Introduction:

- Purpose and Nature of Accounting
- Various areas of Accounting
  Forms of Business enterprises
- Accounting Information users
- GAAP
- Conversion
- Business transaction and
  Accounting equation

Accounting Process:

- Recording changes in financial position
- Double entry Accounting system
- Journal
- Ledger
- Trial Balance

The Accounting cycle:

- Measuring business income
- adjusting process
- Completion of Accounting Cycle
- Work sheet
- Financial Statements
- The control of Cash transaction and Bank Reconciliation
- Accounting for receivables accounting for Inventory
- Accounting for depreciation of fixed assets
- Depreciation Methods

Text Books:

3. Frankwood: Business Accounting-I, Business Accounting-II