



# **DEPARTMENT OF COMMERCE** **MUHAMMED ABDURAHIMAN MEMORIAL** **ORPHANAGE (MAMO) COLLEGE**

[Govt. Aided First Grade College & Affiliated to University of Calicut.  
Re-Accredited by NAAC with A Grade]

## **CURRICULUM FOR CERTIFICATE COURSE** **CERCM002: BASIC ACCOUNTING**

**OFFERED DURING THE**  
**ACADEMIC YEAR 2017-18**  
**[APPROVED BY ACADEMIC COMMITTEE, MAMO COLLEGE]**



MANASSERY, MUKKAM POST,  
KOZHIKODE, KERALA, INDIA, 673 602.  
EMAIL: MAMOCOLLEGE@GMAIL.COM



OFFICE: 0495-2297319  
PRINCIPAL: 0495-2295121



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## DEPARTMENT OF COMMERCE

### CURRICULUM FOR CERTIFICATE COURSE - CERCM002

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## INSTITUTIONAL VISION, MISSION & OBJECTIVES 01



VISION

**VISION:** Build Scientifically Oriented, Intellectually Accomplished, Morally Upright and Socially Committed youth who can play a constructive role in Nation Building.



MISSION

**MISSION:** Intellectual, social and economic empowerment of the youth in general and women, minorities, orphans and the destitute in particular by providing quality, value-based higher-education.



OBJECTIVES

**OBJECTIVES:** Pursuit of Excellence, Harnessing technology, Thrust on value-based education, Nurturing Excellence and Moulding the youth for Nation Building



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## VISION, MISSION, OBJECTIVES & CORE VALUES OF THE DEPARTMENT 02



VISION

**VISION:** Envisions providing excellent and valuing based education to the youth with a holistic concern for better life, to the environment, society and the nation in one piece.



MISSION

**MISSION:** To foster the success of the youth through innovative and learning opportunities resulting in all-round development with ability to excel in changing business world



**OBJECTIVES:** (a) Create more interest among the students in the commerce subject. (b) Enable every student to cope up with the latest developments in commerce and industry. (c) Create more interest among the students in the commerce subject. (d) Develop a creative and positive attitude to achieve the heights of growth and prosperity through employment and entrepreneurship and (e) Inculcate a sense of civic responsibility, social commitment, and moral accountability among the students through social activities.



VALUES

**CORE VALUES:** Innovation, initiation, dynamism, professionalism, service motto



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# B.Com: PROGRAMME EDUCATIONAL OBJECTIVES (PEOs) 03

After 4 to 5 years of graduation, the career and professional accomplishments attained by the Commerce Graduates would reflect that the programme really prepared the graduates to deal with the real world, where they could apply and use the skills and knowledge they have learned to good use.

Specifically, the graduate would be:



**PEO1:** Capable of making a positive contribution to the accountancy in public practices, government and industries.



**PEO2:** Able to pursue research in their chosen field of marketing, finance and HR.



**PEO3:** Able to demonstrate team spirit, skills and values, continue to learn and adapt to change thought their professional carrier.



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# B.Com: PROGRAMME SPECIFIC OUTCOME (PSOs) 04

On successful completion of a Bachelor Degree in Commerce, the graduates would be able to:

-  **PSO1:** Understand the basics of computer application in business
-  **PSO2:** Know basic idea regarding E- commerce, E-Business, Digital marketing, etc.
-  **PSO3:** Acquire skills in office automation tools, computerized Accounting and ERP.
-  **PSO4:** The application of mathematical and statistical tools in commerce, economics and industry.



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# B.Com: PROGRAMME OUTCOMES (POs) 05

The students graduating from B.Com Programme should be able to:



**PO1:** Familiarize basic characteristics of commerce and industry and analyse the operation of different organizations in different dimensions.



**PO2:** Understand the economy as whole and evaluate the role played by various components like households, markets, financial institutions, companies, government etc.



**PO3:** Learn the market and its working mechanism and marketing process.



**PO4:** Demonstrate leadership qualities required to lead the diverse teams and small groups to achieve the common goals of the organization.



**PO5:** Apply the different tools and techniques for solving the problems in their work environment and field of study.



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**PO6:** Develop a general idea regarding career opportunities in job market and clear view of demanding skills to be acquired for the respective jobs.



**PO7:** Pursue higher education in the field of Commerce, Business and Finance with the clear understanding of basic concepts required.



**PO8:** Prove proficiency to qualify competitive professional examinations at national and international levels.



**PO9:** Develop business ideas and start ventures through the knowledge imparted during the programme.



**PO10:** Apply skills in using software like ERP, Accounting Software, Equity Trading Apps, etc.



**PO11:** Apply ethical principles and commit to professional ethics and responsibilities and norms of the accounting practices.



**PO12:** Communicate effectively with the accounting professional community and with society at large. Be able to write effective reports documentations.



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## CERTIFICATE COURSE

# CERCM002: LEARNING BASIC ACCOUNTING 06

## COURSE CURRICULUM

Course Name	LEARNING BASIC ACCOUNTING
Course Code	CERCM002
Year	2017-2018
Course Designer	Mr. MOHAMMED RASHID M.P
Couse Duration	30 Hrs
Course Schedule	June to September
Maximum Students Intake	60 Students



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#### 1. COURSE LEVEL

Foundational, skill-oriented certificate programme.

#### 2. PREREQUISITE

None.

#### 3. COURSE INTAKE & ADMISSION

Maximum 60 students will be given admission to the course based on First-Come-First-Serve basis. All the students of the MAMO College are eligible for free enrolment for the course. The enrolment notification will be issued for the course well in advance of the commencement of the course.

#### 4. COURSE COORDINATOR

Mr. MOHAMMED RASHID M.P. Department of Commerce

#### 5. COURSE PREAMBLE

The era is of business and commerce. Accounting being the language of business, learning of which may open a wide opportunities in education and employment. To understand the real business health, the students should learn how the transactions are recorded and presented. The course impart the basic accounting practices followed by the companies.

#### 6. DURATION

Total Duration: 30 Hrs.

#### 7. CURRICULUM FOCUS

Enhance the employability of the learners through curriculum enrichment for



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additional skill development.

## 8. COURSE OBJECTIVES

Learners

- (a) Understand basic accounting principles and rules
- (b) Learns the process of book keeping

## 9. SKILL EXPECTED

On the successful completion of the course, learners will be able to:

- (a) Understand journalising and ledger posting in books of accounts
- (b) Apply the skills in real business situations
- (c) Rectifying the errors in the books of accounts

## 10. COURSE OUTCOMES

Upon the successful completion of the course, learners will be able to:

CO No	Course Outcome(CO)	Skill/Knowledge Attainment Level Based on Revised Bloom's Taxonomy
CO1	Understand the general accounting principles, Relate the accounting rules	Understand
CO2	Illustrate journals entries, and ledger posting for different transactions	Apply
CO3	Find out the errors and correct the mistake through rectification entries	Analyze



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#### 11. MAPPING OF COs WITH PSO AND PO

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3	PSO4
CO1	1	1	2	1	1	1	1	1	2	3	2	2	1	2	1	1
CO2	2	2	2	1	1	1	1	1	2	3	1	2	2	1	1	2
CO3	2	2	1	2	2	1	2	2	2	2	1	2	1	1	2	2
AVG	1.7	1.7	1.7	1.3	1.3	1.0	1.3	1.3	2.0	2.7	1.3	2.0	1.3	1.3	1.3	1.7

#### 12. MODULE-WISE COURSE CONTENTS

##### MODULE 1: INTRODUCTION TO ACCOUNTING

**MODULE DURATION:** 10 Hrs. [Contact Hrs. 4 Hrs. Course Woks: 4 and Assessment Works: 2]

**MODULE CONTENT:** Accounting – meaning, principles, and concepts- basic terms – rules for debit and credit

**MODULE OUTCOME:** On successful completion of the module learners can familiarize with the basic theories and concepts of accounting. The learners will be able analyse Assets liabilities, Income, Expense and Capital.

##### MODULE 2: RECORDING AND POSTING

**MODULE DURATION:** 20 Hrs. [Contact Hrs. 8 Hrs. Course Woks: 8 and Assessment Works: 4]

**MODULE CONTENT:** Journal- meaning, journal entries-journalizing, format of journal- narration- ledgers- preform of ledger- ledger posting-Trial balance-final accounts

**MODULE OUTCOME:** On completing the module, the learners will be able to record transactions in journal in chronological order of transaction along with narration. Learners will classify the transactions in to different ledgers based on



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nature of transaction

#### REFERENCES:

1. Lal, Jawahar and Seema Srivastava, *Financial Accounting*, Himalaya Publishing House.
2. Cormen, T., H. (2009). *Introduction to Algorithms*, 3rd Edition (The MIT Press) 3rd Edition.
3. Monga, J. R., *Financial Accounting: Concepts and Applications*, Mayoor Paper Backs, New Delhi.

### 13. DELIVERY MODE

The course employs multi-mode delivery mechanism including contact lecture, online videos, and courses from NPTEL, Online and offline course works.

### 14. DELIVERY SCHEDULE

June to September.

### 15. DETAILED COURSE DELIVERY PLAN

Hour	Delivery Mode and Activity	Topics to be Covered
1	Contact Hour - 1: Classroom Discussion	Introducing the Course
2	Contact Hour - 2: Classroom Demonstration	Accounting Principles & Concepts
3	Course Work – 1, Assignment	History of Book keeping & Accounting
4	Contact Hour - 3: Classroom Discussion	Rules of debit & credit
5	Course Work – 2: Course Assignment	Problems relate to debit & credit



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Hour	Delivery Mode and Activity	Topics to be Covered
6	Assessment Hour -1	Solve the problem biased on debit & credit
7	Contact Hour - 4: Classroom Discussion	Balance sheet equation , problems
8	Course Work-3: Course Assignment	Problems relate to balance sheet equations
9	Course Work-4: Course Assignment	Collect the details of assets, liabilities, income & expenditures
10	Assessment Hour -2	Solve the problem relate to balance sheet equations
11	Contact Hour - 5: Classroom Demonstration	Journal
12	Contact Hour - 6: Classroom Demonstration	Journalising
13	Course Work – 5: Course Assignment	Collect the details of journal and types of journals
14	Contact Hour - 7: Classroom Demonstration	Cash book
15	Course Work – 6: Course Assignment	Collect the different source documents -project
16	Course Work – 7: Course Assignment	Sub division of journal
17	Assessment Hour -3	Evaluation biased on journalizing
18	Contact Hour - 8: Classroom Discussion Demonstration	Ledger & ledger posting



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Hour	Delivery Mode and Activity	Topics to be Covered
19	Contact Hour - 9: Classroom Discussion Demonstration	Discuss the problem biased on Ledger & ledger posting
20	Course Work – 8 : Course Assignment	Prepare journal & ledger of a firm
21	Contact Hour - 10: Classroom Demonstration	Trial balance & adjustments in Trial balance
22	Course Work – 9 : Course Assignment	Collect the details of errors in Trial balance
23	Assessment Hour - 4	Evaluation biased on Ledger & Trial balance
24	Contact Hours -11, Discussion	Preparation of profit & loss account, problem
25	Course Work – 10 : Course Assignment	Collect the format of Journal ,Ledger, Cash book, Trial balance - project
26	Contact Hours -12, Discussion	Preparation of balance sheet ,problem
27	Course Work – 11: Course Assignment	Collect the format of final accounts
28	Course Work – 12: Course Assignment	Prepare journal ledger & final account of a business concern - project
29	Assessment Hour - 5	Assessment relate the preparation of final accounts
30	Assessment Hour - 6	Course End Assessment



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## 16. ASSESSMENT COMPONENTS

Total Marks: 100

**CLASSROOM AND GROUP PARTICIPATION: 20 Marks.** This component aims at testing the course content understanding and the reflection skills and their attainment levels.

**COURSE WORK: 30 Marks.** This component aims at testing the skill attainment levels of the learners in analysing and implementing the real-world problem.

**MID-COURSE ASSIGNMENT: 20 Marks.** This component aims at testing the module-wise attainment levels of the course objectives and course outcome and module outcomes.

**END-COURSE ASSESSMENT: 30 Marks.** This component aims at testing overall attainment levels of the course with respect to course objectives, course outcome and module outcomes.

## 17. COURSE EVALUATION & GRADING

The course evaluation is done/coordinated entirely by the course coordinator. The following 10-point Indirect Grading System is used for awarding grades to students:

Percentage of Mark	Letter Grade	Interpretation	Class
95 and above	O	Outstanding	First Class with Distinction
85 to below 95	A+	Excellent	First Class with Distinction
75 to below 85	A	Very good	First Class with Distinction
65 to below 75	B+	Good	First Class
55 to below 65	B	Satisfactory	First Class
45 to below 55	C	Average	Second Class



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Percentage of Mark	Letter Grade	Interpretation	Class
35 to below 45	P	Pass	Third Class
Below 35	F	Failure	Fail
Incomplete	I	Incomplete	Fail
Absent	Ab	Absent	Fail

The grade is awarded by the course-coordinator by considering the overall performance of the learner in all the assessment component of the course.

### 18. GRIEVANCE REDRESSAL

The grievances, if any, can be submitted to the Head of the Department for its redressal. Those grievances that cannot be redressed by HoD can be forwarded to Academic Council of the College for final decision on the matter.

### 19. ISSUANCE OF CERTIFICATES

The Course Completion Certificate will be issued to all the successful candidates showing the Total Marks and Grade Obtained.



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