

**CMS**  
**COLLEGE**  
**KOTTAYAM**  
(AUTONOMOUS)



ESTD:1817

**VALUE ADDED FOR 3RD DC B.COM**

**COURSES OFFERED**

**MS EXCEL**

**QUICK BOOK**

**VENUE - SUDARSHAN CENTRE, CMS COLLEGE**

**STARTING ON 5TH DECEMBER 2020**

**TIMING - 8.30AM TO 9.45 AM**

**CMS COLLEGE- ENBRIDG IN HOUSE TRAINING**  
**QUICK BOOKS SYLLABUS**

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**I - Introduction of QuickBooks**

1. What is quick books
2. Features of QuickBooks
3. Users of QuickBooks

**II - Maintaining Chart of accounts in QuickBooks**

1. Company Creation
2. Chart of Accounts
3. Preferences
4. Delete accounts
5. Edit Accounts
6. Change Company Information

**III - Vouchers in Quick Books**

1. Enter bill
2. Pay bill
3. Create Invoice
4. Receive payments
5. Vendor Credit Memos
6. Credit Memos
7. General Journal Entry
8. Purchase order
9. Sales Order
10. Build Assembly
11. Stock Verification

**IV - Maintain Stocks in QuickBooks**

1. Enabling Inventory part
2. Stock Item Creation
3. Creation of Unit of measure
4. Stock Group creation
5. Display/ edit and Delete Stock items

**V - Management Sales and Customers**

1. Customer Center
2. Create Customers
3. Recording Sales entries in Create Invoices

**VI - Management Purchases and Vendors**

1. Vendor Center
2. Create Vendors
3. Recording Purchase Entries in Enter Bill

**VII - Maintaining Orders Vouchers**

1. Purchase Order
2. Sales Order

**VIII - Maintain TAX in QuickBooks**

1. How to create Tax Rate
2. How to implement Taxes in Sales

**XI - Maintaining Finance Charge in QuickBooks**

1. How to setup Interest rate in Customers
2. How to calculate finance charge in QuickBooks



**List of students participating QUICK BOOK 2019**

<b>Sl. No.</b>	<b>NAME OF THE STUDENTS</b>
1	ABLE ANIL CHANDY
2	ADHARSHA GEETH B
3	AJAY B MATHEW
4	ANJALI ANIL
5	ANJANA M ANIL
6	ANJITHA T BAIJU
7	ANUSREE ANILKUMAR
8	ASHIK NAVAS
9	ASHNA TERESA BRITTO
10	CHARU CHANDRAN
11	JAYALAKSHMI J
12	KAVYA MOHAN
13	LINCE KOSHY
14	MEKHNA KRISHNA
15	MINNA MARIAM KOSHY
16	NANDU VIJAYAN
17	NIKITHA BIJU THARIAN
18	PAVAN SILY
19	R SURYA NARAYAN
20	RACHEL TOM
21	SIVAPRABHA M J
22	TOBY JOSEPH
23	VAISHNAVI S BIJLEY
24	VARUN MAHADEVAN



ATTENDANCE TAKEN ON THE EXAMINATION DAY FOR THE  
B.COM (SF) STUDENTS ON 20/02/2020 (9AM-11AM)-  
UNDERGONE QUICKBOOKS ADD ON COURSE

Present

- 1) Ashika Navas ✓
- 2) Adhaarsha Greeth ✓
- 3) Abjali Anil ✓
- 4) Anusree Anilkumar ✓
- 5) Nandhu Vijayan ✓
- 6) Surya Nairayan ✓
- 7) Kavya Mohan ✓
- 8) Aadithya P ✓
- 9) Vyshnavi S Bijley ✓
- 10) Toby Joseph ✓
- 11) Ajay B Mathew ✓
- 12) Neenu Annie Alex ✓
- 13) Anjitha T Baiju ✓
- 14) Pavan Sily ✓
- 15) Somath Sasi ✓
- 16) Ashna Teresa ✓
- 17) Charu Chandran ✓
- 18) Sivaprabha ✓
- 19) Anjana Anilkumar ✓
- 20) Mirna Mariam Koshy ✓
- 21) Lince Koshy ✓
- 22) Able Anil Chandy ✓
- 23) Rachel Tom ✓
- 24) Nikibidha Biju Tharian ✓
- 25) Jayalekshmi J ✓
- 26) Mekhna Krishna ✓

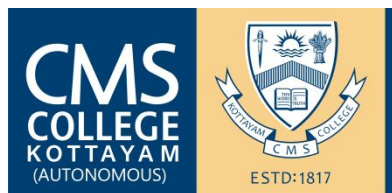
ENDANCE TAKEN ON THE EXAMINATION DAY FOR  
THE B.COM (SF) STUDENTS ON 20/02/2020 (9AM to 11AM)  
- UNDERGONE MS OFFICE ADD ON COURSE

Present

Anand Raju  
Abhixami Raveendran  
Abin George Philip  
Anaswarya Manoj B  
Akshil M Vijayan  
Alcena Elizabeth John  
Alan Joy Joseph  
Anaswara Wilson B  
Ani Sara Abraham  
Ashly Susan Kaurila B  
Harindar R B  
Henna Mahalingam B  
Jestin James  
Jeffin Deni Shaji  
Krishna Anil B  
Krishna Kumari  
Krishnapriya K B  
Meenu Nayana Nair  
Nitya Vinod B  
Philimon Chacko  
Priyanka  
Ruben Thomas Paul  
S Nandakishore  
Safra Abdul Salam  
Sreedakshmi Vinod Tincy Sabu  
Lekshmi Prasad B  
Tom T. Mathew  
Abila Abgkumar B  
Akash Joseph  
A P Fajras  
Varun Mahadevan  
K.M Devika B  
Aashin Abu

Absent

1) Deepak Saji  
2) Rengith M  
3) Sreedakshmi Vinod  
4) Sanjay P Samil  
5) Ananta K.S  
6) Thomas Tesoro  
7) Gowrisankar P.P



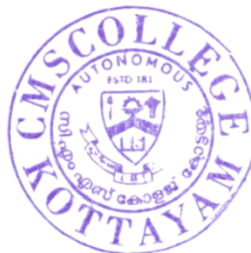
# CMS COLLEGE KOTTAYAM (AUTONOMOUS)

Affiliated to Mahatma Gandhi University, Recognized by UGC as College with Potential for Excellence,  
Re-accredited by NAAC with A Grade and Conferred with Special Heritage status by UGC

## *Certificate of Participation*

This is to certify that **Charu Chandran, Undergraduate Student, CMS college Kottayam** has participated in the value added programme **QuickBooks** held during the academic year 2019-20 by Department of Commerce (SF), CMS College, Kottayam (Autonomous)

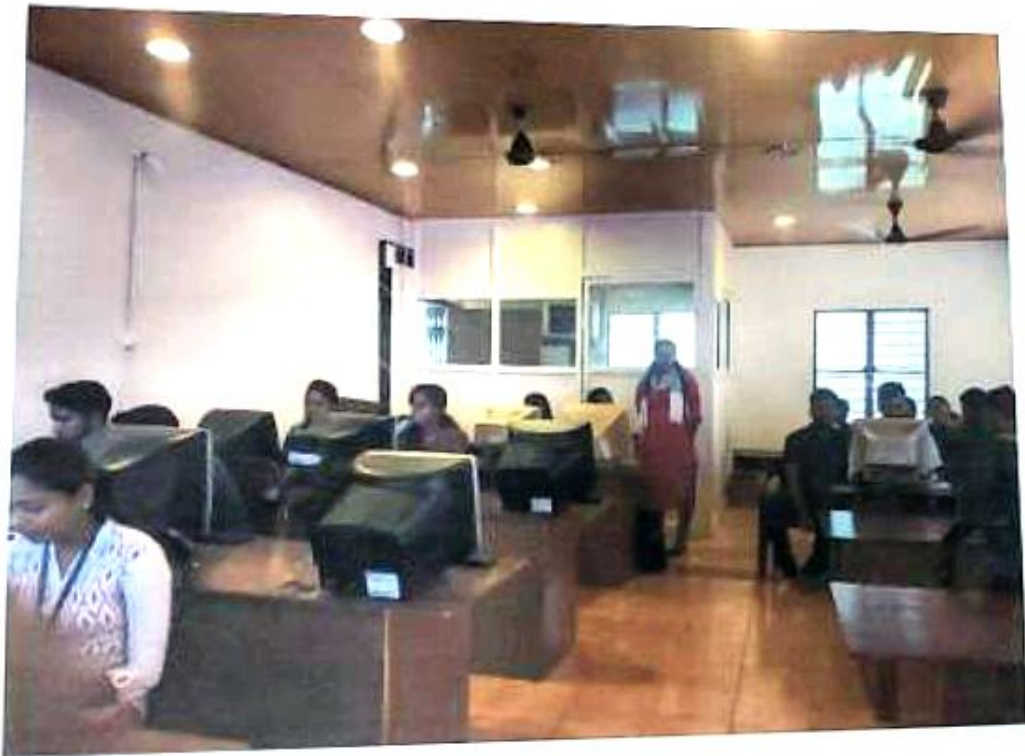
Dr. Varghese C. Joshua  
Principal  
CMS College, Kottayam (Autonomous)



Saino Ninan  
Course Co-ordinator




## REPORT



Value added course for third year degree students was organised by the Department of Commerce SF, on MS Office Specialist and QuickBooks in association with Sudarshan centre, CMS College. The courses were offered as theory and practical classes for a period of one month starting from 5<sup>th</sup> of December. Out of 95 students, 66 students regularly attended the course. 40 students opted MS-Excel and the rest 26 opted QuickBooks. The theory classes were conducted on week days from 8:30 am to 9:45 am and practical sessions were taken on weekends from 10 am to 1 am. A total of 36 hours program was executed, 16 being theory classes and 20 practical classes.



  
Dr. SAMKUTTY GEORGE  
Head of the Department  
Department of Commerce (SF)  
CMS College, Kottayam.

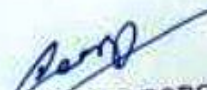




Students actively participated in the program . The MS-Office specialist promised fluency of MS Office, ability to collate data together, flexibility of work, and also better career prospects. It benefits students to create new innovative methods of learning, transmit educational materials faster and with great quality.

Quickbooks is a financial accounting software program manufactured by Intuit Created for use by small businesses, this software helps users manage their accounting functions, including accounts payable, receivable, credit card management and financial reporting. It aids small and medium sized businesses in handling their funds, expense billing and sales invoicing.




  
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Head of the Department  
Department of Commerce (SF)  
CMS College, Kottayam.



Both internal and external exams were conducted online for the students . Students were asked to answer Multiple choice questions followed by practical sessions. Internals were conducted out of 60 marks on January 10<sup>th</sup> and external out of 40 on January 20<sup>th</sup> . Students were allotted slots from 9 am to 1 am on theses days .Microsoft certifications were given for students who opted MS Office specialist ENBRIDGE certification for quickbooks . The certificates were distributed on 6<sup>th</sup> March 2020, at Jospeh Fenn Seminar Hall by Dr. Samkutty George , HOD, Commerce(SF).



  
**Dr. SAMKUTTY GEORGE**  
 Head of the Department  
 Department of Commerce (SF)  
 CMS College, Kottayam.