## **Contents**

Paper 1	Principles and
-	Practice of Accounting

Chapter - 1: Theoretical Framework Unit: 1: Meaning and Scope of Accounting Unit: 2: Accounting Concepts, Principles and Conventions Unit: 3: Accounting Terminology Unit: 4: Capital and Revenue Expenditure and Receipts Unit: 5: Contingent Assets and Contingent Liabilities Unit: 6: Accounting Policies Unit: 7: Accounting as a measurement discipline - Valuation Principles, Accounting Estimates Unit: 8: Accounting Standards Unit: 9: Indian Accounting Standards	1.1 -1.146 1.1 -1.29 1.30-1.68 1.69-1.81 1.82-1.104 1.105-1.115 1.116-1.120 1.121 - 1.129 1.130 - 1.140 1.141 -1.146
Chapter - 2: Accounting Process Unit: 1: Basis Accounting Procedures: Journal Entries Unit: 2: Ledger Unit: 3: Trial Balance Unit: 4: Subsidiary Books Unit: 5: Cash Book Unit: 6: Rectification of Error	1.147-1.282 1.147-1.179 1.180 - 1.190 1.191 - 1.209 1.210 - 1.220 1.221 - 2.234 1.235 - 1.282
Chapter - 3: Bank Reconciliation Statements Chapter - 4: Inventories Chapter - 5:Concept and Accounting of Depreciation Chapter - 6: Accounting for Special Transactions Unit: 1: Bill of Exchange and Promissory Notes Unit: 2: Sale of Goods on Approval or Return Basis Unit: 3: Consignment Unit: 4: Joint Venture Unit: 5: Royalty Account Unit: 6: Average Due Date Unit: 7: Account Current	1. 283- 1.322 1.323 - 1.372 1.373 - 1.434 1.435 - 1.662 1.435 - 1.494 1.495 - 1.510 1.511 - 1.568 1.569 - 1.614 1.615 - 1.626 1.627 - 1.652 1.653 - 1.662
Chapter - 7: Preparation of Final Accounts of Sole Proprietors	1.663 - 1.790
Unit: 1 : Final Accounts of Non-Manufacturing Entities Unit: 2 : Final Accounts of Manufacturing Entities Chapter - 8: Partnership Accounts Unit: 1: Introduction to Partnership Accounts Unit: 2 : Treatment of Goodwill in Partnership Accounts Unit: 3 : Admission of a New Partner	1.663 - 1.782 1. 783 - 1.790 <b>1.791-1.986</b> 1.791-1.826 1.827- 1.850 1.851- 1.906

Unit: 4: Retirement of a Partner	1.907- 1.966
Unit: 5 : Death of a Partner	1.967 - 1.986
Chapter - 9: Financial Statement of Non-Profit	
Organisations	1.987 - 1.1032
Chapter - 10: Company Accounts	1.1033 - 1.1090
Unit: 1: Introduction to Company Accounts	1.1033 - 1.1054
Unit: 2 :Issue, Forfeiture and Re-Issue of Shares	1.1055 - 1.1080
Unit: 3: Issue of Debentures	1.1081 - 1.1090
Chapter - 11: Basic Accounting Ratio	1.1091 - 1.1108

## Part - A (Business Laws)

Chapter - 1: The Indian Contract Act, 1872	2.3 - 2.163	
Unit: 1 : Nature of Contract	2.3 - 2.41	
Unit: 2 : Consideration	2.42 - 2.55	
Unit: 3 : Other Essential Elements of Valid Contract	2.56 - 2.99	
Unit: 4 : Performance of Contract	2.100 - 2.131	
Unit: 5 : Breach of Contract and its Remedies	2.132 - 2.149	
Unit: 6 : Contingent and Quasi Contracts	2.150 - 2.163	
Chapter - 2: The Sale of Goods Act, 1930	2.164 - 2.262	
Unit: 1 : Formation of the contract of sale	2.164 - 2.188	
Unit: 2 : Conditions and Warranties	2.189 - 2.209	
Unit: 3: Transfer of Ownership and Delivery of Goods	2.210 - 2.238	
Unit: 4 : Unpaid Seller	2.239 - 2.262	
Chapter - 3: Indian Partnership Act, 1932	2.263 - 2.354	
Unit: 1 : General Nature of a Partnership	2.263 - 2.287	
Unit: 2 : Relations of Partners	2.288 - 2.330	
Unit: 3 : Registration and Dissolution of Firm	2.331 - 2.354	
Chapter - 4: The Limited Liability Partnership Act, 2008	2.355 - 2.361	
Chapter - 5: The Companies Act, 2013	2.362 - 2.388	

## Part - B (Business Correspondence and Reporting)

Chapter - 1:	Communication	2.391 - 2.439
Chapter - 2:	Sentence Types Direct-Indirect, Active - Passive Speech	2.440 - 2.472
Chapter - 3:	Vocabulary Root Words, Synonyms, Antonyms, Prefixes, Suffixes, Phrasal Verbs, Collocations and	
	Idioms	2.473 - 2.508
Chapter - 4:	Comprehension Passages	2.509 - 2.550
Chapter - 5:	Note Making	2.551 - 2.557
Chapter - 6:	Introduction to Basics Writing	2.558 - 2.559
Chapter - 7:	Precis Writing	2.560 - 2.632
Chapter - 8:	Article Writing	2.633 - 2.641
Chapter - 9:	Report Writing	2.642 - 2.649
Chapter - 10:	Formal Letter and Official Communication	2.650 - 2.713
Chapter - 11:	Writing Formal Mails	2.714 - 2.722
Chapter - 12:	Resume Writing	2.723 - 2.728
Chapter - 13:	Meetings	2.729 - 2.736