

J.T.S.S.P.Mandal

Shri Shiv Chhatrapati College, Junnar.

DEPARTMENT OF COMMERCE AND RESEARCH CENTRE

University Grants Commission, New Delhi Approved

CAREER ORIENTED COURSE

CERTIFICATE COURSE IN COMPUTERISED FINANCIAL ACCOUNTING

1. **Certificate Program Code** – CC – 03
2. **Name of Program** – Certificate Course in COMPUTERISED FINANCIAL ACCOUNTING
3. **Year of Introduction** – from 2013 - 2014 to 2017 - 2018
4. **Duration** – Six Month.
5. **Eligibility**- Students should complete their 10+2 or its equivalent exam
6. **Fees** – Rs. 300 per student
7. **Intake** – 30 – 40 students
8. **Need and Justification of the Course:** With the fast-changing business scenario, experts in Taxation, Excise, VAT and Service Tax are in high demand. The Computerised Accounting course empowers students to increase their employment opportunities. The Course uses a feature-based approach to introduce students to Accounting on Computers. Some topics covered in this module include setting up computerized accounting system, computerized journals and ledgers, income statements and balance sheet, billing, taxation, as well as customer accounts.

Goals and Objectives-

This course is designed to prepare account professionals with specialized skills, knowledge and attitude to worked in finance and accounting field.

1. To get employment in various business organizations.
2. To describe the basic concepts of accounting about revenue, expense, assets, liability and equity.
3. To Understand accounting equations and rules of debit & credit.
4. To Enlist and describe the charts of accounts.
5. To Classify vouchers.
6. To Acquire competency to enter accounting transactions in the accounting software and have the capability of generating different accounting reports/documents.
7. To describe to prepare Profit and Loss Accounts, Balance Sheets, and Cash Flow Statements etc.
8. Enter all the business transactions in computerized accounting system efficiently.

Syllabus

UNIT - I

- What is Book Keeping?
- What is an Account?
- What is Double –Entry System of Book Keeping?
- Explain the term transaction
- What is journal entry?
- What is Contra Entry?
- What is Journal Voucher?
- Explain the word Liability
- Explain the word assets
- Books of Accounts
- Definition of Indirect Exp / Indirect Income
- Definition of Direct Exp / Direct Income What is debit?
- What is credit?
- Difference between Journal voucher / Journal entry

UNIT - II

- Golden rules of Accounting

UNIT - III

- Accounting Software
- Why use Tally to maintain Account
- Advantage over manual Accounting

UNIT - IV

- Creation of Company / Accounts only? Accounts with Inventory
- Alt the company
- Creation of password / security
- Opening the company making it active
- Creating ledger, A/c.
- Altering individual ledger, a/c
- Viewing / Altering multiple ledger on screen
- Inventory creation / Altering stock group /stock items

UNIT - V

- Entering Voucher
- Payment voucher / Receipt Voucher / Contra voucher / Journal voucher
- Purchase voucher / Sales voucher / Purchase return / Sales Return
- Purchase Order / Sales order / Rejection out voucher / Delivery Challans /Rejection In voucher

UNIT - VI

- Easy Access to the various Books of Account
- Cash Book / Bank Book / Purchase Book / sales Book
- Journal voucher book / Debit Note book / Credit Note Book
- Day Book / Ledger Book

UNIT - VII

- Automatic Creation of Financial Accounting Statement
- Trial Balance
- Trading A/c
- Profit & Loss A/c
- Balance Sheet
- Stock Summary
- Ratio Analysis

UNIT - VIII

- Printing various Book of Account
- Printing all Financial Statement