



**Unit 4: Bills of Exchange****25 Periods 10 Marks**

Content	Learning Outcomes
Bill of Exchange : Nature and use of Bills of Exchange, Terms used in Bills of Exchange. Simple transactions related to bills of exchange (No dishonour, retiring & renewal of the bill)	The learners would be able to : <ul style="list-style-type: none"> <li>● Acquire the knowledge of using bills of exchange for financing business transactions</li> <li>● Understand the need of Bills of exchange in business</li> <li>● State the meaning of different terms used in bills of exchange and their implication in accounting</li> <li>● Develop in the skill of journalising simple bill transactions in the book of creditor and debtor</li> </ul>

**Unit 5: Final Accounts****45 Periods 14 Marks**

Content	Learning Outcomes
Final Accounts : Preparation of Trading and Profit & loss Account and Balance Sheet of Sole trader. Adjustment for closing stock only. [amount of closing stock to be given]	The learners would be able to : <ul style="list-style-type: none"> <li>● State the meaning of financial statements &amp; the purpose they serve for a sole proprietor.</li> <li>● Develop the skill of preparing Trading Account and calculating gross profit.</li> <li>● Develop the skill of preparing Profit &amp; Loss Account and calculating the net profit</li> <li>● Explain the need for preparing 'Balance Sheet'.</li> <li>● Understand the techniques of preparing the 'Balance Sheet'.</li> <li>● Develop the understanding to the simple adjustment for closing stock</li> </ul>

**Unit 6: Accounting from Incomplete Records****35 Periods 12 Marks**

Content	Learning Outcomes
Accounting from Incomplete Records : Meaning; preparation of statement of Profit, statement of affairs. [statement of affairs method only]	The learners would be able to : <ul style="list-style-type: none"> <li>● State the meaning of incomplete records</li> <li>● Understand the uses and limitations of incomplete records</li> <li>● Develop the skill of computation of profit / loss by preparing Statement of Profit</li> <li>● Develop the skill of preparing 'Statement of Affairs' and ascertain the position of the business on a particular date.</li> </ul>

**Project Work****Project – I****15 Periods 15 Marks**

Identify 20 items and classify them as capital and revenue receipts, capital and revenue expenditure and deferred revenue expenditure  
(OR any other topic related to the course content)

**Project –II****15 Periods 15 Marks**

Make a statement of affairs for incomplete records of a small shop.  
(OR any other topic related to the course content)

