

# 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.