

LEVEL 5 DIPLOMA IN **ACCOUNTING AND BUSINESS**



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PROGRAMME LEARNING OUTCOMES:

- I. Demonstrate the ability to manage people in an organization by understanding leadership, motivation, and team-building principles.
- II. Incorporate ethical considerations and demonstrate accountability in decision-making and business operations.
- III. Develop financial plans and implement control mechanisms to ensure financial stability and achievement of organizational goals.
- IV. Generate clear and accurate financial reports that provide meaningful insights to stakeholders.
- V. Gain a comprehensive understanding of taxation laws and apply them in compliance with regulatory requirements.
- VI. Evaluate financial performance and identify opportunities for improvement through financial planning and control.
- VII. Demonstrate proficiency in financial and ethical governance principles, ensuring transparency and accountability in business operations.
- VIII. Apply financial management techniques to effectively allocate resources, optimize financial performance, and enhance organizational sustainability.
- IX. Analyze financial data to make informed decisions that support organizational growth and profitability.

PROGRAMME GUIDELINES	
PROGRAMME TITLE	Level 5 Diploma in Accounting and Business
QUALIFICATION CODE	202/1423/7
LEVEL	5
TOTAL CREDITS	120 Credits
TOTAL LEARNING HOURS	1200 Hours
GUIDED LEARNING HOURS	360 Hours

Total Learning Hour - 1200 Hours

Guided Learning Hour – 360 Hours

1 Credit = 10 hours of effort (10 hours of learning time which includes everything a learner has to do to achieve the outcomes in a qualification including the teaching learning process, assessment procedures and practical's).

LIST OF UNITS

S. No.	Unit Code	Unit Title	Unit Specification	Credits	GLH	TLH
1	A/214/5007	Management of People in an Organisation	Essential Unit	20	60	200
2	A/214/5008	Ethics and Commercial Accountability in Business	Essential Unit	20	60	200
3	A/214/5009	Financial Management	Essential Unit	20	60	200
4	A/214/5010	Financial Planning and Control	Essential Unit	20	60	200
5	A/214/5011	Financial Reporting	Essential Unit	20	60	200
6	A/214/5012	Canons and Practices of Taxation	Essential Unit	20	60	200
TOTAL				120 Credits	360 Hours	1200 Hours

UNIT CODE	A/214/5007
UNIT TITLE	Management of People in an Organisation
CREDIT	20 Credits
GLH	60 Hours
SPECIFICATION	Essential Unit

UNIT DESCRIPTION

This unit will enable the students to develop the necessary skills to effectively manage people in an organizational setting within the accounting field. Learners will explore leadership styles, team management, and motivational strategies to enhance team performance. Emphasis will be placed on communication and interpersonal skills, fostering a positive work environment. Students will also gain insights into ethical decision-making and professionalism in the accounting profession.

UNIT LEARNING OUTCOMES

ULO1- To understand Leadership and Team Management

ULO2- To understand Communication and Interpersonal Skills

ULO3- To understand Ethical Decision-making and Professionalism

LEARNING OUTCOME DESCRIPTION

ULO1- To understand Leadership and Team Management:

- Demonstrate the ability to effectively lead and manage teams within an accounting context. This includes understanding different leadership styles, motivating team members, setting clear objectives, and fostering a positive and productive work environment. Students should be able to apply leadership principles to enhance team performance and achieve organizational goals.

ULO2- To understand Communication and Interpersonal Skills:

- Develop strong communication and interpersonal skills that are essential for effective collaboration and interaction in an accounting environment. Students should be able to communicate financial information clearly and concisely to various stakeholders, including colleagues, clients, and senior management. Emphasis should be placed on active listening, conflict resolution, and professional communication etiquette.

ULO3 - To understand Ethical Decision-making and Professionalism:

- Cultivate a strong sense of ethics and professionalism in the accounting profession. Students should be able to identify ethical challenges and dilemmas that may arise in accounting practices and demonstrate the ability to make sound, ethical decisions. This includes understanding the importance of confidentiality, integrity, and objectivity in financial reporting and maintaining the highest standards of professionalism in all aspects of their work.

ASSESSMENT CRITERIA	
ASSIGNMENT CRITERIA FOR LEARNING OUTCOME - 1	
P1.1	Describe various leadership styles commonly employed in accounting settings.
P1.2	Explain effective team management strategies relevant to the accounting profession.
P1.3	Evaluate the impact of different leadership styles on team performance in accounting organizations.
ASSIGNMENT CRITERIA FOR LEARNING OUTCOME - 2	
P2.1	Explain the importance of interpersonal skills in professional accounting interactions.
P2.2	Evaluate the effectiveness of communication and interpersonal skills in resolving accounting-related challenges.
P2.3	Describe effective communication techniques in accounting contexts.
ASSIGNMENT CRITERIA FOR LEARNING OUTCOME - 3	
P3.1	Describe ethical decision-making processes in the accounting profession.
P3.2	Evaluate the application of ethical principles in resolving accounting dilemmas and maintaining professional standards.
P3.3	Explain the significance of professionalism and ethical conduct in accounting practices.

Indicative Study Reference Text Books

1. "Human Resource Management" by Gary Dessler
2. "Organizational Behavior" by Stephen P. Robbins and Timothy A. Judge
3. "Leadership and Management in the Accounting Profession: A Strategic Approach" by T. Geoffrey Dancer, Mary A. Rauchenstein, and Ronald P. Duska
4. "Effective Leadership and Management in Accounting" by Martin Samociuk
5. "Accounting and Finance for Non-Specialists" by Peter Atrill and Eddie McLaney

MAPPING

	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
ULO1	M	M	M	M		M	M	M	
ULO2	M		M		M		M		M
ULO3		M		M	M	M			M

UNIT CODE	A/214/5008
UNIT TITLE	Ethics and Commercial Accountability in Business
CREDIT	20 Credits
GLH	60 Hours
SPECIFICATION	Essential Unit

UNIT DESCRIPTION

This unit will enable the students to gain a thorough understanding of ethics and commercial accountability in the realm of business, tailored specifically to the accounting profession. Learners will explore ethical decision-making frameworks and their practical application within accounting scenarios. Emphasis will be placed on corporate governance, social responsibility, and the ethical responsibilities towards stakeholders. Students will critically analyze the impact of ethical practices on financial performance and the reputation of accounting organizations.

UNIT LEARNING OUTCOMES

ULO1- To understand Ethical Decision-making

ULO2- To understand Corporate Governance and Accountability

ULO3- To understand Social Responsibility in Accounting

LEARNING OUTCOME DESCRIPTION

ULO1- To understand Ethical Decision-making:

- Demonstrate a comprehensive understanding of ethical decision-making frameworks and theories, applying them effectively to resolve ethical dilemmas in accounting contexts. Students should be able to critically analyze ethical scenarios and propose responsible solutions that align with professional codes of conduct.

ULO2- To understand Corporate Governance and Accountability

- Evaluate the principles of corporate governance and their significance in ensuring accountability and transparency within business organizations, specifically in the context of accounting. Learners should be able to assess the roles and responsibilities of stakeholders in promoting ethical practices and sustainable business operations.

ULO3 - To understand Social Responsibility in Accounting:

- Recognize the importance of social responsibility in accounting practices and its impact on business sustainability. Students should be able to assess the ethical implications of accounting decisions on stakeholders and society, taking into consideration environmental, social, and economic factors.

ASSESSMENT CRITERIA	
ASSIGNMENT CRITERIA FOR LEARNING OUTCOME - 1	
P1.1	Explain ethical decision-making frameworks and theories, demonstrating an understanding of their application in accounting contexts.
P1.2	Describe real-world ethical dilemmas in the accounting profession and identify the relevant ethical principles and standards that should guide decision-making.
P1.3	Critically evaluate the ethical decisions made in accounting scenarios, assessing their alignment with professional codes of conduct and their impact on stakeholders and business sustainability.
ASSIGNMENT CRITERIA FOR LEARNING OUTCOME - 2	
P2.1	Explain the principles and importance of corporate governance in the context of accounting, highlighting its role in ensuring accountability and transparency within business organizations.
P2.2	Critically evaluate the effectiveness of corporate governance mechanisms in addressing potential ethical and financial risks, and their impact on the overall performance and reputation of accounting entities.
P2.3	Describe the responsibilities of key stakeholders in promoting effective corporate governance practices and ethical conduct in accounting.
ASSIGNMENT CRITERIA FOR LEARNING OUTCOME - 3	
P3.1	Describe the role of accounting professionals in promoting social responsibility within organizations, including the integration of ethical and socially responsible considerations in financial decision-making.
P3.2	Explain the concept of social responsibility in accounting and its relevance to sustainable business practices, considering environmental, social, and economic impacts.
P3.3	Critically evaluate the effectiveness of social responsibility initiatives undertaken by accounting entities, analyzing their contribution to the well-being of stakeholders and the broader society.

Indicative Study Reference Text Books

1. "Business Ethics: Concepts and Cases" by Manuel G. Velasquez
2. "Ethical Issues in Business: A Philosophical Approach" by Thomas Donaldson and Patricia H. Werhane.
3. "Business Ethics: Managing Corporate Citizenship and Sustainability in the Age of Globalization" by Andrew Crane and Dirk Matten
4. "Ethics and the Conduct of Business" by John R. Boatright
5. "Ethics in Accounting: A Decision-Making Approach" by Gordon Klein (Author information may not indicate Indian nationality)

MAPPING

	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
ULO1			M	M	M	M	M		
ULO2			M			M	M	M	M
ULO3	M	M	M	M	M	M	M	M	M

UNIT CODE	A/214/5009
UNIT TITLE	Financial Management
CREDIT	20 Credits
GLH	60 Hours
SPECIFICATION	Essential Unit

UNIT DESCRIPTION

This unit will enable the students to develop a comprehensive understanding of financial management principles and practices within the context of accounting. Learners will explore various financial decision-making techniques, including budgeting, investment appraisal, and capital structure analysis. Emphasis will be placed on financial planning, risk management, and optimizing financial resources to achieve organizational goals. Students will also study financial reporting and analysis, interpreting financial statements to support informed decision-making in accounting and business operations.

UNIT LEARNING OUTCOMES

ULO1- Able to understand the financial Decision-making

ULO2- Able to understand the financial Reporting and Analysis

ULO3- Able to understand the Financial Planning and Risk Management

LEARNING OUTCOME DESCRIPTION

ULO1- Able to understand the Financial Decision-Making:

- Develop proficiency in applying financial management techniques such as budgeting, investment appraisal, and capital structure analysis to make informed decisions in accounting contexts. Students will be able to assess the financial viability of projects and recommend suitable financing options.

ULO2- Able to understand the Financial Reporting and Analysis:

- Gain the ability to interpret and analyze financial statements, evaluating the financial performance and health of accounting entities. Students will be proficient in identifying key financial indicators, ratios, and trends to support sound decision-making and facilitate strategic planning in the business environment.

ULO3 - Able to understand the Financial Planning and Risk Management:

- Acquire skills in financial planning, forecasting, and risk assessment to effectively manage financial resources and mitigate potential risks within accounting organizations. Learners will understand the importance of liquidity management and contingency planning.

ASSESSMENT CRITERIA	
ASSIGNMENT CRITERIA FOR LEARNING OUTCOME - 1	
P1.1	Explain financial decision-making techniques, demonstrating an understanding of their application in accounting scenarios.
P1.2	Describe the process of budgeting, investment appraisal, and capital structure analysis, highlighting their significance in financial decision-making within accounting contexts.
P1.3	Critically evaluate financial decisions made in real-world accounting situations, assessing their impact on financial performance, risk management, and overall organizational success.
ASSIGNMENT CRITERIA FOR LEARNING OUTCOME - 2	
P2.1	Describe the components and structure of financial statements, including income statements, balance sheets, and cash flow statements, and their role in providing a comprehensive view of an organization's financial performance.
P2.2	Explain the principles and methods of financial reporting and analysis, demonstrating an understanding of their relevance in the accounting profession.
P2.3	Critically evaluate financial statements and analyze key financial ratios, trends, and indicators to assess the financial health, profitability, and liquidity of accounting entities.
ASSIGNMENT CRITERIA FOR LEARNING OUTCOME - 3	
P3.1	Explain the principles and concepts of financial planning and risk management in the context of accounting, demonstrating a clear understanding of their importance for organizational success.
P3.2	Describe the process of financial planning, including budgeting, forecasting, and setting financial goals, and how it aligns with the overall strategic objectives of accounting entities.
P3.3	Evaluate the effectiveness of financial planning and risk management strategies in mitigating potential risks and uncertainties, analyzing their impact on financial stability and the ability to achieve long-term objectives.

Indicative Study Reference Text Books

1. "Principles of Corporate Finance" by Richard A. Brealey, Stewart C. Myers, and Franklin Allen
2. "Financial Management: Theory and Practice" by Eugene F. Brigham and Michael C. Ehrhardt
3. "Financial Management: Concepts and Applications" by Stephen Foerster
4. "Financial Management: Principles and Applications" by Sheridan Titman and Arthur J. Keown
5. "Financial Management and Policy" by James C. Van Horne and John M. Wachowicz.

MAPPING

	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
ULO1	M	M	M		M		M		M
ULO2	M			M		M		M	
ULO3	M	M	M	M		M	M		M

UNIT CODE	A/214/5010
UNIT TITLE	Financial Planning and Control
CREDIT	20 Credits
GLH	60 Hours
SPECIFICATION	Essential Unit

UNIT DESCRIPTION

This unit will enable the students to develop a comprehensive understanding of financial planning and control principles within the accounting context. Learners will explore the process of creating effective financial plans, including budgeting, forecasting, and setting financial objectives. Emphasis will be placed on implementing financial controls to monitor performance, analyze variances, and ensure adherence to budgets. Students will gain the skills to evaluate financial performance reports and make informed decisions to optimize financial resources and achieve organizational goals.

UNIT LEARNING OUTCOMES

ULO1- To understand Financial Planning Techniques

ULO2- To understand Implementing Financial Controls

ULO3 - To understand Analyzing Financial Performance

LEARNING OUTCOME DESCRIPTION

ULO1- To understand Financial Planning Techniques:

- Develop proficiency in applying various financial planning techniques, including budgeting, forecasting, and cash flow analysis, to create comprehensive and strategic financial plans for accounting entities.

ULO2- To understand Implementing Financial Controls:

- Acquire skills in establishing and implementing effective financial controls, enabling students to monitor financial performance, identify variances, and take corrective actions to achieve financial objectives.

ULO3 - To understand Analyzing Financial Performance:

- Gain the ability to analyze financial performance reports, interpret key financial indicators, and make data-driven decisions to optimize financial resources and support long-term organizational success within the accounting context.

ASSESSMENT CRITERIA	
ASSIGNMENT CRITERIA FOR LEARNING OUTCOME - 1	
P1.1	Explain various financial planning techniques, demonstrating a clear understanding of their application and relevance within the accounting domain.
P1.2	Describe the process of budgeting, forecasting, and cash flow analysis, showcasing their significance in creating comprehensive and strategic financial plans for accounting entities.
P1.3	Critically evaluate the appropriateness and effectiveness of financial planning techniques used in real-world accounting scenarios, assessing their impact on achieving financial objectives and supporting organizational success.
ASSIGNMENT CRITERIA FOR LEARNING OUTCOME - 2	
P2.1	Explain the principles and importance of implementing financial controls in the context of accounting, demonstrating a clear understanding of their role in monitoring financial performance and ensuring compliance with budgets.
P2.2	Describe the process of establishing and implementing financial controls, including setting performance benchmarks, tracking financial data, and conducting variance analysis.
P2.3	Critically evaluate the effectiveness of financial controls used in practical accounting scenarios, assessing their ability to detect financial irregularities, prevent fraud, and contribute to sound financial management within organizations.
ASSIGNMENT CRITERIA FOR LEARNING OUTCOME - 3	
P3.1	Describe the process of financial analysis, including the interpretation of financial statements, calculation of key financial ratios, and identification of trends and patterns.
P3.2	Explain the principles and methodologies of analyzing financial performance, demonstrating a clear understanding of their relevance in assessing the financial health and efficiency of accounting entities.
P3.3	Critically evaluate the financial performance analysis conducted in real-world accounting scenarios, assessing its accuracy, relevance, and implications for decision-making and organizational performance.

Indicative Study Reference Text Books

1. "Financial Planning and Forecasting: A Guide for Accounting, Finance and Business Professionals" by Kenneth A. Dailey
2. "Management Accounting: Financial Planning, Performance, and Control" by Vijay Govindarajan and Srikant M. Datar
3. "Financial Management: Principles and Applications" by Sheridan Titman and Arthur J. Keown
4. "Strategic Financial Management: Practical Applications" by Prasanna Chandra
5. "Management Control Systems: Performance Measurement, Evaluation, and Incentives" by Kenneth A. Merchant and Wim A. Van der Stede.

MAPPING

	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
ULO1			M	M	M	M	M		
ULO2	M	M	M		M	M	M	M	M
ULO3	M	M			M	M	M		

UNIT CODE	A/214/5011
UNIT TITLE	Financial Reporting
CREDIT	20 Credits
GLH	60 Hours
SPECIFICATION	Essential Unit

UNIT DESCRIPTION

This unit will enable the students to develop a comprehensive understanding of financial reporting principles and practices within the context of accounting. Learners will explore the preparation and presentation of financial statements, including income statements, balance sheets, and cash flow statements. Emphasis will be placed on compliance with relevant accounting standards and regulations. Students will gain skills in analyzing financial information, interpreting key financial ratios, and evaluating the financial performance and position of accounting entities.

UNIT LEARNING OUTCOMES

ULO1- To understand Financial Statement Preparation

ULO2- To understand Financial Analysis and Interpretation

ULO3 - To understand Compliance and Regulatory Knowledge

LEARNING OUTCOME DESCRIPTION

ULO1- To understand Financial Statement Preparation:

- Develop proficiency in preparing and presenting accurate and comprehensive financial statements, including income statements, balance sheets, and cash flow statements, adhering to relevant accounting standards.

ULO2- To understand Financial Analysis and Interpretation:

- Acquire skills in analyzing financial information, interpreting key financial ratios, and evaluating the financial performance and position of accounting entities to support decision-making and strategic planning.

ULO3 - To understand Compliance and Regulatory Knowledge:

- Gain a comprehensive understanding of accounting regulations, standards, and reporting requirements, ensuring diploma level-5 students in accounting can produce financial reports that comply with legal and professional guidelines.

ASSESSMENT CRITERIA	
ASSIGNMENT CRITERIA FOR LEARNING OUTCOME - 1	
P1.1	Explain the process and principles of financial statement preparation, demonstrating a clear understanding of the components and structure of income statements, balance sheets, and cash flow statements.
P1.2	Describe the methods and techniques used in presenting financial statements accurately and in accordance with relevant accounting standards and regulations.
P1.3	Critically evaluate the financial statements prepared in practical accounting scenarios, assessing their accuracy, completeness, and compliance with accounting principles and reporting requirements.
ASSIGNMENT CRITERIA FOR LEARNING OUTCOME - 2	
P2.1	Explain the principles and methodologies of financial analysis and interpretation, demonstrating a clear understanding of their relevance in assessing the financial performance and position of accounting entities.
P2.2	Describe the process of financial analysis, including the interpretation of financial ratios, trends, and key performance indicators to support decision-making and strategic planning.
P2.3	Critically evaluate the financial analysis conducted in real-world accounting scenarios, assessing its accuracy, relevance, and implications for informed decision-making and organizational success.
ASSIGNMENT CRITERIA FOR LEARNING OUTCOME - 3	
P3.1	Describe the key accounting regulations and standards applicable to financial reporting, including their specific requirements and implications for accounting entities.
P3.2	Explain the importance of compliance and regulatory knowledge in the context of accounting, demonstrating a clear understanding of the legal and professional guidelines that govern financial reporting and operations.
P3.3	Critically evaluate the application of compliance and regulatory knowledge in real-world accounting scenarios, assessing the effectiveness of adherence to accounting regulations and the impact on financial reporting accuracy and transparency.

Indicative Study Reference Text Books

1. "Financial Reporting, Financial Statement Analysis, and Valuation" by James M. Wahlen, Stephen P. Baginski, and Mark Bradshaw
2. "Financial Reporting and Analysis" by Charles H. Gibson
3. "Financial Reporting, Financial Statement Analysis, and Valuation: A Strategic Perspective" by Clyde P. Stickney, Paul Brown, and James M. Wahlen
4. "Financial Reporting and Analysis: Using Financial Accounting Information" by Charles H. Gibson
5. "Financial Reporting, Financial Statement Analysis, and Valuation: A Managerial Perspective" by Clyde P. Stickney, Roman L. Weil, and Katherine Schipper

MAPPING

	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
ULO1			M					M	
ULO2	M	M		M	M		M		M
ULO3	M	M	M			M			

UNIT CODE	A/214/5012
UNIT TITLE	Canons and Practices of Taxation
CREDIT	20 Credits
GLH	60 Hours
SPECIFICATION	Essential Unit

UNIT DESCRIPTION

This unit will enable the students to develop a comprehensive understanding of the canons and practices of taxation within the accounting context. Learners will explore the fundamental principles of taxation, including equity, certainty, convenience, and efficiency. Emphasis will be placed on the application of tax laws and regulations, tax planning strategies, and compliance requirements for various taxation scenarios. Students will also gain insights into the ethical considerations and implications of taxation in business and personal financial decisions.

UNIT LEARNING OUTCOMES

ULO1- To understand the Taxation Principles

ULO2- To understand the Tax Planning and Compliance

ULO3- To understand the Taxation Analysis

LEARNING OUTCOME DESCRIPTION

ULO1- To understand the Taxation Principles:

- Demonstrate a comprehensive understanding of the canons of taxation, encompassing principles of equity, certainty, convenience, and efficiency, and their significance in guiding tax policy and implementation.

ULO2- To understand the Tax Planning and Compliance:

- Develop proficiency in formulating tax planning strategies for businesses and individuals, considering legal provisions, exemptions, and deductions to optimize tax efficiency while ensuring compliance with tax laws and regulations.

ULO3 - To understand the Taxation Analysis:

- Acquire skills in critically analyzing taxation scenarios, evaluating the impact of tax policies on economic activities and individuals, and assessing potential implications for financial decision-making and resource allocation.

ASSESSMENT CRITERIA	
ASSIGNMENT CRITERIA FOR LEARNING OUTCOME - 1	
P1.1	Explain the key principles of taxation, including equity, certainty, convenience, and efficiency, demonstrating a clear understanding of their implications in tax policy and implementation.
P1.2	Describe the application of taxation principles in various tax scenarios, showcasing the ability to identify and analyze how each principle influences tax laws and regulations.
P1.3	Critically evaluate the effectiveness and relevance of taxation principles in practical accounting contexts, assessing their impact on tax policy development, taxpayer compliance, and the overall efficiency of tax systems.
ASSIGNMENT CRITERIA FOR LEARNING OUTCOME - 2	
P2.1	Explain tax planning strategies and their application in different tax scenarios, demonstrating a clear understanding of legal provisions and compliance requirements.
P2.2	Describe the process of tax planning, including identifying eligible exemptions, deductions, and credits, and showcasing the ability to devise tax-efficient strategies for businesses and individuals.
P2.3	Critically evaluate tax planning approaches used in real-world accounting situations, assessing their effectiveness in optimizing tax efficiency, mitigating tax risks, and ensuring compliance with tax laws and regulations.
ASSIGNMENT CRITERIA FOR LEARNING OUTCOME - 3	
P3.1	Explain the principles and methodologies of taxation analysis, demonstrating a clear understanding of their relevance in assessing the impact of tax policies on economic activities and individuals.
P3.2	Critically evaluate taxation analysis conducted in real-world accounting scenarios, assessing its accuracy, depth, and implications for financial decision-making, resource allocation, and economic outcomes.
P3.3	Describe the process of taxation analysis, including the evaluation of tax policies, tax rates, and their effects on tax revenues and taxpayer behavior.

Indicative Study Reference Text Books

1. "Principles of Taxation Law" by Stephen Barkoczy
2. "Concepts of Taxation" by Dr. Girish Ahuja and Dr. Ravi Gupta
3. "Taxation of Individuals and Business Entities" by Kenneth E. Anderson, Thomas P. Hanlon, John L. Kramer, and C. Murphy Smith
4. "Income Tax Fundamentals" by Gerald E. Whittenburg, Martha Altus-Buller, and Steven Gill
5. "Taxation: Finance Act 2021" by Dr. Vinod K Singhania and Dr. Kapil Singhania.

MAPPING

	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
ULO1	M	M	M	M			M	M	M
ULO2				M	M	M	M	M	M
ULO3	M	M	M			M	M		

ASSESSMENT METHODS AND TECHNIQUES FOR LEVEL-5 DIPLOMA IN ACCOUNTING AND BUSINESS

Assessment technique	Type of Assessment	Description	Formative or Summative
Case studies	Oral/ Problem based/ Practical	Students are required to work through a case study to identify the problem(s) and to offer potential solutions; useful for assessing students' understanding and for encouraging students to see links between theory and practice. Case studies could be provided in advance of a time-constrained assessment.	Formative
Concept maps	Written/ Oral	Students map out their understanding of a particular concept. This is a useful (and potentially quick) exercise to provide feedback to staff on students' understanding.	Formative
'Doing it' exam	Written	An exam which requires students to do something, like read an article, analyze and interpret data etc.	Formative / Summative
Field report	Written/ Oral	Students are required to produce a written/ oral report relating to a field/ site visit.	Formative
Laboratory books / Reports	Practical/ Written	Students are required to write a report for all (or a designated sample) of practical's in a single lab book. A sample of lab books will be collected each week to mark any reports of labs done in previous weeks; this encourages students to keep their lab books up to date. Each student should be sampled the same number of times throughout the module with a designated number contributing to the assessment mark.	Summative
Multiple choice questions (MCQs)	Written	Can be useful for diagnostic, formative assessment, in addition to summative assessment. Well-designed questions can assess more than factual recall of information, but do take time to design.	Formative / Summative
Online discussion boards	Written	Students are assessed on the basis of their contributions to an online discussion for example, with their peers; this could be hosted on a virtual learning environment (VLE).	Formative
Open book exams	Written	Students have the opportunity to use any or specified resources to help them answer set questions under time constraints. This method removes the over-reliance on memory and recall and models the way that professionals manage information.	Summative
Oral presentations	Oral / Written	Students are asked to give an oral presentation on a particular topic for a specified length of time and could also be asked to prepare associated handout(s). Can	Summative

		usefully be combined with self- and peer-assessment.	
Problem sheets	Written	Students complete problem sheets, e.g. on a weekly basis. This can be a useful way of providing students with regular formative feedback on their work and/or involving elements of self- and peer assessment.	Formative
Research projects / Group projects	Written/ Practical/ Oral/ Performance/ Problem based/ Work placement	Potential for sampling wide range of practical, analytical and interpretative skills. Can assess wide application of knowledge, understanding and skills.	Formative / Summative
Short answer questions	Written	Useful to assess a wide range of knowledge/skills across a module.	Summative
Simulations	Practical/ Written/ Oral/ Problem-based	Text or virtual computer-based simulations are provided for students, who are then required to answer questions, resolve problems, perform tasks and take actions etc. according to changing circumstances within the simulation. Useful for assessing a wide range of skills, knowledge and competencies.	Formative
Viva voce	Oral	Often used for assessing 'borderline' degree classifications but also useful to explore students' understanding of a wide range of topics. Depending on class size however, they can be time consuming for staff.	Summative