

**CERTIFICATE COURSE**  
**ON**  
**FUNDAMENTALS OF BUSINESS ACCOUNTING**



**GOVERNMENT DEGREE COLLEGE**

**NARASANNAPETA**  
**SRIKAKULAM DISTRICT**

**DEPARTMENT OF COMMERCE**

**2019-2020**

From

A. PALLAVI,

Dept. of Commerce

GDC, Narasannapeta

To

The Principal,

Govt. Degree College

Narasannapeta

Sub: Regarding to start certificate course on Fundamentals of Business Accounting

Respected Sir/Madam,

I am A. PALLAVI working as a contract faculty in the Department of Commerce in our college. This is regarding with conduct subject related certificate course introducing for student's benefits of our department on **"Fundamentals Of Business Accounting"**. The course duration should be 30 days. We are going to start in the academic year 2019-2020. i.e from 15-10-2019 to 13-11-2020. So this is my humble request you to permit us for the establishment of above course.

Thanking you Sir/Madam

Yours Sincerely

## GOVERNMENT DEGREE COLLEGE, NARASANNAPETA

### DEPARTMENT OF COMMERCE

#### SUBJECT RELATED CERTIFICATE COURSE ON 2019-2020

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 Business Accounting**" under the Chairmanship of the Principal and the faculty of the Department of Commerce on 13-11- 2019.

#### AGENDA:

Starting of Certificate Course for I B.COM GENERAL Students.

#### RESOLUTIONS:

1. It is resolved to start the Certificate Course titled Basic Accounting Terms from 15- 10-2019 to 13-11-2020 (30 days) for the academic year 2019-2020.
2. It is also resolved to frame the syllabus, regulations for the successful competition of the Certificate course titled "**Fundamentals of Business 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 60%

Signature

(A.PALLAVI)

## CIRCULAR

Date: 12-10-2019.

This is to inform that the Department of Commerce is going to be conducted a subject related Certificate Course from 15-10-2019 to 13-11-2020 for I year students of **B.Com (GENERAL)** on “**Fundamentals of Business Accounting**”. The students who are interested can enroll their names to concerned Department on or before 12-10-2019. The duration of the course is 30 days. The candidates who secure 60% of the marks in the examination will get the Certificate.

Signature

(A.PALLAVI)

Contract Lecturer in Commerce

Department of Commerce

**GOVERNMENT DEGREE COLLEGE, NARASANNAPETA**

**SRIKAKULAM DISTRICT**

**DEPARTMENT OF COMMERCE**

**SUBJECT RELATED CERTIFICATE COURSE-2019-2020**

**TOPIC : “FUNDAMENTALS OF BUSINESS ACCOUNTING”**

**ENROLLED STUDENTS LIST**

SNO	GROUP	HALL TICKET	NAME OF STUDENT
1	B.Com	1900461001	B.RAMALAKSHMI
2	B.Com	1900461002	B.GOWTAMI
3	B.Com	1900461003	B.TARUNKUMAR
4	B.Com	1900461004	B.PAVANI
5	B.Com	1900461005	D.RAJU
6	B.Com	1900461006	D.LAVAKUMAR
7	B.Com	1900461007	E.ESWARARAO
8	B.Com	1900461008	M.MADHAVARAO
9	B.Com	1900461009	M.RAVI
11	B.Com	1900461010	M.TULASAMMA

**GOVERNMENT DEGREE COLLEGE, NARASANNAPETA**

**SRIKAKULAM DISTRICT**

**DEPARTMENT OF COMMERCE**

**SUBJECT RELATED CERTIFICATE COURSE-2019-2020**

**TOPIC : “FUNDAMENTALS OF BUSINESS ACCOUNTING”**

**STUDENTS ATTENDENCE LIST**

<b>SNO</b>	<b>GROUP</b>	<b>HALL TICKET</b>	<b>NAME OF STUDENT</b>
1	B.Com	1900461001	B.RAMALAKSHMI
2	B.Com	1900461002	B.GOWTAMI
3	B.Com	1900461003	B.TARUNKUMAR
4	B.Com	1900461004	B.PAVANI
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# **GOVERNMENT DEGREE COLLEGE, NARASANNAPETA**

## **DEPARTMENT OF COMMERCE**

### **SUBJECT RELATED CERTIFICATE COURSE-2019-2020**

#### **FUNDAMENTALS OF BUSINESS ACCOUNTING**

#### **REPORT:**

As a part of academic activity, the Department of Commerce has conducted Certificate Course in **“Fundamentals of Business Accounting”** from 15-10-2019 to 13-11-2020 for the academic year 2019-2020. 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 1<sup>st</sup> year B.Com (General) to enrich the concepts the Accounts, the Commerce faculty members have engaged classes 30 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 60%. All the students completed the course successfully and got certificates during the academic year 2019- 2020.

# **GOVERNMENT DEGREE COLLEGE, NARASANNAPETA**

## **DEPARTMENT OF COMMERCE**

### **SUBJECT RELATED CERTIFICATE COURSE-2019-2020**

#### **FUNDAMENTALS OF BUSINESS 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: 30 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:**

- **Introduction to Financial Accounting**
- **Accounting process**
- **Subsidiary Books**
- **Final Accounts of Proprietary Concern**
- **Accounting Software**

# GOVERNMENT DEGREE COLLEGE, NARASANNAPETA

## DEPARTMENT OF COMMERCE

### FUNDAMENTALS OF BUSINESS ACCOUNTING

#### SUBJECT RELATED CERTIFICATE COURSE-2019-2020

#### **QUESTION PAPER**

**MARKS: 50**

#### **I. Fill in the Blanks.**

**15x2=30**

1. The following is (are) the type(s) of Journal \_\_\_\_\_
2. The process of entering all transactions from the Journal to Ledger is called \_\_\_\_\_
3. The following is a statement showing the financial status of the company at any given time \_\_\_\_\_
4. The following is a statement of revenues and expenses for a specific period of time \_\_\_\_\_
5. Balance sheet is a statement of \_\_\_\_\_
6. Balance sheets are prepared \_\_\_\_\_
7. The ratios that refer to the ability of the firm to meet the short term obligations out of its short term resources \_\_\_\_\_
8. The measure of how efficiently the assets resources are employed by the firm is called \_\_\_\_\_
9. The following is (are) the current liability (ies) \_\_\_\_\_
10. Current ratio = \_\_\_\_\_
11. Liquid or Quick assets = \_\_\_\_\_
12. Lower the Debt Equity ratio \_\_\_\_\_
13. A higher inventory ratio indicates \_\_\_\_\_
14. Return on Investment Ratio (ROI) = \_\_\_\_\_
15. A low Return on Investment Ratio (ROI) indicates \_\_\_\_\_

## II. Multiple Choice

10x2=20

1. Accounting provides information on \_\_\_\_

- A. Cost and income for managers
- B. Company's tax liability for a particular year
- C. Financial conditions of an institutions
- D. All of the above

2. The long term assets that have no physical existence but are rights that have value is known as

- A. Current assets
- B. Fixed assets
- C. Intangible assets
- D. Investments

3. The assets that can be converted into cash within a short period (i.e. 1 year or less) are known as

- A. Current assets
- B. Fixed assets
- C. Intangible assets
- D. Investments

4. Patents, Copyrights and Trademarks are

- A. Current assets
- B. Fixed assets
- C. Intangible assets
- D. Investments

5. The debts which are to be repaid within a short period (year or less) are known as

- A. Current liabilities

- B. Fixed liabilities**
- C. Contingent liabilities**
- D. All of the above**

**6.The sales income (Credit and Cash) of a business during a given period is called**

- A. Transactions**
- B. Sales Returns**
- C. Turnover**
- D. Purchase Returns**

**7.Any written evidence in support of a business transaction is called**

- A. Journal**
- B. Ledger**
- C. Ledger posting**
- D. Voucher**

**8.The account that records expenses, gains and losses is**

- A. Personal account**
- B. Real account**
- C. Nominal account**
- D. None of the above**

**9.Real account records**

- A. Dealings with creditors or debtors**
- B. Dealings in commodities**
- C. Gains and losses**
- D. All of the above**

**10. In Journal, the business transaction is recorded**

**A. Same day**

**B. Next day**

**C. Once in a week**

**D. Once in a month**