

CERTIFICATE COURSE

ON

FUNDAMENTALS OF ACCOUNTING



GOVERNMENT DEGREE COLLEGE

NARASANNAPETA

SRIKAKULAM DISTRICT

DEPARTMENT OF COMMERCE

2020-2021

From

A.PALLAVI

Dept. of Commerce

GDC, Narasannapeta

To

The Principal

Govt. Degree College

Narasannapeta

Sub: Regarding to start certificate course on Fundamentals of Accounting

Respected Sir/Madam

MR. J. J. J. J.
PRINCIPAL
GOVT. DEGREE COLLEGE
NARASANNAPETA

I am A.PALLAVI working as contract faculty in the Department of Commerce in our college. This is regarding with conduct subject related certificate course introducing for students benefits of our department on **"FUNDAMENTALS OF ACCOUNTING"**. The course duration should be 08 days. We are going to start in the academic year 2020-2021. i.e. from 22-10-2021 to 30-10-2021. So this my humble request you to permit us for the establishment of above course.

Thanking you Sir/Madam

Yours Sincerely

A. Pallavi
LECTURER
Govt. Degree College
NARASANNAPETA

GOVERNMENT DEGREE COLLEGE, NARASANNAPETA

DEPARTMENT OF COMMERCE

SUBJECT RELATED CERTIFICATE COURSE ON 2020-2021

The faculty members of the Commerce Department met in the Principal's chamber to discuss and review the conduct of the Certificate Course titled "**FUNDAMENTALS OF ACCOUNTING**" under the Chairmanship of the Principal and the faculty of the Department of Commerce on 30-09-2021.

AGENDA:

Starting of Certificate Course for I B.COMGEN & COMP Students (II Semester).

RESOLUTIONS:

1. It is resolved to start the Certificate Course titled Basic Concepts of Solid Geometry from 22-10-2021 to 30-10-2021 (8 days).for the academic year 2020-2021.
2. It is also resolved to frame the syllabus, regulations for the successful completion of the Certificate course titled "**FUNDAMENTALS OF ACCOUNTING**".
3. Enrolled 10 students in this Certificate course.
4. Resolved to conduct classes at 4.30pm.
5. Resolved to conduct exam of completion of the course and issue certificates to qualified candidates.
6. Qualifying marks in 40%

A. Pallavi
Signature
Govt. Degree College
NARASANNAPETA
(A. PALLAVI)

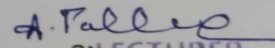
Members Present :

- 1.
- 2.
- 3.

CIRCULAR

Date: 16-10-2021.

This is to inform that the Department of Commerce is going to be conducted a subject related Certificate Course from 22-10-2021 to 30-10-2021 for 1 year students of **B.Com (GEN&COMP)** on "**FUNDAMENTALS OF ACCOUNTING**". The students who are interested can enroll their names to concerned Department on or before 16-10-2021. The duration of the course is 8 days. The candidates who secure 40% of the marks in the examination will get the Certificate.


Signature
Govt. Degree College
NARASANNAPETA
(A.PALLAVI)

Contract Lecturer in Commerce
Department of Commerce

GOVERNMENT DEGREE COLLEGE, NARASANNAPETA

SRIKAKULAM DISTRICT

DEPARTMENT OF COMMERCE

SUBJECT RELATED CERTIFICATE COURSE-2020-2021

TOPIC : "FUNDAMENTALS OF ACCOUNTING"

ENROLLED STUDENTS LIST

SNO	GROUP	HALL TICKET	NAME OF STUDENT
1	B.Com	2022004066001	B.KayvaSri
2	B.Com	2022004066002	B.Dhanujayarao
3	B.Com	2022004066003	B.Tirupathi
4	B.Com	2022004066005	D.Prasadrao
5	B.Com	2022004066006	G.Dhanaraj
6	B.Com	2022004066007	G.Madhubabu
7	B.Com	2022004066008	G.Gangotri
8	B.Com	2022004066009	J.Saikumar
9	B.Com	20220040660010	J.Ravikumar
10	B.Com	20220040660015	P.Avantika

GOVERNMENT DEGREE COLLEGE, NARASANNAPETA

SRIKAKULAM DISTRICT

DEPARTMENT OF COMMERCE

SUBJECT RELATED CERTIFICATE COURSE-2020-2021

TOPIC : "FUNDAMENTALS OF ACCOUNTING"

STUDENTS ATTENDANCE LIST

SNO	GROUP	HALL TICKET	NAME OF STUDENT	22/10	23/10	24/10
1	B.Com	2022004066001	B.KayvaSri	P	P	P
2	B.Com	2022004066002	B.Dhanujayarao	P	P	P
3	B.Com	2022004066003	B.Tirupathi	P	P	P
4	B.Com	2022004066005	D.Prasadrao	P	P	P
5	B.Com	2022004066006	G.Dhanaraj	P	P	P
6	B.Com	2022004066007	G.Madhubabu	P	P	P
7	B.Com	2022004066008	G.Gangotri	P	P	P
8	B.Com	2022004066009	J.Saikumar	P	P	P
9	B.Com	20220040660010	J.Ravikumar	P	P	P
10	B.Com	20220040660015	P.Avantika	P	P	P

✓ ✓ ✓

A. Pulla
LECTURER
Govt. D. College
NARASANNAPETA

GOVERNMENT DEGREE COLLEGE, NARASANNAPETA

DEPARTMENT OF COMMERCE

SUBJECT RELATED CERTIFICATE COURSE-2020-2021

FUNDAMENTALS OF ACCOUNTING

REPORT :

As a part of academic activity, the Department of Commerce has conducted Certificate Course in **"FUNDAMENTALS OF ACCOUNTING"** from 22-10-2021 to 30-10-2021 for the academic year 2020-2021. The important objective of the course is to improve basic knowledge in Commerce among the UG degree students. As per the instructions given by the Principal during the minutes of the meeting 10 members of students are enrolled into the Certificate Course for 1st year B.Com (Gen & Comp) to enrich the concepts the Accounts, the Commerce faculty members have engaged classes 8 days and depth the basic concepts of the subject. At the end of the course , an external examination with fill in the blanks and multiple choice questions has conducted for the assessment of learners understanding levels of knowledge .The minimum qualifying of marks for the award of certification is 40%.All the students completed the course successfully and got certificates during the academic year 2020- 2021.

GOVERNMENT DEGREE COLLEGE, NARASANNAPETA

DEPARTMENT OF COMMERCE

SUBJECT RELATED CERTIFICATE COURSE-2020-2021

FUNDAMENTALS OF ACCOUNTING

OBJECTIVE OF THE COURSE :

The course will deal especially limited section of specific topics included in the CBSE XI & XII commerce to gain comprehensive understanding of all aspects relating to financial statements, and which therefore have wide applicability. These are also the topics that are conceptual the deepest and must therefore be understood as clearly as possible this will be the overall objective of the course.

Course Duration : 8 days.

Level: UG

Course type: Scheduled

Certification: certification will be given on the continuous comprehensive evaluation of Students performance in the learning activities.

SYLLABUS OF THE COURSE

CONCEPT I : (1 DAY)

Introduction:

- ✚ Accounting Concepts and Conventions
- ✚ Accounting Cycle and Journalizing
- ✚ Posting to Ledgers, Balancing of Ledger Accounts

CONCEPT II : (2 DAYS)

Subsidiary Books:

- ✚ Types of Subsidiary Books

- + Cash Book, Three-column Cash Book
- + Petty Cash Book

CONCEPT III : (2 DAYS)

Trial Balance and Rectification of Errors:

- + Preparation of Trial balance and Errors
- + Rectification of Errors

CONCEPT IV : (2 DAYS)

Final Accounts:

- + Trading account
- + Profit and Loss account
- + Balance Sheet

GOVERNMENT DEGREE COLLEGE, NARASANNAPETA
DEPARTMENT OF COMMERCE
SUBJECT RELATED CERTIFICATE COURSE-2020-2021
FUNDAMENTALS OF ACCOUNTING

QUESTION PAPER

MARKS: 50

I. Fill in the Blanks.

15x2=30

1. The cash discount is allowed by _____ to the _____.
2. Profit means excess of _____ over _____.
3. Debtor is a person who _____ to others.
4. In a credit transaction, the buyer is given a _____ facility.
5. The fixed asset is generally held for _____.
6. The current liabilities are obligations to be settled in _____ period.
7. The withdrawal of money by the owner of business is called _____.
8. The amount invested by owners into business is called _____.
9. Transaction means exchange of money or money's worth for _____.
10. The net result of an income statement is _____ or _____.
11. The _____ shows financial position of the business as on a particular date.
12. The _____ discount is never entered in the books of accounts.
13. Vehicles represent _____ expenditure while repairs to vehicle would mean _____ expenditure.
14. Cash inverted by owner is called _____.
15. Bookkeeping is systematic records of all _____ transactions.

II. Multiple Choice

10x2=20

- 1) Bank overdraft is a _____ []
(a) Short term Liability (b) Long term Liability (c) Contingent Liability
- 2) Which of the following is not an internal user of financial statement []
(a) Board of directors (b) Manager (c) Employees
- 3) Any written evidence supports of business transaction is called_ []
(a) Cash memo (b) Invoice (c) Voucher
- 4) Which of the following will be record in the books of accounts []
(a) Sales of goods (b) Payment of salary (c) Purchase of goods
- 5) Transactions are posted into ledger account from _____ []
(a) Voucher (b) Journal book (c) Bank statement
- 6) 6. goods withdrawn for personal use is called ____ []
(a) Cash (b) Drawing (c) Capital
- 7) Depth which are to be fixed with in a year are known as ____ []
(a) Fixed liabilities (b) Current liabilities (c) Contingent liabilities
- 8) The assert that can be converted into cash with in a short period are known as []
(a) Current Asserts (b) Fixed Asserts (c) Intangible Assert
- 9) The amount invested by the proprietor in a business is termed as _____ []
(a) Capital (b) Cash (c) Revenue
- 10) Which of the following is not fixed assert _____ []
(a) Building (b) Land and Machinery (c) Balance with Bank