# Program Description Document

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| **Course Name** | Business Accounting Process - Accounts Executive (Recording and Reporting) |
| **Course Name as on Certificate** | Accounts Executive (Recording and Reporting) |
| **Certificate Type** | Certificate of Completion by IITM Pravartak & ArthaVidhya |
| **Certificate Issued by** | IITM Pravartak & ArthaVidhya |
| **Course Objectives** | BAP – Accounts Executive (Recording and Reporting) is a course focussing on the processes related to Recording and Reporting Transactions. This course helps in understanding the documentation and processes involved while performing transactions in Finance & Accounting. |
| **Eligibility** | • For Indian Participants - Graduates (10+2+3) from a recognized university (UGC/AICTE/DEC/AIU/State Government) in any discipline. Diploma in Commercial / Secretarial practice<br>• For International Participants - Graduation or equivalent degree from any recognized University or Institution in their respective country. |
| **Pre Requisites** | Basic understanding of Finance & Accounting, while not mandatory, will be an added advantage. |
| **Target Segment** | This program would enable students to get into Jobs in the ITEs segment of Finance & Accounting Operations (FAO) processing. This would also enable students get into jobs in the Finance and Accounting Domain. |
| **Course Content** | **See Enclosed Progamme details – as Annexure 1** |
| **Pedagogy** | The entire course is based on self paced learning. The course is completely online. The methodology followed is providing the students with a Virtual Office environment where they perform transactions and learn the processes and relevant documentation. The concept is "learning by doing". The Theory part is built into the course as part of (i) Information. The course provides presentations / Videos and interactive learning powered by AI in the Virtual Office. The students are connected through an online chat available for fourteen hours a day (08:00 hrs. to 22:00 hrs) on all days. |
| **Assessment** | The course starts with a pre-assessment to make the student understand their current status. There is a process of continuous evaluation at the end of each module. Minimum requirement to clear the evaluation is 60%. There is a final Quiz at the end of the course. There is final job readiness test prior to certification. |
| **Programme Faculty** | Programme Director Mr. Ganapathy Nagarajan from ArthaVidhya<br><br>Nagarajan has over 35 years of professional experience and is a qualified Chartered Accountant and Cost Accountant. Nagarajan has worked in corporate houses in very senior positions. |

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| **Duration** | Duration of the course is 66 hours which includes time for Theory / Practicals and assessments too. |
| **Class Schedule** | The program is completely online and can be done anywhere, anytime (24/7) |
| **Applicable Channel** | Corporate & Individuals |
| **Programme Highlights/USPs** | **Course Benefits to Participants**<br><br>On successful completion of the programme, the student will be able to face job interviews boldly with a comprehensive understanding of Finance and Accounting processes and documentation relevant to Finance jobs in the FAO processing segment.<br><br>**Other benefits to participants include**<br><br>• Opportunity to earn a Certificate from IITM Pravartak.<br>• Concept followed is gamified learning.<br>• Our Artificial intelligence ensures the role of a supervisor in detecting errors.<br>• Online chat available wherein the student can connect with Faculties for better clarification<br>• Fully Online Course with LIVE online interactive Practicals that provides a "real" office environment experience, in a "virtual" Office.<br>• The transactions are customized to each student.<br>• Seamless technology that can transmit process videos effectively at home broadband connection.<br>• User friendly and easy to use technology interface. No expensive and time consuming software/hardware installations required.<br>• Virtual environment / discussion forum that allow for active interactions with other fellow students and faculty.<br>• Simulated office environment where the student performs transactions in a Virtual Office.<br>• Learn from Anywhere – No need to travel to an institute or training center. Learning continues even if the student is traveling or not available at any specific location. The student may also learn from the comfort of their home. |

## ANNEXURE 1

Proposed Course outline / programme / plan

## Course – BAP - Accounts Executive (Recording and Reporting)
## Course Duration 66 hours.

| Name of the Job role | Sector Skill Council | Qualification Pack Code |
|---|---|---|
| Accounts Executive (Recording and Reporting) | **BFSI** | BSC / Q 1001 |

### Applicable National Occupational Standards (NOS) – Accounts Executive (Recording and Reporting)

1. BSC / N 1001 Recording receipts (other than from customers)
2. BSC / N 1002 Recording payments (other than to suppliers)
3. BSC / N 1003 Recording for provisions
4. BSC / N 1004 Preparation of Bank Reconciliation statement (BRS)
5. BSC / N 1005 Preparation of Depreciation worksheet
6. BSC / N 1006 Preparing and presenting reports on Profit and Loss account, ledger balances (with details), Balance sheet etc

Course Plan:

1. On loging in the student comes to the home page wherein they are provided with Four videos to understand the overview of the course / Navigation / Master data creation and Assessments.
2. They are to take a pre-assessment (one hour) to enable them understand their current status on Corporate process knowledge.
3. The students are required to create a company by which they create a customized Virtual office environment
4. Once the Virtual office environment is created, they are ready to perform transactions in their Virtual Office.
5. They can get into company details "Tab" and view the statutory documents of their company and understand its importance.
6. The student would be provided with a student Dash board detailing their progress. Anytime they login they would land on the student dashboard.
7. Every document is provided with an (i) icon which details the importance of the document. This predominantly acts as the Theory part in the course.
8. The concept followed is gamified learning, wherein the first process is open and the second opens only when the student completes the first process without any errors.
9. The course is divided into modules to enable the student understand the importance of each block.

10. There is a revise and recap at the end of each module and the student is expected to get a minimum of 60% to clear the revise and recap. Post the clearance the next module would open.
11. There are GST module presentations (Theory) which the student is expected to read and understand. They would be expected to undergo a quiz at the end of the module.
12. The student would be aided by the program throughout the duration through an Artificial Intelligence guide
13. For every process, there would be an animated Video explaining the process.
14. There would be a help facility in every screen.
15. At any point in time, the students can view the Financial statements of their organisation. They can also figure how each transaction could affect the financials.
16. After completion of all the processes in the modules (minimum number of attempts as prescribed), the student gets into the module of Realtime office. Here they would not be guided. They have to think and perform the transactions. This helps them understand the process better.
17. There are three softskills modules (presentations) to enable the student understand the softskills relevant to industry.
18. End of the course, the student would undergo a final Quiz
19. They would undergo a job readiness test which is based on situations in an organization.
20. On successful completion of the course, a certificate will be generated and issued to the students by Centre for Continuing Education, IIT Madras.