

Computerized Accounting

Course Code NARQ40025-PROCESS: Session Plan

Day	Session	Subject
01	I	Registration & Inauguration, About the Institute, rules & regulations of training/institute
	II	Micro lab – ice breaking exercise
	III	Achievement Motivation – confidence, Entrepreneurship Development – What, Why & How? and Entrepreneurial Competencies
	IV	Why Wage Employment and Self Employment v/s Wage Employment
02	I & II	Entrepreneurship Competencies – A overview on Entrepreneurship – SRQ Writing and Analysis
	III & IV	Ring Toss Game and Analysis
03	I	Time Management
	II	Fundamentals of Computers, Introduction of Microsoft Office Suite ,
	III	About all the versions of Tally, About BUSY Software
	IV	MS-Office: Word, Excel, PowerPoint, Access & Outlook. Internet Concept, Surfing, Mailing & Social Media. Using PC Tools: WinRar, PDF Readers, Team viewer
04	I	Problem solving-Explanation through case studies and exercises Tower building – eradicating dependency syndrome
	II to IV	About Excel 2010/13, Tabs & Ribbons, Workbook, Workspace & Sheets. Cell Referencing: Relative, Mix & Fix, Creating & Formatting Options. Conditional Formatting, Data Sorting & Searching, Filter & Data Validation.
05	I to IV	IF Conditions, Vlookup, Hlookup, Index, Match, Sum product, Text Functions. What if Analysis, Text to Columns, Consolidate, Subtotal, External Data. Freeze Panes, Print Setup, Share Workbook, Security Features etc.
06	I & II	Accounting Fundamentals, Accounting Terms, Principals & Equations. Accounting Cycle - Theory, Demo and Practicals
	III	Tower Building Game - Removing the Dependency Syndrome
	IV	Golden Rules of Accounting, Journal Entries & Ledger
07	I & II	Subsidiary Books, Cash Book, BRS, Depreciation & Error Rectifications. Final Accounts:

	III	Effective Communication Skills
	IV	Trial Balance, Balance Sheet and Profit & Loss A/c. - Practical of the above sessions
08	I to IV	Practical Accounting Vouchers and Documentation.- Concept of Debit, Credit, Balance, Posting of vouchers, Receipt & Payment, - Theory, Demo & Praticals
09	I & II	E-Commerce, Using Job Portals, Online Shopping – Rules & regulations
	III & IV	Ticketing & Payment – Demo & Practicals
10	I- II	Accessing Government sites and services, Employment Registration etc
	III - IV	Online Application for : Pan Card, Voter ID, UID Etc.
11	I to IV	Repairing procedure – Hardware fault – New models and Practicals
12	I to IV	About Tally.ERP9: Latest Updates, Installation, Company Setup & Features. Creating Masters - Theory, Demo and Practicals
13	I to III	About Tally.ERP9: Groups, Ledgers, Cost Centre, Stock Details and Budgets etc Theory, Demo and Practicals
	IV	How to conduct Market survey ? – Procedures
14	I to IV	Market Survey-Collection of information and field visits.
15	I	Market Survey -Report writing, presentation, group discussion & analysis
	II to IV	Passing Transactions/ Voucher Entries: Payment, Rcpt, Contra Journal etc. Sales/Purchase Order Process Entries, Making Challans, Rejection & Billing. Theory & Practicals
16	I to IV	Income Tax Returns. TDS e-Filing. VAT e-Filing. Service Tax e-Filing. Using Software: Spacturam, WebTel & TDSMAN.
17	I-II	About TDS, TDS Entries & Challans, VAT & CST, Voucher – type and class theory and practicals
	III & IV	Automatic Interest Calculation, Cheque Printing, BRS and Discounts. Practical of the above sessions

18	I-II	Service Tax Entries, Dealer Excise Setup and Transactions, Vat on CG. Payroll Setup, Payroll Masters, Pay Heads & Dept., Attendance & Pay Slip.
	III & IV	Practical of the above sessions
19	I-II	MIS Reports, Print Setup, Import-Export, Tally ODBC, Backup Restore etc.
	III & IV	Practical of the above sessions
20	I-II	Installing Busy Software, Company Setup, Creating Inventory Masters. Passing Day-Wise Transactions: Payment, Receipts and Credit Entries.
	III & IV	Practical of the above sessions
21	I-IV	Sales/Purchase: Vat Invoicing(Tax & Retail), Tax Inclusive MRP Billing etc. Service Tax & TDS Setup and Transactions, BoM & Manufacturing Entries.
22	I-IV	Visit to award winning Industry. Inviting Promoters of software / consultants.
23	I-IV	Introduction Marg Inventory Software. Marg Installation and Company Creation, Features in Marg. Creating Masters, Passing Voucher Entries, Reports in Marg
24	I-IV	Bar Code, E-Mail & SMS Setup, DATA Import & Export. Marg on Net, Print Setup & Cheque Printing. Marg Utilities, Multi Firm Billing, Budgets & Targets.
25	I-IV	Advanced Inventory System, Order Processing & Point of Sale (PoS). Supplier wise Company, Changing Operator Power & Sales Analysis.
26	I-IV	Direct Tax: Basic Concepts of Income Tax, Heads of Income and Slab Rates. Income from Salary, House Property, Business, Profession, Other Sources. Capital Gain, Deduction under U/A. Agricultural Income, Return of Income, Advance Tax & TDS.
27	I to II	Indirect Tax: Value Added Tax (VAT), Central Sales Tax(CST) – Theory & Practicals
	III to IV	Service Tax, Central Excise Duty About Goods & Services Tax (GST) – Theory & Practicals
28	I to IV	GST Taxations : The journey to GST, What is GST: how is it different, GST by states and Centre on the same taxable value; Input tax credit of GST in inter-state transactions; Differential treatment for alcohol, tobacco, petroleum products; Additional levy by states on interstate supply of goods; Operational mechanism, Uniform rate across states ?

29	I & II	Banking–Deposits & advances, lending schemes/Government schemes
	II	Costing, pricing – Fixed Cost- Variable Cost, Breakeven point etc.
	III	Business plan / Project report preparation
	IV	Maintenance of records and book keeping
30	I	Human Relations
	II	Launching formalities – Pitfalls
	III	Final Evaluation Test
	IV	Feedback & Valedictory