

Introduction and Course Objectives	To create awareness about the need and necessity of accounting in business organization and to have the practical knowledge of accounting. This UNIT presents the accounting information in business decision making.
Main Concepts	Book keeping & Final Accounts.
Student Learning Objectives	At the end of the semester the student should be in a position to maintain and decipher all books of accounts used in the Hotel industry

UNIT - 1 DOUBLE ENTRY BOOK KEEPING, Meaning of Book-keeping and Double Entry Book- keeping, Meaning of Accounting, Objectives, Advantages, Users of Accounting Information and Relationship with other disciplines, Accounting Concepts and Conventions

UNIT - 2 JOURNAL AND LEDGER, Meaning, Advantages and Limitations, Classification of Accounts – personal, real and nominal, rules for debiting and crediting Journalizing – simple and compound entries, Posting from journal to ledger, balancing of accounts & preparation of Trial balance.

UNIT - 3 SUBSIDIARY BOOKS, Meaning, objectives, Advantages and Limitations, Types of subsidiary books - Purchase Book, Purchase Returns Book, Sales Book, Sales Returns Book, Cash Book – Simple and three columnar - Petty Cash Book

UNIT - 4 FINAL ACCOUNTS, Meaning, Objectives, Advantages and limitations Trading and Profit and Loss Account, Balance Sheet Types of assets and liabilities, Income Statement and Balance Sheet and Schedules (Simple problems without adjustments)