

# Skill Enhancement Certificate Course

on

## ACCOUNTING SOFTWARE FOR BUSINESS

August -September, 2021  
3:00 PM- 4:30 PM  
(Monday, Wednesday, Friday)



Department of Business Administration, MAIMS

Under the Aegis of IQAC

In association with

PCJ School of Management

Maharaja Agrasen University, Baddi, HP

### Maharaja Agrasen Institute of Management Studies

(A Unit of Maharaja Agrasen Technical Education Society)

Affiliated to GGSIP University, Delhi

Recognized U/s 2(f) of UGC & Bar Council of India

ISO 9001:2015 Certified Institution

Campus: Maharaja Agrasen Chowk, Sector-22,  
Rohini, Delhi-110086 India (Est. 2003)

Office Phone: 8448186947

www.maims.ac.in

Courses offered: BBA, B Com(H), BA(H) Economics,  
BAJMC, BALLB, BBALLB



- 30 Hours Training
- E-Accounts
- Financial Reports
- Payroll Services
- Book-Keeping
- Working with GST

### Registration Fees

Dates	For Internal Participants	For External Participants
Upto 5 <sup>th</sup> August 2021	₹200/-	₹300/-
After 5 <sup>th</sup> August 2021	₹250/-	₹350/-

For any queries

☎ 9911112867

Mr. Inderpal Singh

[Click here to Register](#)

Cash Prizes to Top Performers



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## Maharaja Agrasen Technical Education Society (MATES), New Delhi



**Dr. Nand Kishore Garg**  
**Founder & Chief Advisor, MATES**  
**Chancellor, Maharaja Agrasen University, Baddi, HP**

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## About Maharaja Agrasen Technical Education Society

Maharaja Agrasen Technical Education Society (MATES) is a charitable trust comprising of a group of well – known Educationists, Industrialists, Businessmen, Professionals and Philanthropists with an aim to promote quality education in the field of Technology, Management, Law, Pharmacy and Health Services to shape the human society for a better future. Dr. Nand Kishore Garg (Founder & Chief Advisor – MATES, Chancellor – MAU, three times MLA – Delhi Vidhan Sabha) has been a significant source of inspiration and motivation for achieving the aims and goals of the society.

## About Maharaja Agrasen Institute of Management Studies

MAIMS was established in 2003 by Maharaja Agrasen Technical Education Society. The institute has attained a distinct position in running BBA, B. Com (H), BA (H) Eco., BA (JMC), BALLB (integrated) and BBALLB (integrated) programmes affiliated with Guru Gobind Singh Indraprastha University, Delhi. The institute was granted ISO certification 9001:2015 after meeting the updated requirements of ISO certification. MAIMS has over the years grown into a premiere centre of excellence and has made its niche in the areas of teaching, research, consultancy and corporate development.

## Course Description

- **Course Name:** “Accounting Software for Business”
- **Course Objectives:** This course is designed to impart knowledge regarding concepts of Financial Accounting Tally is an accounting package which is used for learning to maintain accounts. Online Tally course is practical and interactive. During the session, each Student will work through exercises and practice using the various Tally features covered during the course.
- **Commencement Date:** Monday, 9<sup>th</sup> August 2021\*

*\*Hands on practice on Tally Accounting Software etc.*

### Contents of the Course

<u>Lect. No.</u>	<u>Topics</u>
1	Introduction to Accounting, Software Installation and Company Creation
2	Creation/Alteration of ledgers/Multiple Ledgers/Groups/ Multiple Groups
3	Ledger Creation with Trial Balance
4	Types of Accounting Vouchers in Accounting Software
5	Journal Entries with Day Book
6	Trial Balance with Transactions
7	Bank Reconciliation in Tally
8	Creation of Financial Reports
9	Creation of Inventory Masters
10	Unit of Measure and Recording Stock Items
11	Godown Creation with practical example
12	Understanding Ratio Analysis
13	Payroll Services in Accounting Software
14	Accounting With GST
15	Inventory Management with GST
16	Taxation System with GST
17	Advance Features of Accounting Software
18	Printing & Housekeeping, Backup & Restore, Tally Vault
19	Exporting and Importing Data in Tally and Short-cuts
20	Overall Exercise

### Who Can attend?

- This Skill Enhancement Certificate Course would enable the students to become more efficient in the workplace and will enhance their accounting software skills.

## Registration & Certifications

- **Number of Seats:** Limited seats are available on first cum first served basis.
- **Registration Fees per person (non-refundable):**

Dates	For Internal Participants	For External Participants
Upto 5 <sup>th</sup> August 2021	₹200/-	₹300/-
After 5 <sup>th</sup> August 2021	₹250/-	₹350/-

- **Cash Prizes of ₹500/-** each shall be given to top 3 performers.
- **Certificate of Merit** will be issued to top 5 Performers.
- **Certificate of Completion** will be issued to the participants who successfully complete the course.

### Bank Account / Paytm Details for Payment

Through IMPS / NEFT		Through Paytm / UPI	
Account Holder's Name	Maharaja Agrasen Institute of Management Studies	Account Holder's Name	Maharaja Agrasen Institute of Management Studies/ Anil Kumar
Bank Name	Union Bank of India	Mob. No.	8448186940
Bank Account	394502010059876		
Account Type	Savings Account		
IFSC / NEFT	UBIN0560421		
<i>* UTR/Ref. No &amp; Screenshot of payment to be uploaded for completing the registration form</i>			

### Registration Form Link

- After making payment. please fill the registration form using below link  
<https://forms.gle/W9XBFaCh3ecgKWgWA>

### Requirements for Issue of Certificate

- 80% or more attendance.
- Submission of solutions/ answers of all assignments.
- Submission of all weekly feedbacks
- Good performance in all MCQ based tests.

### PATRONS

**Prof. (Dr.) S. K. Garg**  
Director General, MAIMS

**Prof. (Dr.) G. P. Govil**  
Advisor, MATES

**Prof. (Dr.) R. K. Gupta**  
Vice Chancellor,  
Maharaja Agrasen University, Baddi, HP

**Prof. (Dr.) Vishal Kumar**  
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Director, PCJ School of Management

### ADVISOR

**Prof. (Dr.) Ravi Kumar Gupta**  
Director, MAIMS

### CHIEF COORDINATOR

**Prof. (Dr.) Vijay Kr. Khurana**  
HOD, Business Administration

## Resource Persons

- Mr. Inderpal Singh, Convener & Assistant Professor - Business Administration (9911112867)
- Prof. (Dr.) Vijay Kr. Khurana, Co-Convener & HOD - Business Administration
- Dr. Parul Kumar, Assistant Professor - Business Administration
- Dr. Ekta Dargan, Assistant Professor - Business Administration
- Ms. Anu Goyal, Assistant Professor - Business Administration
- Mr. Nakul Anand, Assistant Professor - Business Administration
- Ms. Preeti Bansal, Assistant Professor - Business Administration
- Dr. Monica Sharma, Assistant Professor - Business Administration

***“Education is the most powerful weapon which you can use to change the world.” — Nelson Mandela***

## Some of our industry-oriented add-on courses

1. Certificate Course on “Data Analytics”
2. Certificate Course on “Jamovi Software”
3. Certificate Course on “Business Applications of MS Excel”
4. Certificate Course on “Contemporary Practices in Management”
5. Certificate Course on “Accounting Software for Business”
6. Training Sessions for “NSE Certification course on Derivatives Beginner Module”
7. \*Certificate Course on “Digital Marketing”
8. \*Certificate Course on “Financial Modelling”