



St. PETER'S UNIVERSITY
St. Peter's Institute of Higher Education and Research,
(Declared under Section 3 of the UGC Act 1956)
Avadi, Chennai – 600 054. Tamil Nadu.
Phone: 044-26558080-84 Fax. 044-26555430

Department of Computer Applications

Certificate Course in **Office Automation** (MS-Office & Tally)

Eligibility: + 2

Duration : 36 Hours

Special features:

- To prepare effective Documentation, Presentation & Maintenance of Office Documents
- To retrieve information by Web surfing
- To write business letters & to prepare business reports
- To prepare Employee pay bills
- To maintain Personnel information
- To maintain Office Accounts & to prepare Balance Sheet
- To prepare Income Tax Calculations
- To do Online Trading-Stock markets

Course Fee: Rs.3500/- (Including Study material)

Commences on: 4th October 2013

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113CET01 OFFICE MANAGEMENT

UNIT - 1 : Office Management

Introduction - Meaning and importance of office management - functions of a modern office - office organization - meaning and principles - relationship of office with other departments - Office accommodation - Office Communication - Office Records - HRM for office Management - Planning and Scheduling Office Work - Stationery and forms - Office Automation - Software Packages - Internet usages - Web surfing.

UNIT - 2 : Business Communication and Reporting

Written Communication - Oral Communication - Time Management - Project Development - Various types of business letters - letter of enquiry- quotation - orders - cancellation - execution - circulars - status enquiry - collection letters - Evaluation/feedback - Group Management - Meeting Management - Drafting of business reports - speech writing

UNIT - 3 : Personnel Administration

Personnel Administration Definition & Introduction - Objectives, Principles - Personnel Policy - Personnel file, Personnel audit, Personnel Department Structure - General Communication - Drafting of appointment orders, Interview Letters, Promotion - Wage & Salary Administration - General Consideration in Wage and Salary administration - Objectives & principles, Time keeping, Attendance, Statutory Returns - TDS, Professional Tax, Form 16 (A) PF & ESI Returns - Challenges of modern personnel manager.

UNIT -4 : Financial Accounts

Basic Concepts of Financial Accounts and Formats: Trading A/Cs, Profit and loss A/Cs - Balance Sheet - Company Accounts and Auditing Practices - Tax Practices - Corporate Accounts - Cost and Management Accounts.

UNIT- 5 : Online Trading

Introduction online trading - STOCK EXCHANGE - Introduction-meaning - definition-primary secondary market - Procedures regarding new issues - Characteristics-functions-benefits - limitations. Investor and speculators-kinds-differences - SEBI- features-objectives-functions- powers - Mutual funds - Advantages - Bombay On Line Trading (BOLT).

Text Books:

1. R.K. Chopra , Office Management
2. Rajendrapaul and Korlakalli Essentials of Business communication
3. Shukla and Grewal Advanced Accounting Gupta and Radhaswamy
Advanced Accountancy.
4. Financial, Cost and Management Accounting - by T.S.Reddy and
A.Murthy
5. The Online Trading Cookbook - by Alpesh, B.Patel
6. Personnel Administration - by Richard W. Beatty, Craig Eric Schneider

PRACTICAL

113CEP01 Practical I – MS-OFFICE & MYSQL

Work faster in Office with keyboard shortcuts

1. Apply your brand to Office documents with themes
2. Spice up your text with SmartArt graphics

Ms - Word

3. Format your document with styles
4. Decorate documents with backgrounds, borders, and text effects
5. Reuse text and other document parts: Introducing building blocks
6. Headers and footers for document sections
7. Table of Contents III: Use fields to create a TOC and create multiple TOCs
8. Mail merge I: Use mail merge for mass mailings
9. Mail merge II: Use the Ribbon and perform a complex mail merge

EXCEL

10. Create your first Excel chart and Start using Excel formulas
11. Organize your data by using an Excel table
12. Freeze or unfreeze rows and columns

Power Point

13. Create your first PowerPoint slide show
14. Add colors, fonts, and effects with PowerPoint 2007 themes
15. Add animation and sound to text and objects in a presentation

MYSQL

16. Connecting Database and creation of table and database.
17. Querying Data
18. Modifying Data

113CEP02 Practical II – Accounting Software - TALLY

1. Facilities with Tally 9.0
2. How to Create a New Company in Tally
3. Different Sections of Gateway of Tally
4. How to Configure your Company
5. Enable VAT in Tally
6. Statutory & Taxation Features in Tally
7. Accounting Features
8. Inventory Features
9. How to Alter or Modify your Company Information
10. How to Open or Select Company in Tally
11. How to Delete your existing Company
12. How to Create a Single / Multiple Ledger in Tally
13. How to Create Single / Multiple Ledger Group in Tally
14. How to Create Single/Multiple Stock Item in Tally
15. How to Create Single/Multiple Stock Group in Tally
16. How to Create Stock Unit of Measurement
17. How to prepare a Profit & Loss A/C using Tally
18. How to prepare a Balance sheet using Tally