

From

C K Hassan

Head of the Department

Department of Commerce

MES Keveeyam College, Valanchery.

To

The Principal

MES Keveeyam College, Valanchery.

Sir,

Sub: Request for the Approval of Certificate Course.

The Department of Commerce is planning to conduct a certificate course on "Certificate course in Computerised Financial Accounting" of 30 hrs duration for final year B com students. So kindly grant permission for the same.

Thanking you

Yours faithfully



Place: Valanchery

Date: 11/10/2014



From

Head of the department

Department of Commerce

MES Keveeyam College, Valanchery.

To

The principal

MES Keveeyam College, Valanchery.

Sir,

Sub: Request for the Approval of Board of Studies for the Short Term Course

The following academicians may be included in the Board of Studies for the Short Term Course on "Certificate Course in Computerised Financial Accounting" to be conducted by the Department of Commerce with these members.

1. Dr. Thejil Thomas Assistant Professor, St. Thomas College, Pala.
2. Prof K P Hassan, Former HOD & Associate Professor, MES Keveeyam College, Valanchery.
3. Dr C H Moideenkutty, Associate Professor, MES Keveeyam College, Valanchery.

Thanking you

Yours faithfully



Place: Valanchery

Date: 12/11/2014





# MES KEVEEYAM COLLEGE

Re-accredited by NAAC with A Grade  
(Affiliated to the University of Calicut)

Valanchery – 676552, Malappuram Dt., Kerala

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Order No.Acs/2014-15/01

Date: 16/11/2014

*Proceedings of the Principal, MES Keveeyam College Valanchery*

(Present: Lt (Dr) P. Mohamedali)

**Ref:** (1) Request for the Approval of Certificate Course, dated 1/10/2014

(2) Request for the Approval of Board of Studies for the Short term Course,  
dated 12/11/2014

## ORDER

As per reference cited (1), request was received from the Head, Department of Commerce to start a short-term course on “**Certificate course in Computerized Financial Accounting**”. The Head of the Department has also recommended a panel of academicians to be included in the Board of Studies. (2)

The department of Commerce is hereby gave sanction to conduct a short-term course on “**Certificate Course in Computerized Financial Accounting**” to the UG students of the college.

The Board of Studies for the above course is constituted with the following members

1. Dr. Thejil Thomas, Assistant Professor, St. Thomas College, Pala.
2. Prof K P Hassan, Former HOD & Associate Professor, MES Keveeyam College, Valanchery.
3. Dr. C H Moideenkutty, Associate Professor, MES Keveeyam College, Valanchery.

Order is issued accordingly.

Lt (Dr) P. Mohamedali

Principal

Copy to

1. HOD, Department of Commerce
2. File



## MINUTES OF BOARD OF STUDIES MEETING

VENUE : Department of Commerce

DATE 20/11/2014

AGENDA: Approval of the syllabus of Certificate course in computerized financial accounting.

Decisions:

1. Discussion were done on the draft syllabus
2. Approval can be given to syllabus

Members present:

1. Dr. Thejil Thomas Assistant Professor, Snt. Thomas College, Pala.
2. Prof KP Hassan, Former HOD & Associate Professor MES Keveeyam College, Valanchery.
3. Dr C H Moideenkutty, Associate Professor MES Keveeyam College, Valanchery.

  


## DEPARTMENT OF COMMERCE SHORT TERM COURSE

### CERTIFICATE COURSE IN COMPUTERISED FINANCIAL ACCOUNTING - CC/BCM/42

#### Objectives

- Give an awareness about computerized accounting
- Understand importance of tally software.

#### Outcomes

- To develop technical skill in computerized accounting
- To develop a group with a basic qualification of accountant

#### Course Contents

- Practical : 30 Hours duration
- Theory : 10 Hours duration

#### Scheme of Evaluation

- |                         |            |
|-------------------------|------------|
| • Practical examination | : 20 Marks |
| • Theory examination    | : 20 marks |
| • Assignment            | : 10 Marks |
| Total                   | : 50 Marks |



# **CERTIFICATE COURSE IN COMPUTERISED FINANCIAL ACCOUNTING -**

**CC/BCM/42**

**Total hours 40**

## **Module I**

Introduction to Accounting: Accounting basis and terms -Branches of accounting - Mode of accounting - Manual accounting - Computerized accounting fundamentals. Accounting with Tally : Introduction to Tally - Tally interface - f11 features - f12 configuration - Company creation - Accounting groups - Accounting ledgers - Accounting vouchers - Vouchers entry. Hours 15

## **Module II**

Inventory Management with Tally - Stock groups - Stock items - Stock category -Unit of measures - Godown inventory vouchers (Pure inventory and inventory vouchers). Integration of Accounting with Inventory : Bill wise details - Invoicing - Voucher entry -Cost centre - Cost category - Budget and control - Bank reconciliation - Interest calculation - Order processing - Stock valuation methods - Reorder levels - Tracking numbers - Bill of material - Inventory ageing. Hours 15

## **Module III**

Tax Application in Tally - Introduction to GST - GST activation and classification -GST computation - Composite GST - Input Tax credit - Tax Invoice, Credit and Debit Notes- Returns Transfer of Input Tax Credit- Time and Value of Supply-Recent features Hours 15

  
