

PAPER- 6 & 7

ELEMENTS OF BOOK – KEEPING CONTENT & METHOD

Objectives :

1. To know the learning methods of text books in elements of book-keeping.
2. To know the nature ,importance approaches in elements of book-keeping.
3. To know the skill and methods in elements of book-keeping.
4. To acquire the tools and curriculum in elements of book – keeping.
5. To Evaluate the text book of the students.
6. To know in practical work application of the subject content.

Content

Unit -I As per prescribed syllabus by Gujarat State Higher Secondary Board for std.XI in part I & II

Unit -II As per prescribed syllabus by Gujarat State Higher Secondary Board for std.XII in part I only.

Unit-III As per prescribed syllabus by Gujarat State Higher Secondary Board for std.XII in part II only.

Method

Unit--IV

- A. Meaning ,aims & objectives of elements of book-keeping.
- B. Need and scope of elements of book-keeping.
- C. Co-relation : Meaning, types and internal co-relation with subjects like business maths , science & geography.
- D. Teacher of Elements of Book keeping , Qualifications and training , qualities , professional growth.

Unit- V Skill,Methods & Lesson plan in Elements of Book-Keeping .

- (A) Skill :- Set induction , B.B.work, reinforcement ,questioning
- (B) Micro teaching :- Concept , steps , limitation & lesson plan
- (C) Method & Approaches :-
 - Lecture Method
 - Assignment Method
 - Analysis Method
 - Project Method
 - Group discussion Method
 - Dialogue Method
 - Programmed learning Method

Approaches of Elements of Book-Keeping

- Leader Approach
 - Balance Approach
 - Journal Approach
 - Equation Approach
- (D) Lesson planning : Meaning ,steps, characteristics & Lesson plan

Unit -VI Tools & Lesson Plan of Elements of Book-Keeping

- (A) Educational Tools :
 - Meaning ,uses of Educational Tools.
 - Audio,Video ,Audio-Video Bulletin board ,Charts ,Graph, News Paper , Magazine , Reference books, Film strip, Projector, D.V.D., V.C.D., Tape-recorder, Radio, Computer, L.C.D.
- (B) Text Book, Curriculum & Evaluation :
 - Characteristics of Text books.
 - Evaluation of Text books
 - Review of Text books.
- (C) Unit planning
- (D) Blue-Print and Question Paper

Unit-VII Practicum

- Survey
- Field work
- Visit of Financial ,Industrial Places
- Project work
- Account club and its activities.

Reference Books :

1. Lawis D. Method of teaching book keeping south western publishing, Cincinnati, 1955
2. Macdonald and evan. Teaching business subject, Macdohall and evans ltd., London, 1970
3. M.S. Khan, The teaching of commerce steering publishing, Delhi.
4. Forkner, the teaching of book keeping
5. ઉચ્ચતર માધ્યમિક શિક્ષણ બોર્ડ – ગુજરાત રાજ્ય ધોરણ – ૧૧ અને ૧૨ નો અભ્યાસક્રમ
6. એમ.એમ.ઝાહા, વાણિજ્ય અધ્યાપનનું પરિશીલન, બી.એસ.શાહ પ્રકાશન
7. બી.આર.ચૌધરી અને બીજા, નામાના મૂળતત્વોનું અધ્યાપન.
8. ડિ.જે.એચ.પંચોલી અને એ.બી.કમથણ, નામાની અધ્યાપન પદ્ધતિઓ, ૧૯૮૫, ઉત્તર ગુજરાત યુનિવર્સિટી, પાટણ