

**THE INSTITUTE OF COST AND WORKS ACCOUNTANTS OF INDIA
12, SUDDER STREET, KOLKATA – 700 016.**

FOR ATTENTION OF STUDENTS OPTING TO SWITCH OVER TO THE REVISED SYLLABUS, 2008

CLARIFICATIONS FOR COMPUTER TRAINING

Additional Hands-on Computer Training for

Students who have completed ONLY 50 hours of computer training under Syllabus 2002 (Intermediate) but opt for switch over to Revised Syllabus, 2008, shall have to undergo additional 50 hours computer training. Fees for such additional computer training is Rs. 3400/-

The Course content for such additional Hands-on Computer Training is as follows:

ADDITIONAL 50 HOURS COMPUTER TRAINING

1. MS-WORD -6 Hours

Mail-Merge, Using Password, Protection of file, Checking and Removing Virus, Converting Word document to web document, PDF Files

2. MS-EXCEL-8 Hours

Functions-Mathematical, Statistical, Data Analysis

3. Accounting Packages-10 Hours

- 3.1 Preparation of Financial Statement, Trial Balance, Profit/Loss Account, Balance Sheet
- 3.2 Analysis of Financial Statements, Cash Flow Analysis, Fund Flow Analysis, Ratio Analysis, Budgets
- 3.3 Consolidation
- 3.4 Bank Reconciliation Statement
- 3.5 Exporting Data from MS-Excel/MS-Access for Financial Analysis

4. Data-Base Management System-14 Hours

Introduction , Types of databases- Hierarchical, Network, Relational, DDL (Data Definition Language), DML (Data Manipulation Language), DA (Data Administration), Building and customizing database

MS Access

Opening file in Access, Managing databases from Access Wizard, Navigating with switchboard wizard, Creating a database, Entering data in a database, Linking a table from another table, Exporting information from a database, Saving information in a database, Building database using Access, Working with tables, Renaming tables, Working with form, Modifying a form, Structured Query Language (SQL), Creating macros & running macros, Creating Query & Modifying Query, Creating Report with Auto report, Opening a report, Page Size, Margins, Report Headers, Detailed Reports, Summary Report, Printing Report (including tables)

5. Visual Basic-10 Hours

Introduction to Visual Basic, VB Programming Process, Starting & Stopping VB, Coding Basics, Data Basics, Message & Input Boxes, Multiple Choices with Select Cases, VB Looping, Using Control Arrays, Finishing the Form, Error Checking, Exercises

6. Digital Signature and Verification of Electronic Record-2 Hours