

1.0 Computer Applications for Accounting

1.1 OVERVIEW

The Computer Applications for Accounting programme is designed to provide Accountants with a professional level of competence in key areas of Information Technology with relate to accounting. The programme focuses on developing skills in,

- Spreadsheets for Accounting
- Word Processing for Accounting related documentation
- Internet, Email & Other Web tools

1.2 OBJECTIVES

- To establish a foundation & enhance the knowledge and competence of the participants on computers, using advanced computer techniques in accounting related applications.
- To enable participants to gain a competitive qualification to embark on numerous opportunities available in rapidly changing business environment especially in the field of accountancy.
- To analyze, interpret, and use Accounting information in a computerized environment.
- To familiarize students with information technology applications in Accounting

1.3 ENTRY REQUIREMENTS

Candidate should posses following qualifications.

- 1) Passed G.C.E. Advanced Level examination in Commerce stream
OR
- 2) Passed G.C.E. Advanced Level examination in any other discipline
AND

Minimum of 01 year working experience in an accounting field

OR

- 3) Any other qualification recognized by the University of Kelaniya.

1.4 DURATION

The duration of the program is six months.

1.5 COURSE FEE

	Fee (Rs.)
Application Fee	150
Registration Fee	750
Course Fee	20,000

1.6 VENUE

Computer Center - DoA, University of Kelaniya

1.7 MEDIUM OF INSTRUCTION

English/ Sinhala

1.8 CERTIFICATE OF PARTICIPATION

A certificate will be awarded upon the successful completion of the course by the participant.

1.9 PROGRAM STRUCTURE

The whole course is conducted in the computer laboratory as a practical course.

1.9 COURSE CONTENT

This course comprises six course modules, extends from the begging to the advanced topics in each area of computer applications.

Spreadsheets for Accounting	
Module 1: Beginning Spreadsheets	Introduction to Basic techniques in Spreadsheets
Module 2: Advanced Spreadsheets	Advanced techniques in Spreadsheets
Module 3: Spreadsheets for Power Users	Provide an advanced level of competence in using macros and sharing, displaying, formatting, and analyzing data
Module 4: Accounting with Spreadsheets	Using Spreadsheets in accounting related works
Word Processing for Accounting	
Module 5: Beginning Word Processing	Introduction to basic techniques in Word Processing
Module 6: Advanced Word Processing	Using advanced techniques available in Word Processing for accounting related documentation
Internet & Email	
Module 7:	Introduction to Web based techniques.