



**Note:** *This course outline and schedule are tentative and may be adjusted by the instructor depending on class progress and circumstances.*

# Computerized Accounting Course Outline

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## Course Details

Course Type: [Certification](#)

Course Duration: [1 month](#)

Class Frequency: [3 classes/week, 2 hours each](#)

Mode of Delivery: [On-Campus](#)

## Course Objectives

- [Streamline Financial Management](#)
- [Improve Efficiency](#)
- [Gain Better Control Over Business Finances](#)

## Week-wise Course Plan

Week	Topics Covered	Learning Objectives	Assignments
1	Company Creation General Ledgers Chart of Accounts	Automation Organization Accessibility	Company Setup Chart of Accounts Basic Navigation
2	Sales and Purchase Process	Reduce Errors Faster Reporting Time Saving	Creating New Customers Raising & Recording Invoices Credit Notes Customer Statements Summarize outstanding balances.

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3	Adjustments of Unearned and Prepaid and others	Accurate Record Keeping Real Time Financial Insights	Adding Items Tracking Inventory Inventory Reports
4	Bank Reconciliation Reporting Process	Improved Decision Making Report Analysis	Bank Reconciliation Financial Reporting

### **Assessment Structure**

<i>Component</i>	<i>Weightage</i>
Class Participation	20%
Assignments	40%
Final Project / Exam	40%

### **Final Project**

Create a project to group individual transactions, estimates, and expenses associated with a single customer in one place. This gives you a single dashboard where you can view and edit the associated transactions and run project-specific reports.

### **Attendance Policy**

- 80 % Attendance is mandatory for certification.

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