempt the quiz assigned by the faculty.</td><td>10</td><td></td></tr>
<tr><td></td><td>Total</td><td>20</td><td>20</td></tr>
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<td>
Capital & Revenue Items<br>
Theory Topics
<ul>
<li>Classification of Expenditures (Capital, Revenue, Deferred)</li>
<li>Distinction Between Capital and Revenue Expenses</li>
<li>Capital and Revenue Receipts Classification</li>
<li>Fixed Asset Register Maintenance and Depreciation</li>
<li>Practical Cases and Problem Solving in Classification</li>
</ul>
Practical 1: Expenditure Classification Mastery
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<td>04T<br>08P</td>
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Students will classify 100 business expenditures as Capital, Revenue, or Deferred using Excel or Google Sheets. They must create a clear classification table with sub-types, justification for each decision, and visual summaries such as pie charts, ensuring accurate accounting treatment for each expenditure.

**Practical 2: Capital Expenditure - Asset Register Creation**
Students will create a digital Fixed Asset Register using Excel or Google Sheets by recording asset details, depreciation, and book values. They must classify assets correctly, apply depreciation methods accurately, and maintain organized financial records with proper formatting and calculations.

**Practical 3: Depreciation Methods Comparison**
Students will design a comparative infographic explaining Straight Line Method (SLM) and Written Down Value (WDV) depreciation methods using Canva's infographic templates, charts, and AI design tools. They must present calculation differences, asset value impact, and business application through visually structured financial content.

**Practical 4: Capital and Revenue Receipts Classification**
Students will classify different business receipts into capital and revenue categories using spreadsheet-based accounting templates. They must analyze transaction nature, apply correct accounting treatment, and prepare a structured digital classification report with proper financial categorization and justification.

**Practical 5: Comprehensive Fixed Assets Analysis**
Students will create a comprehensive Fixed Asset Register in Excel/Google Sheets by recording asset purchases, improvements, disposals, depreciation, and write-offs. They must prepare journal entries, asset movement statements, and balance sheet extracts while maintaining accurate depreciation and transaction tracking.

**Examination Style:**

| Sr. No | Evaluation Methods | SEE | CCE |
|---|---|---|---|
| 1 | **ALA 7**<br>**Depreciation Methods Comparison Model:** Students will create a comparative chart on Straight Line Method (SLM) and Written Down Value (WDV) depreciation methods. | | 10 |

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|---|---|---|---|---|---|---|
| | | They must explain calculation differences, business impact, and practical application through clear financial examples. | | | | |
| | 2 | **Activity: 1**<br>**Expert Talk Report – "GST and Its Practical Financial Applications":**<br>Students attend an expert talk on Goods and Services Tax (GST) and its practical financial applications in business and everyday life. Prepare a report summarizing the key learnings and insights gained from the session, and upload it to the GMIU Web Portal. | | 10 | | |
| | 3 | **Case Study:**<br>Students need to solve the case study given by faculty. | 10 | | | |
| | 4 | **Group Presentation:**<br>Students will give the presentation on the topic assigned by faculty. | 10 | | | |
| | | **Total** | 20 | 20 | | |
| **5** | **Accounting Equation & Accounting Cycle**<br>**Theory Topics**<br>• Fundamental Accounting Equation and Its Balance Verification<br>• The 8-Step Accounting Cycle Process (Analysis to Closing)<br>• Journal Entry Recording and Ledger Posting Procedures<br>• Trial Balance, Adjustments, and Adjusted Trial Balance<br>• Preparation of Financial Statements and Closing Entries<br><br>**Practical 1: Source Document Analysis to Journal Entry**<br>Students will analyze digital source documents such as invoices, receipts, vouchers, and bank statements to prepare accurate journal entries in spreadsheet format. They must apply debit-credit rules correctly while maintaining proper accounting narration, transaction classification, and chronological recording.<br><br>**Practical 2: Complete Journal to Ledger to Trial Balance**<br>Students will record business transactions through journal entries, post them into ledger accounts, and prepare a Trial Balance using spreadsheet tools. They must apply debit-credit rules accurately, maintain proper account classification, and ensure total debits and credits are balanced through a complete accounting cycle simulation.<br><br>**Practical 3: Preparation of Financial Statements** | | | | **04T**<br>**08P** | **20** |

Students will prepare complete financial statements, including Profit & Loss Account and Balance Sheet, from adjusted trial balance using spreadsheet-based accounting tools. They must ensure accurate posting of adjustments, proper closing entries, and correct classification of items while maintaining standard financial reporting structure and compliance with accounting principles.

**Examination Style:**

| Sr. No | Evaluation Methods | SEE | CCE |
|---|---|---|---|
| 1 | **Activity: 2**<br>**NISM Financial Literacy Workshop/Webinar Participation**<br>Students participate in a workshop or online webinar on financial literacy conducted by the National Institute of Securities Markets (NISM). Obtain the participation certificate and individually upload it to the GMIU Web Portal as proof of completion. | | 10 |
| 2 | **Activity: 3**<br>**Personal Cash Book Diary Maintenance & Submission:**<br>Students need to maintain a real personal cash book for 3–4 weeks, recording daily transactions such as pocket money, expenses, and savings. At the end of the period, students must convert the cash book into a simple Receipts & Payments format. Students need to upload the completed cash book and Receipts & Payments Account on the GMIU portal. | | 10 |
| 3 | **Complete Accounting Cycle Execution:**<br>Faculty will Provide Business Transactions on which they need to prepare journal entries, ledger Accounts, trial balance and final accounts. | 20 | |
| | **Total** | 20 | 20 |

## Suggested Specification table:

| Distribution of Marks **(Revised Bloom's Taxonomy)** | | | | | | |
|---|---|---|---|---|---|---|
| Level | Remembrance (R) | Understanding (U) | Application (A) | Analyze (N) | Evaluate (E) | Create (C) |
| Weightage % | 10% | 20% | 30% | 20% | 10% | 10% |

Note: This specification table shall be treated as a general guideline for students and teachers. The actual distribution of marks in the question paper may vary slightly from above table.

### Course Outcome:

| After learning the course, the students should be able to: | |
|---|---|
| CO1 | Define and explain fundamental accounting concepts, terminology, and principles used in financial accounting systems. |
| CO2 | Understand accounting transactions, accounts, and financial information using standard accounting rules and frameworks. |
| CO3 | Apply accounting procedures to record transactions, prepare journal entries, maintain ledgers, and construct trial balances using digital tools. |
| CO4 | Analyze financial data, detect discrepancies, and evaluate accounting treatments through comparison of methods, principles, and reports. |
| CO 5 | Create and develop accounting systems, financial statements, and digital accounting models for business analysis and reporting. |

### Instructional Method:

The course delivery method will depend upon the requirement of content and need of students.

A minimum of 20–30% of the course content shall be suggested to deliver through Flipped Learning, where students study digital learning resources before the classroom session. Classroom time shall be utilized for discussion, problem-solving, practical applications, and higher-order learning activities.

Students shall be encouraged to use AI-powered learning platforms, simulation software, virtual laboratories, digital libraries, research databases, online certification courses, NPTEL, SWAYAM, MOOCs, and other technology-enabled learning resources to strengthen conceptual understanding and practical competence.

Continuous assessment shall be conducted through Active Learning Assignments (ALAs), quizzes, skill demonstrations, presentations, practical exercises, projects, case studies, innovation activities, peer assessment, reflective learning, and industry-oriented tasks instead of relying primarily on conventional written assignments.

**Reference Books:**

[1] Kaur, M. (Ed.). (n.d.). Financial accounting I.

[2] Pandey, M. (Ed.). (2014). Introduction to financial accounting: As per the revised syllabus 2014–15 of Mumbai University for F.Y. BMS, Semester I. Himalaya Publishing House Pvt. Ltd.

[3] Grewal, T. S., & Grewal, S. (2020). Advanced accountancy. S. Chand Publishing.

[4] Gupta, R. L., & Radhaswamy, M. (2021). Advanced accountancy. Sultan Chand & Sons.

[5] Shukla, M. C., Grewal, T. S., & Gupta, S. C. (2022). Advanced accounts. S. Chand Publishing

**Suggested Assessment Guidelines:**

| SEE | Topic | Criteria | Marks | Description |
|---|---|---|---|---|
| 1 | **WSQ** | Accuracy | 5 | Correctness of answers based on accounting concepts. |
| | | Concept Clarity | 5 | Clear understanding and proper explanation of concepts. |
| 2 | **Poster Preparation** | Content Relevance | 5 | Inclusion of appropriate and meaningful accounting content. |
| | | Creativity & Presentation | 5 | Visual appeal, design, and clarity in presenting ideas |
| 3 | **T-Account Posting & Balance** | Correct Posting | 5 | Proper recording of transactions in respective ledger accounts. |
| | | Balancing Accuracy | 5 | Correct calculation and balancing of accounts. |
| 4 | **Error Detection & Correction** | Error Identification | 5 | Ability to correctly identify accounting errors. |
| | | Rectification | 5 | Passing correct rectification entries with proper logic. |
| 5 | **Article writing** | Content Quality | 5 | Depth, relevance, and accuracy of written content. |
| | | Structure & Language | 5 | Logical flow, grammar, and clarity of writing. |
| 6 | **Quiz** | Correct Responses | 10 | Number of correct answers attempted. |
| 7 | **Case Study** | Concept Understanding | 10 | Demonstration of conceptual clarity through responses. |

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| 8 | **Group Presentation** | Content & Clarity | 10 | Quality and clarity of subject matter presented. |
| 9 | **Complete Accounting Cycle Execution** | Process Execution | 20 | Proper completion of steps (journal, ledger, trial balance, final accounts). Correctness and presentation of final financial statements. |