

Course Code EDEC 129

SEMESTER-I

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

- i. As per prescribed syllabus by Gujarat State Higher Secondary Board for std.XI in part I only.
- ii. As per prescribed syllabus by Gujarat State Higher Secondary Board for std.XII in part I only.

Method

Unit--II

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

Unit- III Skill & 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) Lesson planning : Meaning ,steps, characteristics & Lesson plan

Unit-IV Practicum

- Survey
- Field work
- Visit of Financial ,Industrial Places