

Skill Enhancement Certificate Course

on
on

ACCOUNTING SOFTWARE FOR
BUSINESS - 2.0

May-July, 2022

3:30 PM- 5:00 PM

Date of Commencement: 24 May 2022

(Online mode -Tally Prime)



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

For any queries

9911112867

Mr. Inderpal Singh



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

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Cash Prizes to Top Performers

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COURSE DESCRIPTION

- **Course Name:** “Accounting Software for Business-2.0”
- **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:** Tuesday, 26th April 2022*

Contents of the Course

Lect. No.	Topics
1	Recapitulation of Accounting Concepts
2	Principles, Concepts and Conventions of Accounting
3	Recording advanced business transactions in Journal
4	Recording advanced business transactions in Ledger and Trial Balance
5	Recording advanced business transactions in subsidiary books
6	Advanced Bank Reconciliation in Tally
7	Preparation of Final Accounts-I
8	Preparation of Final Accounts-II
9	Understanding advanced Inventory Management
10	Creation of Inventory Vouchers-I
11	Creation of Inventory Vouchers-II
12	Understanding Financial Statements
13	Banking
14	Cost Centre and Cost Categories
15	Order Processing
16	Depreciation
17	Accounting for Joint Venture
18	Accounting With GST
19	Accounting With GST with examples
20	Overall Exercise

** Online Mode*

** Hands-on-practice on Tally*

** Participants should make arrangements for their own software*

Who can attend?

- This Skill Enhancement Certificate Course would enable the participants 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 16 th May 2022	₹200/-	₹2500/-
After 16 th May 2022	₹250/-	₹2500/-

- **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.

Paytm Details for Payment

Through Paytm	
Account Holder's Name	Ekta Dargan
Mobile No.	9811706416

Registration Form Link

- After making payment. please fill the registration form using below link

<https://forms.gle/wvayqjxvxx53Q6fCA>

Requirements for Issue of Certificate

- Regular and high attendance.
- Submission of solutions/ answers of all assignments.
- Submission of all weekly feedbacks
- Good performance in all MCQ based tests.

ORGANIZING TEAM

Mentors

Prof. (Dr.) Ravi Kumar Gupta
Director, Maharaja Agrasen
Institute of Management Studies

Prof. A. K. Vasishtha
Director, PCJ School of Management,
Maharaja Agrasen University, Baddi

CHIEF COORDINATOR

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

CONVENERS

Mr. Inderpal Singh
991112867

Dr. Ekta Dargan
9811706416

Convener & Assistant Professor
Department of Business Administration

Co-Convener & Sr. Assistant Professor
Department of Business Administration

Resource Persons

- Mr. Inderpal Singh, Convener & Assistant Professor (9911112867)
- Dr. Ekta Dargan, Co-Convener & Assistant Professor (9811706416)
- Dr. Anitha G, Assistant Professor (9003559236)
- Dr. Ankit Goel, Associate Professor (9634451240)
- Ms. Anu Goyal, Assistant Professor (9911557121)
- Dr. Preeti Bansal, Assistant Professor (9899207699)
- Dr. Monica Sharma, Assistant Professor (9560234566)
- Prof. (Dr.) Vijay Kr. Khurana, HOD - Business Administration (7988142771)

“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 “Business Applications of MS Excel”**
3. **Certificate Course on “Tally Accounting Software”**
4. **Certificate Course on “Jamovi Software”**
5. ***Certificate Course on “Financial Modelling”**
6. ***Certificate Course on “Digital Marketing”**
7. **Training Sessions for “NSE Certification course on Derivatives Beginner Module”**