

Certificate Course in Computerized accounting

- **What are some potential job titles?**

Accounting Clerk
Bookkeeper
Accounting Associate
Account Assistants
Accounting
Accounting Work From Home
Accountant & Computer Operator
Any Office
Record Keeper

➤ **Syllabus**

I. Basic Concepts :-

1. Basic Accounting
2. Business Accounting
3. Payroll Accounting
4. Computerized Accounting
5. Spreadsheet Software
6. Book keeping Accounting

II. Components of Computerized Accounting System:-

1. Hardware
2. Software
3. Company personnel

III. Key Features of an Accounting Software :-

1. Billing & Invoicing
2. Quotation & Estimates
3. Production Management
4. Taxation Handling
5. Inventory Management
6. HR & Payroll
7. Multiple Currency
8. Outstanding Handling
9. Payment & Expense Handling

IV. Computerized Accounting Software :-

V. Important Concepts in Accounting :-

1. Maintain Accounts using different Currencies other than the home currency.
2. Financial Budget and Marketing Budget.
3. Budget features.
4. Accounts of a Manufacturing Company
5. Cost Centers
6. Maintaining Accounts related to cost centersp
7. Using Tally's Advance features of TDS (Tax Deducted at Source)
8. Using Tally's Advance features of VAT (Value Added Tax)
9. How to Import and Export Tally Data
10. Ratio Analysis
11. Using E-capabilities (Email) features of Tally.
12. Creating a Profit and Loss
13. Preparing a Balance Sheet
14. Preparing a Cash Budget
15. How to install a software program

Accounting

Creating a Profit and Loss

Preparing a Balance Sheet

Preparing a Cash Budget

VI. Duration :- Six Months :-

MCQ

1. When a business purchases plant and machinery, this is an example of
a) Revenue Expenditure b) Revenue spending c) Capital Expenditure d) Cash Expenditure.
2. Which of the following cannot be a cause for debiting bank account.
a) Cheques deposited for collection b) Cheque sent to bank dishonored c) Paid into bank
d) Cheque given to suppliers dishonored.
3. Which among the following is not an element of computer system.
(a) Hardware (b) Software (c) People (d) Malware
4. Withdrawal by propriety or would
a) Reduces both assets and owners equity b) Reduces assets and increases liabilities
c) Have no effect on the Balance sheet d) Reduces owners equity and increases assets
5. Which principle of accounting is used for recording the following business events? You can also suggest your views if any basic principles are violated.
a) 10% provision for bad debts to be created based on the previous experience.
b) Tuition fee paid for proprietor's son was not of business cash but accounted as revenue expenditure.
c) The validity of transactions are ensured by source documents for recording.
d) Goods sold on credit on 01.01.2014 has been delivered to customer on 07.01.2014.
The payment on it received on 07.02.2014. This was recorded in the books on 07.01.2014.
6. A 'ready to use' accounting software is usually suitable to _____ business.
a) Small b) Medium c) Large d) All of the above
7. MS Access is an example for
a) Data Base Management System b) Management Information System
c) Accounting Information System d) Double Entry Accounting System
8. A sum of Rs. 10,000 received for commission for the upcoming year. How would you treat this item in the final accounts?
a) Deduct this sum from commission received and shown as an asset b) Deduct this sum from commission received and shown as a liability c) Credited to profit and loss a/c
d) Shown as a liability
9. From the following particulars of Mr. Rajeevan prepare a Bank Reconciliation statement as on 31.03.2014 Balance as per cash book Rs. 40,000.
a) Dividend collected by bank Rs. 3,000. b) Bank charges debited in the pass book Rs. 700.
c) Cheque deposited but not collected Rs. 7,000. d) Cheque issued but not presented for payment Rs. 5,000.
10. WWW stands for ?
a) World Whole Web b) Wide World Web
c) Web World Wide d) World Wide Web
