

**UNIT-I**

Principles, concepts and conventions, double entry system of accounting, ledger keeping. Subsidiary books with special reference to simple cash book and three column cash book. Trial balance and final accounts of sole trader: Preparation trial balance, adjusting entries, including revenue for bad debts, revenue for discount on debtors and creditors, preparation of final accounts. Final accounts of joint stock companies.

**UNIT-II**

Meaning and scope of financial management, functions of the financial manager. Ratio analysis: Meaning of ratio, advantages, limitations, types of ratios and their usefulness, liquidity and ratios, profitability ratios, efficiency ratios, solvency ratios, problems including preparation of balance sheet.

**UNIT-III**

Funds flow statement: Meaning and concepts of funds, preparation of fund flow statement. Unit costing: Preparation of cost sheet and tender price statement. Marginal costing: Concepts, Marginal cost equations, P/V ratio, B.E.P., Margin of safety, Sales to earn a desired profit, Problems on the above.

**UNIT-IV**

Budgetary Control: Meaning and definition, preparation of flexible budget and cash budget. Standard costing: Meaning of standard cost and standard costing, analysis of variances – material and labour variances only.

**Text Books:**

1. Accountancy Vol. 1 by B.S. Raman.
2. Accountancy Vol. 2 by B.S. Raman.
3. Management Accounting by R.K. Sharma and Gupta.
4. Financial Management by I.M. Pandey.