

Accounting Fundamentals & Business Transactions

Foundational Accounting Concepts, Debit-Credit Logic & Business Records

Stream: Accounting & Tally Operations

Level: Certificate Program (Beginner)

Duration: 10 Weeks

Mode: Offline

Executive Summary

Accounting Fundamentals & Business Transactions is a structured academic program designed to build professional competency in **Accounting & Tally Operations**.

The program follows a progressive learning model combining academic grounding, applied skills, and industry alignment.

This course is positioned at the **Certificate Program** level and targets learners at the **Beginner** stage.

Successful completion demonstrates structured problem-solving ability, applied knowledge, and readiness for professional or advanced academic pathways.

Course Overview

This course introduces learners to the fundamentals of accounting and business transactions, building a strong conceptual foundation required for practical bookkeeping and accounting software operations.

Learning Outcomes

- Understand the role and purpose of accounting in business operations
- Identify and explain basic accounting concepts and principles
- Classify accounts and apply correct debit-credit rules
- Recognize and interpret common business source documents
- Record business transactions using journal entries and vouchers
- Post transactions into ledger accounts and balance them accurately
- Prepare a basic trial balance and identify errors
- Understand the structure and purpose of basic financial statements
- Maintain accuracy and discipline in accounting records
- Demonstrate readiness for software-based accounting and GST programs

Curriculum Structure

Module 1 — Accounting Foundations & Business Context

Concept Focus: Build conceptual clarity before rules or calculations

Week 1 — Introduction to Accounting & Business Environment

Introduction to accounting as a structured business function. Covers purpose of accounting, users of accounting information, types of businesses, basic financial terms, and how accounting supports operational and managerial decision-making in real business environments.

Module 2 — Accounting Principles & Professional Language

Concept Focus: Establish correctness in concepts and terminology

Week 2 — Accounting Concepts, Principles & Terminology

Core accounting concepts including business entity, money measurement, going concern, accounting period, cost concept, matching concept, and conservatism. Emphasis on professional accounting language used consistently in practice.

Module 3 — Account Classification & Debit-Credit Logic

Concept Focus: Build the logical backbone of accounting

Week 3 — Types of Accounts & Debit-Credit Rules

Classification of accounts (personal, real, nominal) and modern account categories. Intensive practice of debit-credit rules using transaction-based examples to build logical consistency and confidence.

Module 4 — Business Transactions & Source Documentation

Concept Focus: Connect accounting entries to real business evidence

Week 4 — Business Transactions & Source Documents

Understanding business transactions and supporting documents such as invoices, receipts, bills, vouchers, debit notes, and credit notes. Learners identify transaction types and determine their accounting impact using source evidence.

Module 5 — Journal Entries & Recording Discipline

Concept Focus: Introduce systematic transaction recording

Week 5 — Journal Entries & Voucher Preparation

Recording business transactions through journal entries. Practice in preparing vouchers for cash, bank, credit, purchase, and sales transactions with correct debit-credit application and narration discipline.

Module 6 — Ledger Posting & Trial Balance Accuracy

Concept Focus: Convert journals into structured financial records

Week 6 — Ledger Accounts & Trial Balance

Posting journal entries into ledger accounts, balancing ledgers, and preparing a trial balance. Emphasis on accuracy, error identification, and reconciliation awareness.

Module 7 — Final Accounts (Foundation Level)

Concept Focus: Understand business performance outcomes

Week 7 — Final Accounts (Basic Level)

Introduction to Trading Account, Profit & Loss Account, and Balance Sheet. Learners understand structure, purpose, and preparation logic without advanced adjustments or statutory complexity

Module 8 — Consolidation & Readiness Evaluation

Concept Focus: Confirm readiness for computerized accounting (PD level)

Certification

Certified Accounting Fundamentals Practitioner (CAFP)

The Certified Accounting Fundamentals Practitioner (CAFP) certification validates a learner's ability to understand and apply core accounting principles used in everyday business operations.

This certification confirms competence in:

Accounting terminology and concepts

Debit-credit logic and account classification

Recording business transactions through journals and vouchers

Maintaining basic financial discipline and accuracy

It establishes a standardized foundation for learners progressing into software-based accounting systems, GST compliance, payroll operations, and professional accounting roles.

The certification is designed as a foundational, practical, and assessable credential, suitable for entry-level accounting learners across industries.