

# **Certificate Course in Computerised Accounting**



**SADAKATHULLAH APPA COLLEGE  
(AUTONOMOUS)**

Reaccredited by NAAC at an 'A+' Grade & an ISO 9001:2015 Certified Institution  
Rahmath Nagar, Tirunelveli - 627 011

**PG and Research Department of Commerce  
offers  
Certificate course in Computerised Accounting**



**About the Course**

*This course is designed to impart the basic concepts in accounting along with a hands on experience in Microsoft Office*

**Instructional Design**

*This Course is of twelve months duration which includes Theory classes, Practical Sessions and Assignments.*

**Eligibility**

*All students who have passed Higher Secondary are eligible to enroll for the course.*

**Scope of the Course**

*After completing the course the students will be able to perform varied job roles and be skilful in handling business operations*

**DEPARTMENT OF COMMERCE**  
**Certificate Course in Computerised Accounting**

<b>PAPER-I</b>	<b>Basics in Accounting</b>	<b>18NCOC11</b>
<b>Total Hrs: 45</b>	<b>Hrs./Week : 2</b>	<b>Hrs/ Unit : 9</b>
		<b>Credits: 3</b>

**Objective:**

To acquaint the students with basic concept of accounting.

**UNIT I**

Introduction to Accounting – meaning – objectives – limitations – Accounting concepts – Accounting conventions – double entry system – Rule for debit and credit.

**UNIT II**

Journal – Ledger – subsidiary books – Cash book – Petty cash book

**UNIT III**

Balancing of accounts – Trial balance – Rectification of errors – suspense account.

**UNIT IV**

Bills of Exchange – honour and dishonor of a bill – renewal of a bill – retirement of a bill – insolvency of acceptor – Accommodation bills

**UNIT V**

Final Accounts – Trading and Profit and Loss Account – Balance Sheet – adjustment entries.

**60% Problem 40% Theory**

**TEXT BOOKS:**

1. Introduction to Accountancy – T.S. Grewal; S.C. Gupta, S.Chand and S.Chand & Co.Ltd. (2010)
2. Advanced Accountancy – M.A. Arulanandam and K.S. Raman – Himalaya Publishing House.

**REFERENCE BOOK**

1. Advanced Accountancy – S.P. Jain and K.L. Narang – Kalyani Publishers.
2. An Introduction to Accountancy – Dr.S.N.Maheswari – Vikas Publishing House Pvttd. Ltd. (2009)
3. Introduction to Accountancy – S.M, Shukla, Sahitya Bhawan Publications.
4. Advanced Accountancy - R.L. Gupta and M.Radhaswamy – Sulthan Chand and sons

<b>PAPER-II</b>	<b>MS OFFICE</b>		<b>18NCOC12</b>
<b>Total Hrs: 45</b>	<b>Hrs/ Week : 2</b>	<b>Hrs/ Unit : 9</b>	<b>Credits: 3</b>

**Objective:**

To impart basic knowledge of computer to the students.

**UNIT I**

Word – Introducing Word 2007 – Creating and Saving Documents – Typing and Editing Text – Formatting a Document: Applying Character Formatting – Formatting Paragraphs and Lists – Creating and Applying Styles and Themes – Formatting Documents and Sections – Using and Creating Templates – Working with Nonstandard Document Layouts.

**UNIT II**

Tables and Graphics : Creating and Formatting Tables – Working with Clip Art and the Clip Organizer – Working with Charts – Working with SmartArt and Math Formulas – using Header and Footer – Performing Mail Merge – Copying, Linking and Embedding Data – Citing sources and references – Protecting and Securing Documents – Macros.

**UNIT III**

Excel – Introducing Excel 2007 – Working with Worksheets and Workbooks – Controlling Data Entry with AutoComplete Options – Automatically Filling In a Series of Data – Finding, Replacing, and Transforming Data – Customizing the Worksheet Window – Hiding Rows and Columns – Splitting the Worksheet window – Data Validation – Printing Worksheets.

**UNIT IV**

Entering Data in an Excel Worksheet – Changing Formatting for a Cell or Range – Designing and Formatting a Worksheet for maximum Readability – Using Conditional Formatting o identify key values – Entering and Editing Formulas – Using Range Names and Labels in Formulas – Manipulating Data with worksheet Functions – Organizing Data with Tables and PivotTables – Creating and Editing Charts.

**UNIT V**

Powerpoint – Introducing PowerPoint 2007 – Creating a Presentation – Editing the Presentation Outline – Changing a Slide Layout – Editing Slides – Viewing a Presentation – Managing Slide Shows – Advanced Presentation Formatting – Adding Graphics, Multimedia and Special Effects – Planning and Delivering a Presentation.

**Text Book**

Using Microsoft Office 2007, Ed. Bott and Woody Leonard, Que Publishing, Indiana (USA)

**Reference Books:**

1. Microsoft Office 2007 on Demand, Stev Johnson, Que Publishing, Indiana (USA)
2. Microsoft Office 2007 All in One, Greg Perry, SAMS Publishing, Indiana (USA)
3. Step by Step – Microsoft Office 2007, Joyce Cox, Curtis Frye, Dow Lambert III, Steve Lambert, John Pierce and Joan Preppernau, Microsoft Press.
4. Office 2007 for Dummies, Wallace Wang, Wiley Publishing, Inc. Indiana (USA)
5. Microsoft Office 2007 illustrated Introductory on Windows XP By David Beskeen, Jennifer Duffy, Lisa Friedrichsen, Carol Cram, Elizabeth Eisner Reding, Thomson Course Technology, Boston
6. Microsoft Office Word 2007 By S.Scott Zimmerman, Beverly B.Zimmerman, Ann Shaffter and Katherine T.Pinard, SAMS Publishing, Indiana (USA)

<b>PAPER-III</b>	<b>MS OFFICE PRACTICAL</b>	<b>18NCOCP1</b>
<b>Total Hrs: 30</b>		<b>Credits: 2</b>

**Objective:**

To impart basic knowledge of computer to the students.

**MS-WORD 2007**

1. Formatting document.
2. Formatting tables in Word document
3. Typing letters and editing and printing
4. Using Header, Footer Bookmark, Foot notes
5. Mail merges a letter to an address file.
6. Typing 5 pages of Mathematical equations and symbols
7. Creating Simple Macros on inserting forms and formatting table.
8. Protecting word document with password.

**MS-EXCEL 2007**

1. Formatting an Excel Worksheet
2. Entering spread sheets with formula.
3. Creating hyperlink in Worksheet
4. Protecting worksheet and workbook
5. Preparing Graphs and charts on sales or production data
6. Application of data validation, Consolidation, grouping and Scenario manager.
7. Preparation of Excel worksheet using sort and filter function.
8. Creating Pivot Tale.

**MS-POWERPOINT 2007**

1. Creation of presentation with different styles on a topic of current interest.
2. Creation of Power Point presentation using Templates.
3. Creating of Power Point presentation with five slides with custom animations.
4. Preparing handouts
5. Creating Power Point show
6. Creating Power Point presentation with hyperlinks



**Sadakathullah Appa College (Autonomous)**

**Rahmath Nagar, Tirunelveli -627 011.**

**Certificate Course in Computerized Accounting**

**Offered by Department of Commerce**

**Upon completion of the course students will be able to:**

- Develop understanding of the fundamentals of Accounting.
- Gain familiarity with recording Business transactions in accounting books.
- Enter accounting information using MS-word and MS-Excel.
- Gather insights into computerized accounting.
- Learn significant positive association between computerized accounting systems and quality of financial reports.