

SYLLABUS

CA FOUNDATION

PAPER-1 PRINCIPLES AND PRACTICE OF ACCOUNTING

1. Theoretical Framework
2. Accounting Process
3. Bank Reconciliation Statement
4. Inventories
5. Concept and Accounting of depreciation
6. Accounting for Special Transactions
7. Preparation of Final Accounts of Solo Proprietors
8. Partnership Accounts.
9. Financial Statements of Not-For Profit Organizations.
10. Company Accounts.

PAPER-2 BUSINESS LAWS AND BUSINESS CORRESPONDENCE AND REPORTING

Section A- 1. The Indian Contract Act, 1872.

2. The Sale of Goods Act, 1930.
3. The Indian Partnership Act, 1932
4. The Limited Liability Partnership Act, 2000.
5. The Companies Act, 2013

Section B- 1. Communication

2. Sentence Types and Direct-Indirect, Active-Passive Speech
3. Vocabulary
4. Comprehension Passages
5. Note Making.
6. Introduction to Basics of Writing
7. Precis Writing
8. Article Writing
9. Report Writing.
10. Writing Formal Letters and Official Communication
11. Writing Formal Mails
12. Resume Writing
13. Meetings

PAPER-3 BUSINESS MATHEMATICS AND LOGICAL REASONING AND STATISTICS

1. Ratio and Proportion, Indices, Logarithms
2. Equations and Matrices
3. Linear Inequalities
4. Time Value of Money
5. Basic Concepts of Permutations and Combinations
6. Sequence and Series - Arithmetic and Geometric Progressions
7. Sets, Functions and Relations.
8. Basic Concepts of Differential and Integral Calculus
9. Number Series, Coding and Decoding and Odd Man.
10. Direction Tests.
11. Seating Arrangements.
12. Blood Relations.
13. Syllogism.
14. Statistical Description of Data.
15. Measures of Central Tendency and Dispersion.
16. Probability.
17. Theoretical Distributions.
18. Correlation And Regression.
19. Index Number and Time Series.

PAPER-4 BUSINESS ECONOMICS AND BUSINESS AND COMMERCIAL KNOWLEDGE

PART 1

1. Nature & Scope of Business Economics.
2. Theory of Demand and Supply.
3. Theory of Production and Cost
4. Meaning and Types of Markets
5. Business Cycles

PART 2

1. Business and Commercial Knowledge – An Introduction
2. Business Environment.
3. Business Organizations.
4. Government Policies for Business Growth.
5. Organizations Facilitating Business.
6. Common Business Terminologies