MAHARAJA AGRASEN INSTITUTE OF MANAGEMENT STUDIES
(A unit of Maharaja Agrasen Technical Education Society)
Affiliated to GGSIP University; Recognized u/s 2(f) of UGC
Recognized by Bar Council of India; ISO 9001: 2015 Certified Institution
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Under the Aegis of IQAC

Skill Enhancement Certificate Course
Accounting Software for Business 2.0
24th May-7th July 2022

Report

From basic invoicing and billing, to tax calculations and project management, accounting software is an essential tool for everyone's business' financial data. It also helps manage clients, reconcile bank accounts, and generate insightful financial reports that help your business grow smoothly and continuously. Using accounting software helps companies to use the resources in their accounting departments efficiently, and can reduce costly bookkeeping mistakes. Many companies have now been looking for a skilled professional, who possess knowledge of accounting software, data presentation & working on payroll services. Thus, it encouraged the seasoned faculty of MAIMS to design a skill enhancement course on accounting software for pursuing graduation students.

This Certification Course was the second initiative taken under the aegis of IQAC in association with PCJ school of management and the course was started for all the undergraduate students across the country. Prime objective of the course was to equip the students with the basics of financial recording data in accounting software. Specifically, the course covered in-depth lessons for recording vouchers, creating ledgers, creation of stock groups and generating financial reports. A total of 182 students enrolled in the course. The course was of 30 hours, divided in 20 sessions of one & half hour each. Registrations started from 16th may. Every session was followed with a practical assignment related to it. After the completion of the week (3 sessions), a feedback form was floated to get the viewpoint of the students. The students were assessed based on the assignment submitted, MCQ test, Attendance and feedback forms submitted..

It was a great learning experience for the students as well as for the faculty. The sessions were conducted by Mr. Inderpal Singh, Dr. Preeti Bansal, Dr. Ekta Dargan, Dr. Anitha.G, Ms Anu Goyal, Dr. Ankit Goel and Dr. Monica Sharma. Certificates were given only to such students who successfully qualified all the four parameters, namely, attendance, feedback forms,

assignments, and quizzes.

The credit for this ambitious initiative goes to Dr. Manoj Verma (HOD, Business Administration) & his team, who worked under the able guidance of the Prof.(Dr.) Rajini Malhotra Dhingra. Director, MAIMS. Their constant support and encouragement helped in the successful accomplishment of this program.

***Convener – Mr. Inderpal Singh, Associate Professor**

**** Co- Convener- Dr. Ekta Dargan, Sr. Assistant Professor**

About the Course

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.

Using accounting software can help you save time and money**,** and offer you valuable insight into your business. If you choose the package carefully, investing in a computerized accounting system can be one of the best decisions you can make for your business. There are many benefits of accounting software like simple data entry, fast processes, automation of reports and analysis, automation of tasks, reduction of errors and integration with other systems. Many companies have now been looking for a skilled professional, who possess knowledge of accounting software, data presentation & working on payroll services. The students would be able to become employable in this fast-growing new age field by demonstrating the skills learnt through this course.

Objectives of the Course:

- Grasp keyboard shortcuts to improve speed and efficiency.
- Become well-versed with the accounting software shortcuts
- Master various intermediate and advanced accounting software functions.
- Produce high quality & dynamic reports for data presentations.
- Able to reconcile bank statement and print financial statements

Course content:

This course is organized into 20 sessions as per details below:

S.No	Topic	Resource Person
1	Recapitulation of Accounting Concepts	Mr. Inderpal Singh

2	Principles, Concepts and Conventions of Accounting	Mr. Inderpal Singh
3	Recording advanced business transactions in Journal	Dr. Preeti Bansal
4	Recording advanced business transactions in Ledger and Trial Balance	Dr. Preeti Bansal
5	Recording advanced business transactions in subsidiary books	Dr. Preeti Bansal
6	Advanced Bank Reconciliation in Tally	Dr.Anitha. G
7	Preparation of Final Accounts-I	Dr.Anitha. G
8	Preparation of Final Accounts-II	Dr.Anitha. G
9	Understanding advanced Inventory Management	Dr.Ekta Dargan
10	Creation of Inventory Vouchers-I	Dr.Ekta Dargan
11	Creation of Inventory Vouchers-II	Dr.Ekta Dargan
12	Understanding Financial Statements	Dr.Monica Sharma
13	Banking	Dr.Monica Sharma
14	Cost Centre and Cost Categories	Dr.Monica Sharma
15	Order Processing	Dr.Ankit Goel
16	Depreciation	Dr.Ankit Goel
17	Accounting for Joint Venture	Dr.Ankit Goel
18	Accounting With GST	Ms Anu Goyal
19	Accounting With GST with examples	Ms Anu Goyal
20	Overall Exercise	Ms Anu Goyal

Course Outcomes:

- Students will be able to analyze and work with financial data and generating financial reports.
- Students will also be able use the software with working of GST
- Students will be able to use the software for payroll services
- Students will also be able to use the software for invoicing

The certification course was conducted from May 24th , 2022 to July 7th , 2022 via the online platform of Google Meet. The duration of the course was 30 hours along with the two MCQ

quizzes & 20 assignments. Each class consists of a one & a half hour session along with the videos, a practice exercise, a quiz, and a reference guide. Classes were scheduled for thrice a week.

Following is the criteria based on which students are eligible for the certification:

- Attending regular classes using a laptop.
- Submission of all Assignments.
- Participation in all Quizzes.
- Submission of the feedback form on a timely basis.

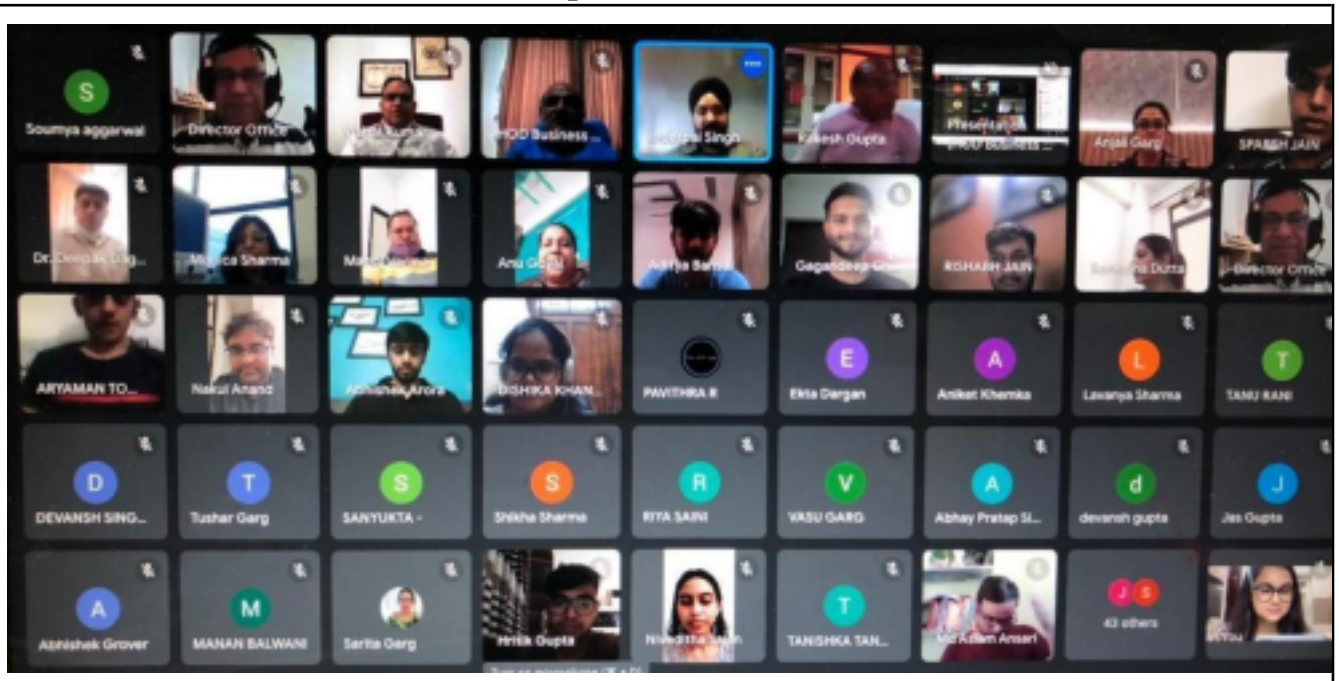
Total Sessions: 20 of 1.5 hour each
Total number of enrolled students: 182
Total number of students certified: 182

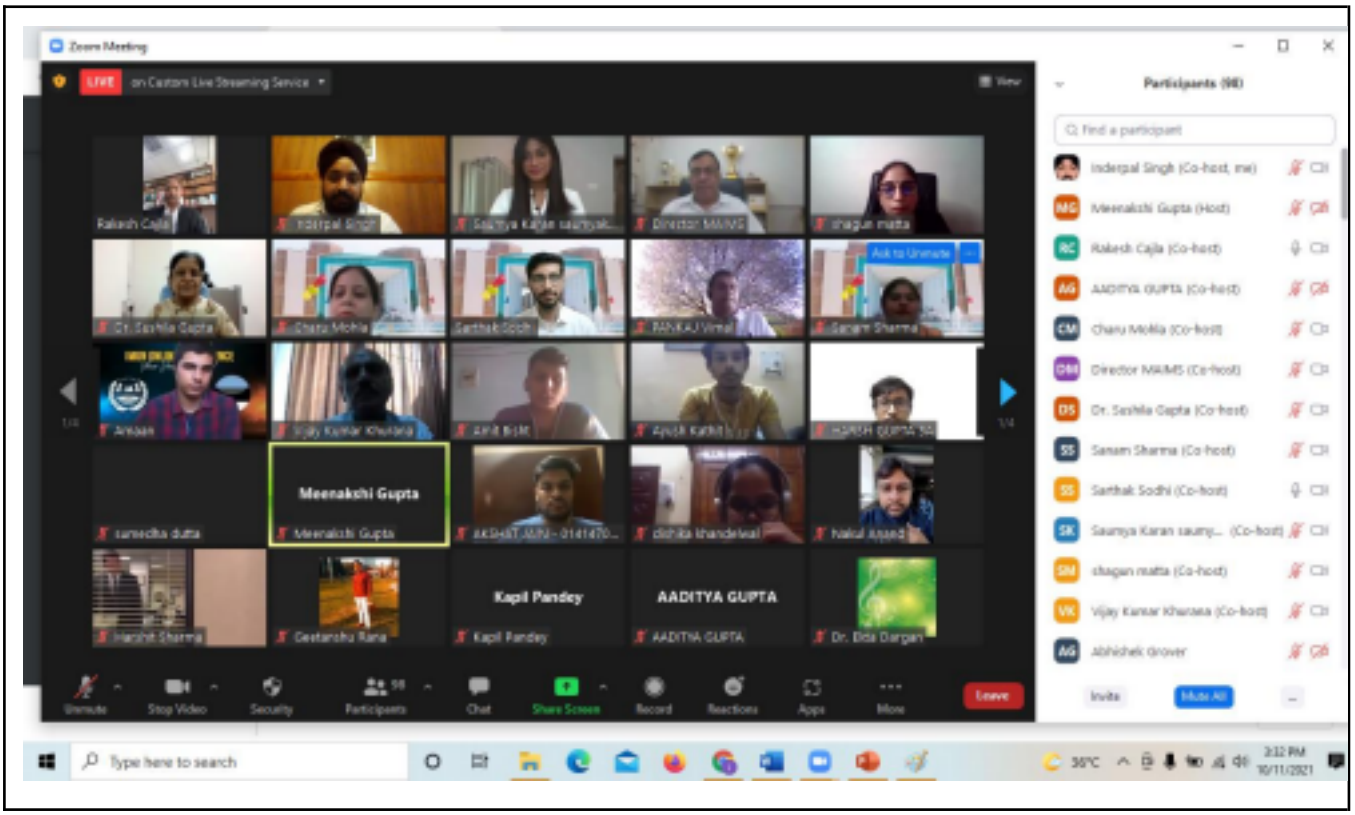
Top Performers of the Course

	Ms. Rashi Aggarwal BBA Student MAIMS Aggregate Score: 77% (Cash Prize Rs. 500/-)
	Ms. Sanya Gupta BBA Student MAIMS Aggregate Score: 76 % (Cash Prize Rs. 500/-)
	Ms. Fiza Khan BBA Student MAIMS Aggregate Score: 74 % (Cash Prize Rs. 500/-)
	Mr. Gaurav Singh BBA Student MAIMS Aggregate Score: 73%

	Ms Parineeta BBA Student MAIMS Aggregate Score: 71 %

Glimpses of the Event




Zoom Meeting
LIVE on Castors Live Streaming Service
Participants (98)
Find a participant
Meenakshi Gupta
Kapil Pandey
AADITYA GUPTA
Unmute
Stop Video
Security
Participants
Chat
Share Screen
Record
Reactions
Apps
More
Leave
Invite
Mute All
Type here to search
35°C
3:12 PM
10/11/2021