

CA Foundation: Most Important Topics from Last 5 Years' Papers

Paper 1: Principles and Practice of Accounting

- Final Accounts of Sole Proprietors:
 - Trading, Profit & Loss, Balance Sheet Preparation
 - Adjustments: Outstanding/Prepaid Expenses, Accrued/Unearned Income
 - Depreciation, Bad Debts, Provisions
 - Closing Stock, Free Samples, Abnormal Loss
- Bank Reconciliation Statement (BRS):
 - Cash Book vs Pass Book
 - Cheques Not Presented / Not Credited
 - Bank Charges, Direct Deposits, Interest Entries
- Company Accounts - Shares:
 - Issue at Par, Premium, Discount
 - Forfeiture and Reissue of Shares
 - Oversubscription, Pro-rata Allotment
 - Journal Entries for Share Transactions
- Consignment:
 - Consignor vs Consignee Accounting
 - Normal and Abnormal Loss
 - Types of Commission
 - Valuation of Unsold Stock
- Rectification of Errors:
 - Types of Errors: Omission, Commission, Principle
 - Rectification before/after Trial Balance
 - Use of Suspense Account

Paper 2A: Business Laws

- Indian Contract Act, 1872:
 - Essentials of a Valid Contract
 - Offer, Acceptance, Consideration, Capacity, Consent
 - Void, Voidable, Illegal Agreements
 - Performance, Discharge, Breach and Remedies

- Sale of Goods Act, 1930:
 - Conditions and Warranties
 - Transfer of Ownership/Title
 - Rights of Unpaid Seller
 - Performance of Contract of Sale
- The Indian Partnership Act, 1932:
 - Nature and Types of Partnership
 - Rights and Duties of Partners
 - Registration of Firms
 - Dissolution and its Modes
- Companies Act, 2013 (Basics):
 - Types of Companies
 - Incorporation Procedures
 - MOA and AOA
 - Prospectus and Importance

Paper 2B: Business Correspondence & Reporting (BCR)

- Communication:
 - Process, Types (Verbal/Non-verbal/Written/Oral)
 - Barriers to Effective Communication
- Grammar and Vocabulary:
 - Voice, Speech
 - Synonyms, Antonyms, Homonyms
 - Common Errors
- Comprehension and Summary Writing:
 - Reading Techniques
 - Identifying Main Ideas
 - Summarizing Techniques
- Report and Letter Writing:
 - Structure and Format
 - Types: Inquiry, Complaint, Sales, Recovery
 - Email Etiquette and Drafting

Paper 3: Quantitative Aptitude

- Ratio, Proportion, Indices:
 - Basic Concepts and Business Applications
- Time Value of Money:
 - Simple and Compound Interest
 - Present and Future Value
 - Annuities and Perpetuities
- Permutation, Combination & Probability:
 - Counting Principles
 - Basic Probability Concepts
- Logical Reasoning:
 - Series, Coding-Decoding
 - Blood Relations, Directions, Seating
- Statistics:
 - Mean, Median, Mode
 - Range, Variance, Standard Deviation
 - Correlation, Regression, Index Numbers

Paper 4: Business Economics & BCK

- Theory of Demand & Supply:
 - Law of Demand/Supply, Elasticity, Market Equilibrium
- Theory of Production & Cost:
 - Production Functions
 - Returns to Scale, Cost Curves
- Market Structures:
 - Perfect, Monopoly, Oligopoly, Monopolistic Markets
 - Price and Output Determination
- Business Cycles:
 - Phases, Causes, Effects, Controls
- Business and Commercial Knowledge (BCK):
 - Business Environment and Organizations
 - Business Types and Government Policies

- RBI, SEBI, CCI etc.