

# **SPECIALIZATION IN ACCOUNTING**

## **Training program**



This training program is highly specialized training program with the duration of 128 Credit hours, where the program covers all the major areas of Accounting. Like After this training program you can be able to do work in any organization as an account officer or manager. This program comprehensively covers the basic, advance and digital accounting on computers.

Program also covers the preparation of B.COM

Program also prepare you for the preparation of ACCA Papers F2, F3

**This highly specialized and concentrated Program is ideally suited to following individuals who are:**

- **Fresh University Graduates and like to pursue a career in Accounting.**
- **Already working and interested to switch over to field in Accounting.**
- **Already work as an accountant and like to excel in terms of better position and compensation.**
- **Already working as an accountant in Companies and want to get the certification in International market.**

**Program is offered by: 3D Educators – Trainers & Consultants**

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**3D EDUCATORS**

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**TRAINERS & CONSULTANTS**

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# Program Details

## Inauguration

The Training Program will be inaugurated by a senior member of 3DEducators

## Program Structure

Number of classes in a week	Two Class Per Week
Duration of each class	4 – Hour
Total Duration	128 Hours

## Program Schedule:

Financial Accounting	1 <sup>st</sup> Month
Financial Accounting	2 <sup>nd</sup> Month
Digital Accounting (Peach Tree)	1 <sup>st</sup> Month
Digital Accounting (Advance Excel)	2 <sup>nd</sup> Month
Cost Accounting	3 <sup>rd</sup> Month
Advance Accounting	3 <sup>rd</sup> Month
Cost Accounting or Tally or Quick Book	4 <sup>th</sup> Month
Advance Accounting	4 <sup>th</sup> Month

## **About the Program Designer & Instructor**

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The Profile of Program Designers & Instructors is given below:

The “**SPECIALIZATION IN ACCOUNTING**” Program has been designed and will be conducted by the Senior Accounts Managers who have Ten years experience in Accounting and Audits.

The Persons are qualified and certified ACCA

At present, faculty is working with computer based technology provider organization in senior position, also involved in training and development for last fifteen years.

**3D EDUCATORS**

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**TRAINERS & CONSULTANTS**

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## Program Syllabus

### FINANCIAL ACCOUNTING

- |   |   |
|---|---|
| 1. Basic Accounting Concepts            | 1 <sup>st</sup> DAY                                     |
| 2. Book Keeping                         | 1 <sup>st</sup> DAY                                     |
| 3. Control Accounts                     | 2 <sup>nd</sup> DAY                                     |
| 4. Book of Prime Entries                | 2 <sup>nd</sup> DAY                                     |
| 5. Accounting For Bad debts             | 3 <sup>rd</sup> DAY                                     |
| 6. Sales Procedures                     | 3 <sup>rd</sup> DAY                                     |
| 7. Purchase procedure                   | 4 <sup>th</sup> DAY                                     |
| 8. Fixed Assets                         | 4 <sup>th</sup> DAY                                     |
| 9. Payroll                              | 5 <sup>th</sup> DAY                                     |
| 10. Preparation of Financial Statements | 6 <sup>th</sup> , 7 <sup>th</sup> & 8 <sup>th</sup> DAY |
| 11. Sales Tax                           | 9 <sup>th</sup> DAY                                     |
| 12. Banking                             | 9 <sup>th</sup> DAY                                     |
| 13. Bank Reconciliation                 | 10 <sup>th</sup> DAY                                    |
| 14. Others                              | 10 <sup>th</sup> DAY                                    |
| a. With holding Tax and Reports         |   |
| b. Prepaid Expenses                     |   |
| c. Advertising Expenses                 |   |
| d. Other Income                         |   |
| e. Financial Charge                     |   |
| 15. Practical Assignment                |   |
| a. Preparation of vouchers              |   |
| i. Petty cash Voucher                   |   |
| ii. Receipt Voucher                     |   |
| iii. General Voucher                    |   |
| b. Preparation of Trial Balance         |   |
| c. Preparation of Balance Sheets        |   |
| d. Preparation of Profit/Loss Account   |   |
| e. Computation of taxable income        |   |
| f. Computation of Tax Liability         |   |
| g. Accounting tax and Retained Earnings |   |

# **ADVANCE EXCEL**

## **SECTION A**

### **EXCEL BASICS**

#### **INTRODUCTION TO EXCEL (1<sup>st</sup> DAY)**

Why MS-Excel Used  
Definition of Electronic Spreadsheet  
Workbook / Worksheet Overview  
Advantages of using Electronic Spreadsheet

#### **MS-EXCEL INTERFACE (1<sup>st</sup> DAY)**

The Title Bar, the Menu Bar,  
The Standard Toolbar, Formatting Toolbar  
The Formula Bar, the Document Window, the Status Bar

#### **STARTING A NEW WORKBOOK (1<sup>st</sup> DAY)**

Cell, Rows & Column Concepts  
Data Types [Number, Text, Date & Time, Formula]  
Behavior of Excel according to Data Type

#### **USING TOOLBARS (2<sup>nd</sup> DAY)**

Auto [Sum, Average, Count, Max, Min & more Function]  
Sorting [Ascending & Descending]  
Text Formatting [Font & Font Size, Bold, Italic, Underline]  
Alignment  
Cells Merging  
Number Formatting [Currency Style, Percentage Style, Comma Style, Decimal Styles]

#### **THE SORTING (2<sup>nd</sup> DAY)**

Ascending & Descending

#### **THE FILTERS (2<sup>nd</sup> DAY)**

Auto Filter, Custom Auto Filter  
Operators used in Creating Custom Auto Filters

#### **THE ADVANCE FILTERS (2<sup>nd</sup> DAY)**

Apply Advance Filter

#### **THE SUBTOTALS (3<sup>rd</sup> Day)**

Apply Subtotals  
Remove Subtotals

**THE DATA VALIDATION** (3<sup>rd</sup> Day)

Apply Data Validation

**The Form** (3<sup>rd</sup> Day)

Data Forms

Field & Record Concepts

Field Declaration

Find the Record

**CHARTS CONCEPT** (3<sup>rd</sup> Day)

How to Create Charts

Basic Chart Types

Column Charts, Bar Charts, Line Charts, Pie Charts, XY (Scatter) Charts,

Selecting Data to Chart, Chart Elements

**WORKING WITH CHART** (3<sup>rd</sup> Day)

Moving and Sizing a Chart, Changing The type of The Chart

Creating the Chart with Multiple Data Series,

Adding Patterns, Adding a Text Box, Creating Combination Chart

Creating a Pie Chart

**SECTION B**

**ADVANCE EXCEL**

**FINANCIAL FUNCTIONS** (4<sup>th</sup> Day)

DB, DDB, SYD, SLN, VDB, PV,

PMT, FV, RATE, NPV, IRR

**MISC. VALUABLE FUNCTIONS** (4<sup>th</sup> Day)

RANK, HOUR, AVERAGEA, CONCATENATE

**MACRO** (4<sup>th</sup> Day)

What is a Macro?

Common use of Macros

Planning a Macro, Cell Addressing in Macros Relative or Absolute

Running the Macros, Modifying the Macro, Macro or Procedure

Saving Macros, Enable Macros.

**THE NAMED RANGE** (4<sup>th</sup> Day)

Add and Delete Name Ranged

Define Name, Delete Name

Create Names using Label

Apply Names to Existing Ranges

Use a Named Range in a Formula

## **THE CONDITIONAL FORMATTING**

(4<sup>th</sup> Day)

Apply Conditional Formatting  
Using a Formula in Conditional Formatting

## **THE PIVOT TABLE**

(5<sup>th</sup> Day)

Apply Data Analysis and Pivot Table  
Use Pivot Table Auto Format  
Create Pivot Chart Reports

## **THE LOOKUP FUNCTIONS**

(5<sup>th</sup> Day)

The HLOOKUP  
The VLOOKUP  
More Working with HLOOKUP  
The LOOKUP

## **THE IF FUNCTIONS**

(5<sup>th</sup> Day)

Simple IF, Nested IF, IF with AND, IF with OR  
The COUNTIF, The SUMIF  
Debit, Credit and SUMIF Function

## **SOME MORE ESSENTIAL TIPS**

(5<sup>th</sup> Day)

Working with Auditing Toolbar, Changing Cell Alignment  
Date and Time, Add or Remove a Currency Symbol  
Add or Remove Border, Using Absolute References  
Adding Cell Comments, Applying Styles  
Adding Predefined Headers and Footers, Changing Page Orientation and Print the Sheet  
Using Auto Fill, Naming Sheets  
Referencing Multiple Sheets, Splitting Window  
Freezing Panes, Protecting a Worksheet  
Copying between Applications, Linking an Object to an Other Application  
The Scenario, The Consolidation Perfect Cell Selection  
Number Format, Apply Comma and Percentage %  
Worksheet Hide and Seek, Change Font Style and Size for Every File  
The Paste Special, Text to Column  
Advance Printing, Shortcut Keys for Excel

# COST ACCOUNTING

## Objectives:

1. At the completion of this module candidates should be able to:
2. Describe costs by classification and purpose
3. Undertake accounting transaction for material costs
4. Undertake accounting transaction for labor costs
5. Undertake accounting transaction for expenses
6. Calculate the cost of products and services using full cost absorption, marginal and activity based method
7. Use tools and techniques for the analysis and presentation of data
8. Prepare and present standard cost reports

## Peach Tree Accounting

1. Introduction To Accounting 1<sup>st</sup> DAY
  - ✚ Manual Accounting V Computerized Accounting
  - ✚ Basic Rules of accounting
  - ✚ Accounting Cycle
  - ✚ Accounting Terminologies
2. Introduction To Peach Tree 1<sup>st</sup> DAY
  - ✚ Over View of Existing Companies Record
  - ✚ Creating Of new Company
  - ✚ Peach Tree Navigation Aids
  - ✚ Peach Tree Menu
  - ✚ Overview of Peach tree Environment
3. General Ledger 2<sup>nd</sup> DAY
  - ✚ Charts of Accounts
  - ✚ Adding new accounts
  - ✚ Editing Charts of Accounts
  - ✚ Creating General Journal Entries
  - ✚ Accounts Reconciliation
  - ✚ Adjusting Entries
4. Inventory Items 3<sup>rd</sup> DAY
  - ✚ Creating Inventory Items
  - ✚ Creating Bill of Materials (BOM)
  - ✚ Steps for making adjustments
5. Sales 4<sup>th</sup> DAY

- ✚ Working with customers
  - ✚ Adding Customers Records
  - ✚ Quotations
  - ✚ Sales Order
  - ✚ Invoicing
  - ✚ Receipts
  - ✚ Producing Statements
6. Purchase 4<sup>th</sup> DAY
- ✚ Working with Vendors
  - ✚ Adding Vendors Record
  - ✚ Purchase Order
  - ✚ Goods Receiving Notes (GRN's)
  - ✚ Payments
7. Payroll 5<sup>th</sup> DAY
- ✚ Planning Payroll
  - ✚ Setup Employees Default Information
  - ✚ Working With Employees Information
  - ✚ Producing Pay Checks
8. Time & Billing 5<sup>th</sup> DAY
- ✚ Creating Time & Expense Items
  - ✚ Time Tickets
  - ✚ Expense Tickets
  - ✚ Paying Employees

## Advanced Accounting

1. Accounting Concepts 1<sup>st</sup> Day
2. International Accounting Standards (IAS) 2<sup>nd</sup>, 3<sup>rd</sup> 4<sup>th</sup> DAY
3. Installment Sales 5<sup>th</sup> DAY
4. Branch Accounting 6<sup>th</sup> DAY
5. Accounting For Issue Of Shares & Debentures 7<sup>th</sup> DAY
6. Accounting by Bank 8<sup>th</sup> DAY
7. Financial Statement Analysis Ratio 8<sup>th</sup> DAY