



**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**  
**CERCM005: PRACTICAL**  
**ACCOUNTING**

**OFFERED DURING THE**  
**ACADEMIC YEAR 2019-20**  
**[APPROVED BY ACADEMIC COMMITTEE, MAMO COLLEGE]**



MANASSERY, MUKKAM POST,  
KOZHIKODE, KERALA, INDIA, 673 602.  
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## DEPARTMENT OF COMMERCE

### CURRICULUM FOR CERTIFICATE COURSE - CERCM005

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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

# CERCM005: PRACTICAL ACCOUNTING 06

## COURSE CURRICULUM

Course Name	Practical Accounting
Course Code	CERCM005
Year	2020 – 21
Course Designer	Ms. Sajisha E. S
Course Duration	30 Hrs
Course Schedule	June to September
Maximum Students Intake	60 Students



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#### 1. COURSE LEVEL

Advanced, skill-oriented certificate programme.

#### 2. PREREQUISITE

Knowledge in basics of accounting.

#### 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

Ms. Sajisha E.S. PG Department of Commerce

#### 5. COURSE PREAMBLE

The real business world follows the accounting procedures as per the regulations issued by the authorities. The awareness of new accounting standards and procedures helps the learners to cope with changes in industry. The course enables the learners to acquire real accounting practices in the industry.

#### 6. DURATION

Total Duration: 30 Hrs. [Contact Hrs. 8 Hrs. Course Woks: 15 and Assessment Works: 7]

#### 7. CURRICULUM FOCUS

Enhance the employability of the learners through curriculum enrichment for



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additional skill development.

## 8. COURSE OBJECTIVES

Learners are expected to

- (a) Acquire practical knowledge on dealing with vouchers and source document
- (b) Attain the skills for preparing cashbook and keeping documentary evidence

## 9. SKILL EXPECTED

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

- (a) Book keeping, sorting and filing skills in business
- (b) Apply skills in recording transaction systematically

## 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	Identify the source documents	Apply
CO2	Illustrate cash book and other books of accounts with the help of source documents	Apply
CO3	Spot the imbalance in cash book and available cash in hand	Analyze
CO4	Develop new designs that are suitable for a given case.	Create



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#### 11. MAPPING OF COs WITH PSO<sub>s</sub> AND PO<sub>s</sub>

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
CO4	1	1	2	1	1	2	1	1	1	2	1	2	1	1	2	1
AVG	1.5	1.5	1.8	1.3	1.3	1.3	1.3	1.3	1.8	2.5	1.3	2.0	1.3	1.3	1.5	1.5

#### 12. MODULE-WISE COURSE CONTENTS

##### MODULE 1: UNDERSTANDING SOURCE DOCUMENT

**MODULE DURATION:** 15 Hrs. [Contact Hrs. 4 Hrs. Course Woks: 8 and Assessment Works: 3]

**MODULE CONTENT:** Source documents- bills – vouchers –invoices- essentials of invoices- cashbook – perform-preparation of cash book- balancing of cashbook - verification of cash in hand and closing balance.

**MODULE OUTCOME:** On completion of the module learners, grasp the relevance of invoice and its essential contents of it. Learners will record the transaction with the help of supporting documents.

##### MODULE 2: TRIAL BALANCE AND ERRORS AND THEIR RECTIFICATION

**MODULE DURATION:** 15 Hrs. [Contact Hrs. 4 Hrs. Course Woks: 7 and Assessment Works: 4]

**MODULE CONTENT:** : Meaning and Purpose Specimen of Trial Balance, Meaning and effects of errors, Types of errors, Errors affecting and not affecting



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Trial Balance, Treatment of balance of suspense account, Rectification entries, Illustrations.

**MODULE OUTCOME:** On successful completion of the module, learners will be able handle more features in accounting. Learner can able to ratify the errors in trial balance.

#### REFERENCES:

1. C. A (Dr.) P.C. Tulsian, S.C. Gupta, *Financial Accounting for B.Com*, S. Chand Publication, New Delhi.
2. M.C. Shukla, T.S. Grewal, S.C. Gupta, *Advanced Accounts*, S. Chand Publication- New Delhi.

#### ADDITIONAL REFERENCES & STUDY MATERIALS:

3. Rajni Sofat and Preeti Hiro, *Basic Accounting*, PHI Learning Pvt. Ltd.- New Delhi.

### 13. DELIVERY MODE

The course employs multi-mode delivery mechanism including contact lecture, online videos, and 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	Source documents- bills – vouchers – invoices- essentials of invoices- cash book



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Hour	Delivery Mode and Activity	Topics to be Covered
3	Contact Hour - 3: Classroom Demonstration	Perform-preparation of cash book-balancing of cash book
4	Course Work – 1: Course Assignment	Accounting treatments of bills
5	Course Work – 2: Course Assignment	Accounting treatments of vouchers
6	Course Work – 3: Course Assignment	Accounting treatments of invoices
7	Course Work – 4: Course Assignment	Illustrations – Problem solutions
8	Contact Hour - 4: Classroom Demonstration	Verification of cash in hand and closing balance.
9	Contact Hour - 5: Classroom Demonstration	Meaning and Purpose Specimen of Trial Balance, Meaning and effects of errors,
10	Assessment Hour - 1	Illustrations- Problem solutions regarding bills and vouchers
11	Assessment Hour -2	Problem solutions regarding invoices
12	Course Work – 5: Course Assignment	Course Assignment to Create cash book 1
13	Course Work – 6: Course Assignment	Assignment to Create cash book 2
14	Course Work – 7: Course Assignment	Problems regarding cash book



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Hour	Delivery Mode and Activity	Topics to be Covered
15	Course Work – 8: Course Assignment	Illustration – Cash book
16	Course Work – 9: Course Assignment	Treatment of closing balance
17	Assessment Hour -3	End assessment module 1, problems
18	Assessment Hour -4	End assessment module 1, problems -2
19	Contact Hour - 6: Classroom Demonstration	Types of errors, Errors affecting and not affecting Trial Balance,
20	Contact Hour - 7: Classroom Demonstration	Treatment of balance of suspense account, Rectification entries,
21	Contact Hour - 8: Classroom Demonstration	Illustrations – accounts
22	Course Work – 10: Course Assignment	Accounting treatments of trial balance- Problems
23	Course Work –11: Course Assignment	Accounting treatment of Errors - Problems
24	Course Work – 12: Course Assignment	Assigned to solve problems regarding Trial balance
25	Course Work – 13: Course Assignment	Assignment to solve illustration
26	Course Work – 14: Course Assignment	Assigned to create suspense account
27	Course Work – 15: Course Assignment	Assigned to solve problems regarding suspense account



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Hour	Delivery Mode and Activity	Topics to be Covered
28	Assessment Hour - 5	End assessment module 2, problem solution
29	Assessment Hour - 6	Course End Assessment
30	Assessment Hour - 7	Course End Assessment

## 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:



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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
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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