



CCEK – NSQF ALIGNED PROGRAM

COURSE SYLLABUS

FOR

Computerized Financial Accounting

CCEK - NATIONAL SKILL DEVELOPMENT TRAINING PROGRAM

Computerized Financial Accounting

CCEK – NSDC course package covers the following Qualification Packs and leads to the following NSDC certifications. The students who successfully completed the course programs are entitled to get NSDC certification after undergoing the assessment process of NSDC as per the rules and regulations stipulated by NSDC from time to time.

SL. NO.	QUALIFICATIONS PACK	QUALIFICATIONS PACK CODE	NSQF LEVEL
1	<p><u>Public Accountant</u></p> <p>Brief Job Description:</p> <p>A Public Accountant is the person who effectively manages financial accounting and reporting, auditing, legal compliance, taxation, finance, and strategic management related functions of the entity and helps management in decision making and financial planning. This qualification leads to the professional membership of The Institute of Certified Public Accountants</p>	MEP/Q5104	6

COURSE DETAILS**Computerized Financial Accounting****EXAMINATION DETAILS**

COURSE NAME	COURSE CODE	ELIGIBILITY	DURATION
Computerized Financial Accounting	G14	Degree (commerce)	380

SL. NO.	EXAM	EXAM CODE	MAXIMUM MARK	INTERNAL	TOTAL MARK
THEORY PAPERS					
1	Fundamentals of Accounting	T001	100	50	150
PRACTICAL PAPERS					
1	E-filing & Compliance Tools	L001	100	50	150
TOTAL MARKS					
1	Total Examination Marks (THEORY Online + PRACTICAL Examination)				200
2	Total Internal Marks				100
3	Total Marks (Total Internal Marks + Total Examination Marks)				300

Computerized Financial Accounting

INTERNAL MARK CRITERIA FOR EACH

SL NO.	MODULE	MODULE CODE	MAXIMUM MARK	INTERNAL MARK	TOTAL MARK
1	Fundamentals of Accounting	T001	100	50	150
2	E-filing & Compliance Tools	L001	100	50	150
	TOTAL		200	100	300

ATTENDANCE	GENERAL PERFORMANCE	INTERNAL EXAMINATIONS/ PROJECTS/ ASSIGNMENTS	TOTAL MARKS
5	5	40	50

COURSE SYLLABUS

FOR

Computerized Financial Accounting

COURSE	Computerized Financial Accounting	
TOTAL MARKS	Mark: 300	Internal Mark: 100
TOTAL HOURS	380 Hrs	

DEFENITION OF CREDIT

1 Credit	15Hrs Theory/ 30Hrs Practical
Skill Components	60 – 70 % of Total Credit

MODULES INCLUDED IN THIS SUBJECT

SL NO	MODULE NAME	CREDIT POINT
1	Module 1: Introduction to Skill India and the role of Public Accountant	0.5
2	Module 2: Business Laws	3
3	Module 3: Financial Reporting	6
4	Module 4: Audit & Assurance	
5	Module 5: Financial Management	
6	Module 6: Management Accounting	
7	Module 7: Maintain health and safety of self and others	1
8	Module 8: Principles of professional practice at the workplace	
9	Module 9: Introduction to Employability Skills	0.5
10	Module 10: Constitutional values – Citizenship	
11	Module 11: Becoming a Professional in the 21st Century	

12	Module 12: Basic English Skills	1.5
13	Module 13: Career Development & Goal Setting	
14	Module 14: Communication Skills	
15	Module 15: Diversity & Inclusion	
16	Module 16: Financial and Legal Literacy	
17	Module 17: Essential Digital Skills	
18	Module 18: Entrepreneurship	
19	Module 19: Customer Service	
20	Module 20: Getting Ready for Apprenticeship & Jobs	
	Total	

Training Outcomes

- Explain entity wise regulatory framework
- Apply accounting standards
- Prepare sample financial statements of various entities
- Prepare sample income tax, TDS, TCS & GST returns of the client
- Draft sample responses to various demand notices, orders under direct and indirect tax laws
- Draft sample letters/submissions to be submitted before tax authorities
- Explain difference between Tax planning and Tax Avoidance
- Describe payroll compliances
- Prepare sample salary muster
- Prepare sample PF, ESIC returns
- Explain business entity wise statutory compliances and prepare plan to meet to the same
- Explain health and safety hazards, its prevention and management.
- Apply principles of professional practice.
- Prepare Financial statements of Corporates including single entity and consolidated statements & Interpretation of the same using ratio analysis techniques
- Work as Audit Associate for the audit form
- Manage Finance, Treasury functions, Advisory on financial planning
- Discuss budgeting and cost control and management & performance evaluations using management accounting techniques
- Explain the significance of Employability Skills

MODULES

Module 1: Introduction to Skill India and the role of Public Accountant

THEORY

- Discuss the structure and functions of education and skill development sector
- State the role of a Public Accountant.
- Describe the common organizational structures and functionalities of training organizations.

Module 2: Business Laws

THEORY

- Discuss the purpose and types of businesses and how they interact with key stakeholders and the external environment
- Describe business organizational structure, functions and the role of corporate governance.
- Recognise the functions, systems and new technologies in accountancy and audit in communicating, reporting and assuring financial information, including the effective compliance, internal control and security of financial and other data.
- Identify the principles of authority and leadership and how teams and individuals are recruited, managed, motivated and developed
- Highlight the importance of personal effectiveness as the basis for effective team and organizational behavior
- Recognise that all aspects of business and finance should be conducted in a manner which complies with and is in the spirit of accepted professional ethics and professional values
- Describe the various laws affecting business entities.
- Explain major provisions of The Indian Contract Act 1872 affecting business transactions. Know available legal remedies under contracts acts,
- Explain when and how business can claim specific relief or performances under specific relief act
- Explain Sales of goods act 1930 provisions with regards of sale of goods and services. Explain available remedies
- Discuss how to apply principles of negotiable instruments act 1931
- Explain major provisions of -
 - Interpretation of statutes
 - Indian Stamp Act
 - Arbitration and reconciliation act
- Describe various Types of entities, explain they're with advantages and disadvantageous.
- List out statutory compliances under –
- Shop & Establishment Act
- Partnership Act 1932

- Limited Liability Partnership Act 2008
- Companies Act 2013
- Indian Trust Act
- Societies registration act 1860
- Model Cooperative Act & Multi State Cooperatives Act 2002
- NGO's and FCRA regulations
- MSME Act
- Describe compliance procedures
- List out Labour Laws compliances under-
 - Profession Tax
 - Employees state insurance act 1948
 - EPF and Misc. Provisions act 1952
 - The payment of gratuity act 1972
 - Factories Act 1948
 - Payment of wages act 1936
 - Minimum wage act 1948
 - Payment of bonus act 1965
 - Other misc. labour laws
 - new labour codes on wages, social security, occupation safety, industrial relations, health and working conditions as and when applicable
- Describe return filing procedures
- Identify the essential elements of the legal system, including the main sources of law
- Recognize and apply the appropriate legal rules relating to the law of obligations
- Explain and apply the law relating to employment
- Distinguish between alternative forms and constitutions of business organizations
- Identify and compare types of capital and the financing of companies
Describe and explain how companies are managed, administered and regulated
- Recognise the legal implications relating to insolvency law
- Discuss
 - Law on foreign exchange
 - Law of Competition
 - Laws on banking, Insurance & Securities sector
 - Consumer Protection
 - Laws on bribery and money laundering
 - Insolvency & valuations laws
 - IP & Environmental laws

PRACTICAL

- Draft sample Registration, amendment and cancellation procedures of various entities-
 - filing MSME registration and cancellation application
 - filing Uday Aadhar registration and cancellation application
 - filing for shop act registration and cancellation applications
 - filing food license application for MSME's
 - Drafting of Partnership deeds in various scenarios of admission, retirement, death, dissolution & supplementary deed
 - Procedure for Incorporation of an NGO in different types (Trust/ Society/Sec

- 8 Co)
 - Drafting MoA & AoA of NGO's
 - Annual maintenance of NGO's
 - Closure/winding up procedure of NGO's
 - Filing NGO's application for getting NITI
 - Aayog ID
 - Filing NGO's FCRA registration application and annual return
 - Procedure of incorporation forms of companies (OPC & Private Ltd & Section 8 only) including DIN, DSC, Name approval requirements, drafting of MoA & AoA
 - Voluntary struck off provisions for companies
 - Drafting notice and minutes of the board meetings, prepare resolutions
 - Drafting AGM notice and minutes of GM and resolutions thereon
 - Filing change management forms in a company including annual directors KYC
 - Filing annual returns of companies
 - professionals
 - LLP Incorporation, Closure & Change management
- Prepare sample Salary Slip
- Prepare sample periodic returns under PF, ESI, PT & TDS
- Maintain sample Salary Muster
 - Generate sample form 16

Module 3: Taxation Laws

THEORY

- Explain basic concepts in income tax
- Describe the mechanism of taxing based on residential status
- Explain incomes which do not form part of total Income
- Describe and classify income into five Heads of income,
- Describe set off, clubbing and carry forward of losses provisions
- Explain deductions/ reliefs/ Rebates
- Describe the process of computation of Incomes of various persons
- Explain differences between Tax Planning V/s Tax Evasion
- Discuss how to apply TDS & TCS provisions
- Explain the income tax authorities and cases classification system
- Explain assessment mechanism
- Describe various penalties & offenses
- Explain International Taxation principles & GAAR rules
- Describe the process of becoming Authorised income tax practitioner
- Explain Basic Concepts under GST law
- Explain Taxable Event scenario, Supply & Charge of tax principles
- Describe various exemptions under GST law
- Explain place of supply provisions.
- Explain time and valuation of supply provisions
- Describe registration conditions, tax invoice requirements and Debit and Credit note system under GST law
- Describe accounting records under to be maintained under GST law

- Explain procedure of payment of GST Tax & Interest via challans
- Explain various provisions of TDS & TCS
- Describe various returns under GST
- Explain refund scenarios, how and when to claim refunds
- Describe various types of Assessments & Audits under GST law and how to comply with them
- Explain taxation of job work and Ecommerce operators
- Explain inspection, Search & Seizure powers of GST officers
- Describe demand & recovery provisions under GST
- Explain how reverse Charge mechanism works
- Describe various offences & penalties provisions under GST
- Explain appeals and revision application Advance ruling procedure
- Explain Misc. & Transitional Provisions
- Describe process of becoming GST Practitioner
- Explain Customs Act and Regulations, Foreign Trade Policy with regards to import and exports concepts
- Describe the process of Import of goods and services & calculate Import duty Describe export procedures & duty calculations with respect to refund/ duty draw backs
- Describe Custom Broker licensing eligibility & requirements

PRACTICAL

- Prepare sample computation of Income Statement
- Prepare sample PAN/TAN registrations Form 49 & 49AA, Form 49B,
- Prepare sample firm registrations- Form 11 & 11A
- Prepare sample NGO registration- Forms 10 & 10A
- Draft sample deduction forms- Form 15G,15H,60,61
- Prepare Sample Income Tax Returns in form ITR 1,2,3,4,5,6,7
- Prepare sample TDS/TCS returns in Form 24Q,26Q,27Q,27EQ
- Prepare sample tax challans in Form 280 & 281
- Prepare sample return form
- Prepare sample application for rectification
- Draft sample response to demand notices
- Draft sample response to scrutiny notices
- Explain Basic Concepts under GST law
- Explain Taxable Event scenario, Supply & Charge of tax principles
- Prepare sample tax audit Forms 3CA/CB/CD/10B/6B
- Prepare sample Forex outward remittances Forms- 15CA/CB
- Prepare sample MAT Forms in 29B & C
- Prepare sample GST computation statement 10,11
- Prepare sample input tax credit form GSTITC 01/02/03/04
- Prepare sample refund forms in GST RFD-01 & RFD-10
- Prepare sample GST payment forms in GST-PMT 02,03,06,07,08,09,10,11
- Prepare sample input tax credit form GSTITC 01/02/03/04
- Prepare sample refund forms in GST RFD-01 & RFD-10

- Prepare sample GST payment forms in GST-PMT 02,03,06,07,08,09
- Prepare sample E way bills
- Prepare sample E invoices
- Draft GST Registration forms in REG-01,07,10,11,13,14,16,21,24
- Draft transporters registration form in ENR-01
- Draft sample GST Assessments form in ASMT 01, APL01,05,06,07,08
- Draft sample advance ruling application in ARA 01,02
- Draft IEC code application
- Prepare Import duty computation statement
- Prepare Export duty and drawback/ refund calculations statements

Module 4: Financial Reporting

THEORY

- Discuss and apply conceptual and regulatory frameworks for financial reporting, also evaluate the appropriateness of the financial reporting framework and critically discuss accounting regulation
- Discuss how to apply accounting for various transactions in accordance with IFRS and Ind AS, also apply professional judgement in the reporting of the financial performance of a range of entities
- Analyse and interpret financial statements for different stakeholders
- Discuss fundamental ethical and professional principles to ethical dilemmas and the consequences of unethical behavior
- Explain meaning, purpose & fundamental concepts of Financial Accounting
- Explain double entry accounting system/ accounting equation
- Describe book keeping process from identifying business transactions and recording journal entries into ledgers to drafting of a trial balance
- Describe process of passing rectification entries & Year-end adjustment entries to Finalization of books of accounts
- Explain IFRS differences to Indian AS

PRACTICAL

- Prepare sample financial statements of non-corporate entities – (preparation of Manufacturing, Trading, Profit & Loss Account, Income & Expenditure accounts from single- entry system to double entry system)
- Prepare sample corporate financial statements of corporates as per Sch III of Companies Act involving complex scenarios with cash flow & notes to accounts
- Prepare sample consolidated financial statements as per IFRS
- Prepare sample ratio analysis report and interpret the results as per industry standards

Module 5 Audit & Assurance

THEORY

- Explain the concept of audit and assurance and the functions of audit, corporate governance, including ethics and professional conduct
- Describe and evaluate internal controls, techniques, and audit tests, including IT systems to identify and communicate control risks and their potential consequences, making appropriate recommendations.
- Describe the scope, role and function of internal audit
- Identify and describe the work and evidence obtained by the auditor and others required to meet the objectives of audit engagements and the application of the International Standards on Auditing (ISAs)
- Recognise the legal and regulatory environment and its impact on audit and assurance
- Discuss appropriate quality management policies and procedures in relation to the acceptance and retention of professional appointments
- Identify the work required to meet the objectives of non-audit assignments
- Describe the current issues and developments related to the provision of audit-related and assurance services

PRACTICAL

- Prepare sample reports for statutory audits of various entities, learn the process of auditing and assisting the lead audit manager in executing assignments
- Prepare sample tax audits (IT & GST) for submissions and reporting by audit manager for the Firm and procedures in it
- Prepare sample internal audit report, including fraud detection assignments learn the process of auditing and assisting the lead audit manager in executing assignments
- Learn to draft accountant's report and other non-assurance reports
- Demonstrate how the auditor obtains and accepts audit engagements, obtains an understanding of the entity and its environment, assesses the risk of material misstatement (whether arising from fraud or other irregularities) and plans an audit of financial statements.
- Demonstrate the ability to work effectively on an assurance or other service engagement within a professional and ethical framework

Module 6: Financial Management

THEORY

- Discuss the role and purpose of the financial management function
- Assess and discuss the impact of the economic environment on financial management
- Explain and evaluate the role and responsibility of the senior financial executive or advisor in meeting conflicting needs of stakeholders and recognise the role of international financial institutions in the financial management of multinationals

- Discuss and apply working capital management techniques
- Carry out effective investment appraisal
- Evaluate potential investment decisions and assessing their financial and strategic consequences, both domestically and internationally
- Identify and evaluate alternative sources of business finance
- Discuss and apply principles of business and asset valuations
- Assess and plan acquisitions and mergers as an alternative growth strategy
- Evaluate and advise on alternative corporate re-organisation strategies
- Explain and apply risk management techniques in business
- Apply and evaluate alternative advanced treasury and risk management techniques.
- Discuss & Apply financial planning principals

PRACTICAL

- Prepare sample bank project report for Working capital and Term loan finance.
- Prepare sample MIS report for working capital management, Investment Appraisal and decision making, Treasury risk management, Business financial assets valuation & reporting in mergers in restructuring
- Prepare sample financial plans as per the requirements and regulations for the clients

Module 7: Management Accounting

THEORY

- Explain the nature, source and purpose of management information & also explain and apply data analysis and statistical techniques
- Identify and discuss the information, systems and developments in technology required for organizations to manage and measure performance.
- Explain and apply basic cost accounting techniques, also explain and apply specialist/ alternative cost and management accounting techniques
- Select and apply decision-making techniques to facilitate business decisions and promote efficient and effective use of scarce business resources, appreciating the risks and uncertainty inherent in business and controlling those risks
- Compare actual costs with standard costs and analyze any variances.
- Explain and apply performance measurements and monitor business performance
- Assess the performance of an organisation from both a financial and non-financial viewpoint, appreciating the problems of controlling divisionalised businesses and the importance of allowing for external aspects
- Use strategic planning and control models to plan and monitor organizational performance.
- Identify and evaluate the design features of effective performance management information and monitoring systems and recognise the impact of developments in technology on performance measurement and management systems
- Apply appropriate strategic performance measurement techniques in evaluating and improving organizational performance

PRACTICAL

- Prepare sample periodic budget report of various types for cost control compare with standards
- Prepare sample MIS report for effective decision making using different management accounting techniques & applying performance measurement & evaluation decisions
- Prepare budgets for planning and control & identify and apply appropriate budgeting techniques, including quantitative techniques, and methods for planning and control and use standard costing systems to measure and control business performance and to identify remedial action
- Role play on how to advise clients and senior management on strategic business performance evaluation

Module 8: Apply health and safety practices at the workplace

THEORY

- Describe workplace hygiene practices and hygiene related concerns.
- Explain correct handwashing and sanitising process.
- List first aid box items and their use.
- List situations that may lead to accidents at the workplace and ways to prevent them.
- Elaborate on emergencies in office, in public places and those created by miscreants.
- Describe the steps of emergency procedures during accidents/fire or other hazardous situations.
- Describe the role of guards and other stakeholders during emergency situations.
- Explain the significance of safety signs.
- Describe different types of fire extinguishers.

PRACTICAL

- Demonstrate how to maintain personal hygiene at the workplace.
- Demonstrate correct handwashing.
- Apply the appropriate ways to keep the workplace neat and tidy.
- Demonstrate the first aid procedure to be given in different situations.
- Dramatize (role-play) the emergency procedures during accidents or hazardous situations.
- Select the appropriate fire extinguishers for the different classes of fires.

Module 9: Principles of professional practice at the workplace

THEORY

- Describe professional appearance and behaviour.
- Differentiate between personal and professional goals and how to develop them.
- Describe the importance of continuous learning professional development plan.
- Describe the policies related to non-discrimination and rights of the clients.
- Distinguish between unethical conduct, inappropriate behaviour and harassment at

workplace using sample situations.

- Discuss situations that may lead to conflict of interest and ways to resolve them.
- Discuss conflict resolution and ways to avoid conflicts.

PRACTICAL

- Practice professional appearance.
- Dramatize (role-play) professional behaviour.
- Prepare personal and professional goal and a sample professional development plan.
- Demonstrate ways of communicating with team members and different stakeholders in a professional manner.
- Prepare strategies for handling unethical conduct, inappropriate behaviour and harassment at workplace.

Module 10: Introduction to Employability Skills

THEORY

- Outline the importance of Employability Skills for the current job market and future of work
- List different learning and employability related GOI and private portals and their usage

PRACTICAL

- Research and prepare a note on different industries, trends, required skills and the available.

Module 11: Constitutional values - Citizenship

THEORY

- Explain the constitutional values, including civic rights and duties, citizenship, responsibility towards society and personal values and ethics such as honesty, integrity, caring and respecting others that are required to become a responsible citizen

PRACTICAL

- Demonstrate how to practice different environmentally sustainable practices

Module 12: Constitutional values - Citizenship

THEORY

- Discuss relevant 21st century skills required for employment

PRACTICAL

- Highlight the importance of practicing 21st century skills like Self-Awareness, Behavior Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn etc. in personal or professional life
- Create a pathway for adopting a continuous learning mindset for personal and professional development

Module 13: Basic English Skills

THEORY

- Read and understand text written in basic English

PRACTICAL

- Show how to use basic English sentences for everyday conversation in different contexts, in person and over the telephone
- Write a short note/paragraph / letter/e -mail using correct basic English

Module 14: Career Development & Goal Setting

THEORY

- Discuss need of career development plan

PRACTICAL

- Create a career development plan Identify well-defined short- and long-term goals

Module 15: Communication Skills

THEORY

- Explain the importance of communication etiquette including active listening for effective communication

PRACTICAL

- Demonstrate how to communicate effectively using verbal and nonverbal communication etiquette
- Write a brief note/paragraph on a familiar topic Role play a situation on how to work collaboratively with others in a team

Module 16: Diversity & Inclusion

THEORY

- Discuss the significance of escalating sexual harassment issues as per POSH act

PRACTICAL

- Demonstrate how to behave, communicate, and conduct appropriately with all genders and PwD

Module 17: Financial and Legal Literacy

THEORY

- Discuss various financial institutions, products, and services
- Explain the common components of salary such as Basic, PF, Allowances (HRA, TA, DA, etc.), tax deductions
- Discuss the legal rights, laws, and aids

PRACTICAL

- Demonstrate how to conduct offline and online financial transactions, safely and securely and check passbook/statement
- Calculate income and expenditure for budgeting

Module 18: Essential Digital Skills

THEORY

- Describe the role of digital technology in day-to-day life and the workplace
- Discuss the significance of displaying responsible online behavior while using various social media platforms

PRACTICAL

- Demonstrate how to operate digital devices and use the associated applications and features, safely and securely
- Demonstrate how to connect devices securely to internet using different means
- Follow the dos and don'ts of cyber security to protect against cyber crimes
- Create an e-mail id and follow e-mail etiquette to exchange e-mails
- Show how to create documents, spreadsheets and presentations using appropriate applications utilize virtual collaboration tools to work effectively

Module 19: Entrepreneurship

THEORY

- Explain the types of entrepreneurship and enterprises
- Discuss how to identify opportunities for potential business, sources of funding and associated financial and legal risks with its mitigation plan
- Describe the 4Ps of Marketing-Product, Price, Place and Promotion and apply them as per requirement

PRACTICAL

- Create a sample business plan, for the selected business opportunity

Module 20: Customer Service

THEORY

- Classify different types of customers
- Discuss various tools used to collect customer feedback
- Discuss the significance of maintaining hygiene and dressing appropriately

PRACTICAL

- Demonstrate how to identify customer needs and respond to them in a professional manner