

**Anekant Education Society's  
Tuljaram Chaturchand College of Arts, Science and Commerce, Baramati  
(Autonomous)**

**Department of Commerce,  
Board of Studies: Cost and Management Accounting**

**Course Title: Computer Application for Cost and Management Accountant  
Certificate Course Syllabus**

<b>Name of the Programme</b>	<b>: Certificate Course</b>
<b>Programme Code</b>	<b>: COM</b>
<b>Class</b>	<b>:</b>
<b>Semester</b>	<b>:</b>
<b>Course Name</b>	<b>: Computer Application for CMA</b>
<b>Course Code</b>	<b>: CC-79</b>
<b>Credit</b>	<b>: 02 Credits (Theory &amp; Practical)</b>
<b>No. of lectures</b>	<b>: 30</b>

**Course Objectives:**

1. Gain proficiency in essential Microsoft Office applications (Word, Excel, PowerPoint, Tally ERP 9).
2. Develop a solid understanding of basic document creation, spreadsheet management, presentation design, and accounting principles.
3. Master document creation and editing in MS Word, including tables, formatting, and proofing techniques.
4. Develop skills in using advanced features such as mail merge, converting documents to web format, and creating PDF files.
5. Learn data manipulation techniques, including sorting, filtering, and applying financial functions for analysis.
6. Learn to use various design elements, fonts, styles, and multimedia to enhance the visual impact of presentations.
7. Learn to use accounting vouchers and generate financial statements for effective financial management.



## Course Outcomes:

- CO 1** Demonstrate proficiency in using Microsoft Office applications for document processing, data analysis, and effective presentations.
- CO 2** Produce well-formatted documents using advanced features in MS Word.
- CO 3** Generate error-free documents with the use of spell check, grammar check, and proofing tools.
- CO 4** Effectively manage and analyze data in MS Excel, utilizing sorting, filtering, and financial functions.
- CO 5** Design and deliver dynamic and engaging presentations using MS PowerPoint.
- CO 6** Utilize multimedia elements to enhance the overall impact of presentations.
- CO 7** Apply accounting principles to perform ratio analysis and cash flow analysis using Tally ERP 9.

## TOPICS/CONTENTS AND LEARNING POINTS

### UNIT I : MS-WORD

08 LECTURES

- 1.1 Introduction, Document – creation, editing, printing ,Making Tables, Spell Check and Grammar Check, Finding ,Replacing and Proofing Text, Bullets & Numbering
- 1.2 Paragraph Formatting, Page Formatting, Insertion of Page no; Header and Footer ,Mail Merge, Converting word document to web document, PDF Files

### UNIT II : MS-EXCEL

06 LECTURES

- 2.1 Introduction, creating a workbook, Excel shortcut keys, using sheets in a workbook- Editing, Copying, Formatting Data
- 2.2 Application of Auto/Advance Filter, Sorting, Subtotal, Financial function

### UNIT III : MS POWERPOINT

08 LECTURES

- 3.1 Introduction -Opening a presentation ,Adding Slides, Fonts, styles, effect, alignment, text direction,
- 3.2 Background Themes and Styles, Tables, Charts, Graphs

### UNIT IV : ACCOUNTING PACKAGE

08 LECTURES

- 4.1 Tally ERP 9 Company Creation, Modification and Deletion-Company, Group, Ledger,
- 4.2 Accounting Vouchers, Financial Statement, RATIO Analysis, Cash Flow Analysis, Reports in Tally ERP



**Suggested Reading :**

1. Computer application in Business, Kalyanipublisers
2. Computer application in Business, H.JainTaxmann Publication
3. Computer application in Management, Saxena, Chopra, Vikas publication.
4. Introduction to Computers – Peter Norton

