

Course Code EDEC 229

SEMESTER-II

ELEMENTS OF BOOK – KEEPING CONTENT & METHOD

Objectives :

Content

Unit -I

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

Method

Unit -II Methods , Approaches & Tools of Elements of Book-Keeping

(A) Method of Elements of Book-Keeping :-

- Lecture Method
- Assignment Method
- Analysis Method
- Project Method
- Group discussion Method
- Dialogue Method
- Programmed learning Method

(B) Approaches of Elements of Book-Keeping

- Leader Approach
- Balance Approach
- Journal Approach
- Equation Approach

(C) 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.

Unit -III Text Book & Unit Plan of Elements of Book-Keeping

(A) Text Book, Curriculum & Evaluation :

- Characteristics of Text books.
- Evaluation of Text books
- Review of Text books.

(B) Unit planning

(C) Blue-Print and Question Paper

Unit-IV Practicum

- 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 ડ ગુજરાત રાજ્ય ઘોરણ ૯ ૧ ૧ અને ૧૨ નો અભ્યાસક્રમ
6. એમ.એમ.ઝાલા, વાણિજ્ય અધ્યાપનનું પરિશીલન, બી.એસ.શાહ પ્રકાશન
7. બી.આર.ચૌધરી અને બીજા, નામાના મૂળતત્વોનું અધ્યાપન.
8. ડૉ.જે.એચ.પંચોલી અને એ.બી.કગથણ, નામાની અધ્યાપન પદ્ધતિઓ, ૧૮૮૫, ઉત્તર ગુજરાત યુનિવર્સિટી, પાટણ