**Marg ERP Ltd.**

**BIHAR SKILL DEVELOPMENT MISSION – 2019-20**

**3 MONTH PROGRAM (300 Hours)**

It’s Objective, learning outcomes, Modules, assessments list

**CERTIFICATE PROGRAM IN MARG CERTIFIED ACCOUNTING & INVENTORY PROFESSIONAL**

|  |  |
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| Submitted to **:-**  **INDUSTRY DEPARTMENT, BIHAR GOVERNMENT** | Submitted By: - **Marg ERP Ltd.** |
| Session – 2019-20 |

**Marg Certified Accounting & Inventory Professional**

* Course Id- MCAIP
* Candidate Eligibility : **12th Pass**
* Course Duration: 300 Hrs

**CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE**

**Name and address of submitting body:**

**Marg ERP Ltd., New Delhi**

**Ministry of Commerce and Industry**

**Name and contact details of individual dealing with the submission**

**Name :** Mr. Ajeet Pratap Singh

**Position in the organization** : AVP

**Tel number(s) :** +91-8448286740

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**List of documents submitted in support of the Qualifications File**

1. Curriculum Document

**SUMMARY**

|  |  |
| --- | --- |
| **Qualification Title** | **Marg Certified Accounting & Inventory Professional** |
| **Qualification Code** | **MCAIP** |
| **Nature and purpose of the qualification** | **Nature**  **3 months Certificate Course in Marg Certified Accounting & Inventory Professional**  **Purpose**  **Explain the fundamentals of accounting, features of accounting, inventory and GST practices.**  **To create accounting, inevntory and GST professionals in order to fulfill current market scenario.**  . |
| **Body/bodies which will award the qualification** | **Marg ERP Ltd.** |
| **Occupation(s) to which the qualification gives access** | **Account Payable Receivable** |
| **Entry requirements and / or recommendations** | **12th PASS** |

1. **OBJECTIVE OF THE COURSE: -**

Earlier the education of accounting has seen numerous attempts to change the outlook of teaching. Such efforts provide a deep understanding about the ever-changing demands and needs of business world and new opportunities developed by new innovative technologies. According to new adaptation of the current market scenario, this course “Marg Certified Accounting & Inventory Professional” has been designed to provide promising innovations in accounting, inventory & GST aspects. The course structured has been carefully graded and designed in accordance with the students.

This course starts and progresses in a sequential manner from the basics of accounting which provides a briefing of accounting fundamentals, components, objectives, accounting principles, concepts and processes. The aim of this course is to make students Marg accounting and GST professionals. In addition, this course enable students to understand about the concept of GST and their related concepts like GST Registration Process, Time, Place and Value of Supply, Composition Scheme and E-Way Bill which is the need of current business scenario.

1. **LEARNING OUTCOMES :-**
2. Explain the basic accounting features and concepts.
3. To know about promising innovations in accounting aspects.
4. To develop the knowledge related to billing, inventory management.
5. To enable the students to understand about the concept of GST and their related concepts like GST Registration Process, Time, Place, and Value of Supply, Composition Scheme and E-Way Bill which is the need of current business scenario.
6. To enhance the student’s knowledge related to GST filing and returns.
7. To understand complete process of a business, this course will help to students.
8. **MODULE- THREE MONTHS (MARG CERTIFIED ACCOUNTING & INVENTORY PROFESSIONAL)**

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| **DURATION :- THREE MONTHS**  **MARG CERTIFIED ACCOUNTING & INVENTORY PROFESSIONAL** | | | | | |
| **MODULE CODE & NAMES** | | **Code :- BSDM 2019-20**  **Module :-** BSDM (Advance training of accounting , Inventory and GST) | | | |
| **RATIONALE & OBJECTIVE OF THE MODULES** | | This module enables student to understand the fundamental concepts accounting, billing and GST. Student will get a brief knowledge how does a business flow and how to manage their business transactions. | | | |
| **MODULE COMPETENCE** | | At the final stage the student shall be able to record complete financial transaction of a business and will be able to file GST Return independently. | | | |
| **MODE OF DELIVERY** | | Practical and theoretical | | | |
|  | | | | | |
| **Sl.N** | **ELEMENTS/TOPICS** | | | **PERIOD** | **HOURS** |
|  | | | | | |
| **1** | **FUNDAMENTAL OF COMPUTER** | | | 5 HOURS | |
|  |  | | 1.1 Computer Overview |
|  |  | | 1.2 Computer Application |  |  |
|  |  | | 1.3 Computer Generation |  |  |
|  |  | | 1.4 Computer Types |  |  |
|  |  | | 1.5 Computer Components |  |  |
|  |  | | 1.5 Computer CPU |  |  |
|  |  | | 1.6 Computer Input Devices |  |  |
|  |  | | 1.7 Computer Output Devices |  |  |
|  |  | | 1.8 Computer Memory |  |  |
|  |  | | 1.9 Computer RAM |  |  |
|  |  | | 1.10 Computer ROM |  |  |
|  |  | | 1.11 Computer Mother Board |  |  |
|  |  | | 1.12 Computer Memory Units |  |  |
|  |  | | 1.13 Computer Ports |  |  |
|  |  | | 1.14 Computer Hardware |  |  |
|  |  | | 1.15 Computer Software |  |  |
|  |  | | 1.16 Computer Number System |  |  |
|  |  | | 1.17 Computer Number Conversion |  |  |
|  |  | | 1.18 Computer Data and Information |  |  |
|  |  | | 1.19 Computer Networking |  |  |
|  |  | | 1.20 Computer Operating System |  |  |
|  |  | | 1.21 Computer Internet and Intranet |  |  |
| **2** | **MS-Office Word** | | |  |  |
|  |  | | 2.1 Introduction | 15 HOURS | |
|  |  | | 2.2 Objectives |
|  | 1. Word Processing Basics | |  |  |  |
|  |  | | 2.A1 Opening Word Processing Package |  |  |
|  |  | | 2.A2 Menu Bar |  |  |
|  |  | | 2.A3 Using The Help |  |  |
|  |  | | 2.A4 Using The Icons Below Menu Bar |  |  |
|  | 1. Opening and closing Documents | |  |  |  |
|  |  | | 2.B1 Opening Documents |  |  |
|  |  | | 2.B2 Save and Save as |  |  |
|  |  | | 2.B3 Page Setup |  |  |
|  |  | | 2.B4 Print Preview |  |  |
|  |  | | 2.B5 Printing of Documents |  |  |
|  | 1. Text Creation and manipulation | |  |  |  |
|  |  | | 2.C1 Document Creation |  |  |
|  |  | | 2.C2 Editing Text |  |  |
|  |  | | 2.C3 Text Selection |  |  |
|  |  | | 2.C4 Cut, Copy and Paste |  |  |
|  |  | | 2.C5 Spell check |  |  |
|  |  | | 2.C6 Thesaurus |  |  |
|  | 1. Formatting the Text | |  |  |  |
|  |  | | 2.D1 Font and Size selection |  |  |
|  |  | | 2.D2 Alignment of Text |  |  |
|  |  | | 2.D3 Paragraph Indenting |  |  |
|  |  | | 2.D4 Bullets and Numbering |  |  |
|  |  | | 2.D5 Changing case |  |  |
|  | 1. Table Manipulation | |  |  |  |
|  |  | | 2.E1 Draw Table |  |  |
|  |  | | 2.E2 Changing cell width and height |  |  |
|  |  | | 2.E3 Alignment of Text in cell |  |  |
|  |  | | 2.E4 Delete / Insertion of row and column |  |  |
|  |  | | 2.E5 Border and shading |  |  |
| **3** | MS-Office Excel | |  | 20 HOURS | |
|  |  | | 3.1 Navigating to accomplish tasks |
|  |  | | 3.2 Sorting data |  |  |
|  |  | | 3.3 Hiding columns and rows |  |  |
|  |  | | 3.4 Entering data |  |  |
|  |  | | 3.5 Date and time formatting |  |  |
|  |  | | 3.6 Spell check |  |  |
|  |  | | 3.7 Undo and redo |  |  |
|  |  | | 3.8 Inserting and deleting rows and columns |  |  |
|  |  | | 3.9 Basic formulas |  |  |
|  |  | | 3.10 Simple cell references |  |  |
|  |  | | 3.11 Functions |  |  |
|  |  | | 3.12 AutoSum and Auto Calculate |  |  |
|  |  | | 3.13 Cutting, copying, and pasting data |  |  |
|  |  | | 3.14 Pasting values and formulas |  |  |
|  |  | | 3.15 Filling series |  |  |
|  |  | | 3.16 AutoFill |  |  |
|  |  | | 3.17 Copying |  |  |
|  |  | | 3.18 Formatting spreadsheets |  |  |
|  |  | | 3.19 Margins, headers and footers |  |  |
|  |  | | 3.20 Print options, setting print areas |  |  |
|  |  | | 3.21 Repeating headings |  |  |
|  |  | | 3.22 Adjusting column widths |  |  |
|  |  | | 3.23 Number formatting with toolbar buttons |  |  |
|  |  | | 3.24 Working with text in spreadsheets (formatting, wrapping, aligning, paragraph returns, merging and centering) |  |  |
|  |  | | 3.25 Hyperlink |  |  |
| **4** | 1. Getting Started with PowerPoint | | |  |  |
|  |  | | 4.A1 Navigate the PowerPoint Environment | 20 HOURS | |
|  |  | | 4.A2 View and Navigate a Presentation |
|  |  | | 4.A3 Create and Save a PowerPoint Presentation |  |  |
|  |  | | 4.A4 Use PowerPoint Help |  |  |
|  | 1. Developing a PowerPoint Presentation | |  |  |  |
|  |  | | 4.B1 Select a Presentation Type |  |  |
|  |  | | 4.B2 Edit Text |  |  |
|  |  | | 4.B3 Build a Presentation |  | |
|  | 1. Performing Advanced Text Editing Operations | |  |  |  |
|  |  | | 4.C1 Format Characters |  |  |
|  |  | | 4.C2 Format Paragraphs |  |  |
|  |  | | 4.C3 Format Text Boxes |  |  |
|  | 1. Adding Graphical Elements to Your Presentation | |  |  |  |
|  |  | | 4.D1 Insert Images |  | |
|  |  | | 4.D2 Insert Shapes |  |  |
|  | 1. Modifying Objects in Your Presentation | |  |  |  |
|  |  | | 4.E1 Edit Objects |  |  |
|  |  | | 4.E2 Format Objects |  |  |
|  |  | | 4.E3 Group Objects |  |  |
|  |  | | 4.E4 Arrange Objects |  |  |
|  |  | | 4.E5 Animate Objects |  |  |
|  | 1. Adding Tables to Your Presentation | |  |  |  |
|  |  | | 4.F1 Create a Table  4.F2 Format a Table |  |  |
|  |  | | 4.F3 Insert a Table from Other Microsoft Office Applications |  |  |
|  | 1. Adding Charts to Your Presentation | |  |  |  |
|  |  | | 4.G1 Create a Chart |  |  |
|  |  | | 4.G2 Format a Chart |  |  |
|  |  | | 4.G3 Insert a Chart from Microsoft Excel |  |  |
|  |  | |  |  |  |
|  | 1. Preparing to Deliver Your Presentation | |  |  |  |
|  |  | | 4.H1 Review Your Presentation |  |  |
|  |  | | 4.H2 Apply Transitions |  |  |
|  |  | | 4.H3 Print Your Presentation |  |  |
|  |  | | 4.H4 Deliver Your Presentation |  |  |
|  |  | |  |  |  |
| 5 | **Introduction to Internet** | |  | 5 HOURS | |
|  | **Introduction** | |  |
|  | **Objectives** | |  |  |  |
|  | 1. Basic of Computer Networks | |  |  |  |
|  |  | | 5.A1 Local Area Network (LAN) |  |  |
|  |  | | 5.A2 Wide Area Network (WAN) |  |  |
|  | 1. Internet | |  |  |  |
|  |  | | 5.B1 Concept of Internet |  |  |
|  |  | | 5.B2 Applications of Internet |  |  |
|  |  | | 5.B3 Connecting to the Internet |  |  |
|  | 1. World Wide Web (WWW) | |  |  |  |
|  |  | | 5.C1 Web Browsing Softwares |  |  |
|  |  | | 5.C2 Popular Web Browsing Softwares |  |  |
|  | 1. Search Engines | |  |  |  |
|  |  | | 5.D1 Popular Search Engines / Search for content |  |  |
|  |  | | 5.D2 Accessing Web Browser |  |  |
|  |  | | 5.D3 Using Favorites Folder |  |  |
|  |  | | 5.D4 Downloading Web Pages |  |  |
|  |  | | 5.D5 Using Favorites Folder |  |  |
|  |  | | 5.D6 Printing Web Pages |  |  |
|  | 1. Understanding URL | |  |  |  |
|  | 1. Surfing the web | |  |  |  |
|  |  | |  |  |  |
| **6** | **Basic of Accounting** | |  | 30 HOURS | |
|  |  | | 6.1 Accounting Fundamentals |
|  |  | | 6.2 Meaning And Components |  |  |
|  |  | | 6.3 Objectives of Accounting |  |  |
|  |  | | 6.4 Accounting Process And Cycle |  |  |
|  |  | | 6.5 Journal (Rules of Journalizing) |  |  |
|  |  | | 6.6 Ledger |  |  |
|  |  | | 6.7 Final Accounts (Trial Balance, P & L, Balance Sheet) |  |  |
|  |  | | 6.8 Financial Statements |  |  |
|  |  | | 6.9 Bank Reconciliation Statement |  |  |
|  |  | | 6.10 Cheques (Types of Checques) |  |  |
|  |  | | 6.11 Accounting Key Terms |  |  |
|  |  | |  |  |  |
| **7** | **Inventory Management** | |  | 20 HOURS | |
|  |  | | 7.1 What is Inventory |
|  |  | | 7.2 Type od Inventory |  |  |
|  |  | | 7.3 Cost Associated with Inventory |  |  |
|  | 1. Determination of Stock Levels | |  |  |  |
|  |  | | 7.A1 Minimum Level |  |  |
|  |  | | 7.A2 Maximum Level |  |  |
|  | 1. ABC Analysis | |  |  |  |
|  | 1. Stock Ageing | |  |  |  |
|  | 1. Inventory Operations | |  |  |  |
|  |  | | 7.D1 Forecasting and Planning for Inventory |  |  |
|  |  | | 7.D2 Purchase Planning |  |  |
|  |  | | 7.D3 Store Keeping |  |  |
|  | 1. Inventory Control | |  |  |  |
| **8** | **Introduction Of GST** | | |  |  |
|  |  | | 8.1 Introduction to GST | 15 HOURS | |
|  |  | | 8.2 Input Tax Credit |
|  |  | | 8.3 HSN and SAC Code |  |  |
|  |  | | 8.4 Rate Slabs Under GST |  |  |
|  |  | | 8.5 Composition Scheme |  |  |
|  |  | | 8.6 E-Way Bill |  |  |
|  |  | | 8.7 Returns |  |  |
| **9** | **Accounting with Marg** | | |  |  |
|  |  | | 9.1 About Marg | 180 HOURS | |
|  |  | | 9.2 Installation Process of Marg ERP 9+ |
|  |  | | 9.3 Company Creation |  |  |
|  |  | | 9.4 Alteration |  |  |
|  |  | | 9.5 Selection |  |  |
|  |  | | 9.6 Deletion |  |  |
|  |  | | 9.7 New Financial Year Creation |  |  |
|  | 1. Ledger Master | |  |  |  |
|  |  | | 9.A1 What is Ledger |  |  |
|  |  | | 9.A2 Creation |  |  |
|  |  | | 9.A3 Alteration |  |  |
|  |  | | 9.A4 Deletion |  |  |
|  | 1. Account Group | |  |  |  |
|  |  | | 9.B1 What is Account Group |  |  |
|  |  | | 9.B2 Creation |  |  |
|  |  | | 9.B3 Alteration |  |  |
|  |  | | 9.B4 Deletion |  |  |
|  | 1. Inventory Master | |  |  |  |
|  |  | | 9.C1   Item Master |  |  |
|  |  | | 9.C2 Company Master |  |  |
|  |  | | 9.C3 Group Master |  |  |
|  |  | | 9.C4 Category Master |  |  |
|  |  | | 9.C5 HSN/SAC Master |  |  |
|  |  | | 9.C6 Store Master |  |  |
|  | 1. Opening Balance | |  |  |  |
|  |  | | 9.D1 Ledger Openings |  |  |
|  |  | | 9.D2 Stock Openings |  |  |
|  | 1. Transaction | |  |  |  |
|  |  | | 9.E1 Sale |  |  |
|  |  | | 9.E2 Purchase |  |  |
|  |  | | 9.E3 Sale Return |  |  |
|  |  | | 9.E4 Purchase Return |  |  |
|  |  | | 9.E5 Expired/Breakage/Scrape Return |  |  |
|  |  | | 9.E6 Stock Issue, Stock Receive |  |  |
|  |  | | 9.E7 Sale Order Processing, Purchase Order Processing |  |  |
|  | 1. Voucher Entry | |  |  |  |
|  |  | | 9.F1 Receipt |  |  |
|  |  | | 9.F2 Payment |  |  |
|  |  | | 9.F3 Contra |  |  |
|  |  | | 9.F4 Sale |  |  |
|  |  | | 9.F5 Purchase |  |  |
|  |  | | 9.F6 Debit Note |  |  |
|  |  | | 9.F7 Credit Note |  |  |
|  |  | | 9.F8 Single Entry |  |  |
|  |  | | 9.F9 Cheque/Cash |  |  |
|  | 1. PDC Cheque Management | |  |  |  |
|  |  | | 9.G1 PDC Cheque/Cash |  |  |
|  |  | | 9.G2 Bank Pay-in-Slip/Clearance |  |  |
|  |  | | 9.G3 PDC Cheque Payment |  |  |
|  |  | | 9.G4 Cheque Dishonored /Advance |  |  |
|  | 1. Rate & Discount Master | |  |  |  |
|  |  | | 9.H1 Price List |  |  |
|  |  | | 9.H2 Company Special |  |  |
|  |  | | 9.H3 Party Special |  |  |
|  |  | | 9.H4 Maximum Setting |  |  |
|  |  | | 9.H5 Bill, Quantity & Other |  |  |
|  |  | | 9.H6 Credit Limits Management |  |  |
|  |  | | 9.H7 Point Setting |  |  |
|  |  | | 9.H8 My Own Scheme |  |  |
|  |  | | 9.H9 Set of Item Bundle |  |  |
|  |  | | 9.H10 Mode of Payment |  |  |
|  | 1. Overview of GST | |  |  |  |
|  |  | | 9.i1 Introduction to GST |  |  |
|  |  | | 9.i2 GST Registration Process |  |  |
|  |  | | 9.i3 Time, Place and Value of Supply |  |  |
|  |  | | 9.i4 Composition Scheme |  |  |
|  |  | | 9.i5 E-Way Bill |  |  |
|  | 1. Advance Invoicing Features | |  |  |  |
|  |  | | 9.J1 Conversion |  |  |
|  |  | | 9.J2 Multi Unit Billing |  |  |
|  |  | | 9.J3 Bill Of Material |  |  |
|  |  | | 9.J4 Dispatch Management |  |  |
|  | 1. Passwords & Powers | |  |  |  |
|  |  | | 9.K1 |  |  |
|  |  | | 9.K2 Marg Setup |  |  |
|  |  | | 9.K3 Printer setup |  |  |
|  |  | | 9.K4 Change Desktop Image |  |  |
|  |  | | 9.K5 Book |  |  |
|  | 1. Reports | |  |  |  |
|  |  | | 9.L1 Final Report |  |  |
|  |  | | 9.L2 Stock |  |  |
|  | 1. Back Up & Restore | |  |  |  |
|  |  | | 9.M1 Financial Year Backup |  |  |
|  |  | | 9.M2 IMP Backup |  |  |
|  |  | | 9.M3 Server Backup |  |  |
|  |  | | 9.M4 Restore Backup |  |  |
|  | 1. Self-Format | |  |  |  |
|  |  | | 9.N1 Window GUI (99) |  |  |
|  |  | | 9.N2 DMP (98) |  |  |
|  |  | | 9.N3 Cheque Printing |  |  |
|  |  | | 9.N4 Barcode / Label Printing |  |  |
|  | 1. UBF | |  |  |  |
|  |  | |  |  |  |

1. **ASSESSMENT / EXAMINATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | **BASIC/INTERNAL ASSESSMENT** | ( Mid of the stage) | **P/T** | **MARKS** |
|  |  | Practical Assessment (Weekly) | P |  |
|  |  | Internal Assessment Test (Weekly) | T |  |
| **2** | **FINAL PROJECT PRESENTATION** | ( Final stage of completion of session) |  |  |
|  |  | Final Test on Marg Accounting and Inventory | T |  |
|  |  | Industry Based Assignment | P |  |
|  |  |  |  |  |
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