CCEK – NSQF ALIGNED PROGRAM

COURSE SYLLABUS

FOR

Indian & Foreign Corporate Accounting

CCEK - NATIONAL SKILL DEVELOPMENT TRAINING PROGRAM

Indian & Foreign Corporate 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	**Sr. Associate-Transactional F & A** **Brief Job Description:** This job role is responsible for performing financial activities that are largely simple and transactional in nature. They are responsible for systematic and timely recording, reporting, and analysis of financial transactions of a business.	**SSC/Q2301**	**5**

COURSE DETAILS

Indian &Foreign Corporate Accounting

EXAMINATION DETAILS

COURSE NAME	COURSE CODE	ELIGIBILITY	DURATION
Indian & Foreign Corporate Accounting	G28	PLUS TWO (COMMERCE)	420

SL. NO.	EXAM	EXAM CODE	MAXIMUM MARK	INTERNAL	TOTAL MARK
THEORY PAPERS					
1	Principles of Accounting	T001	100	50	150
PRACTICAL PAPERS					
1	ITR filing using Income Tax portal	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**

Indian & Foreign Corporate Accounting

INTERNAL MARK CRITERIA FOR EACH

SL NO.	MODULE	MODULE CODE	MAXIMUM MARK	INTERNAL MARK	TOTAL MARK
1	Principles of Accounting	T001	100	50	150
2	ITR filing using Income Tax portal	L001	100	50	150
	TOTAL		200	100	300

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

COURSE SYLLABUS

FOR

Indian & Foreign Corporate Accounting

COURSE	Indian & Foreign Corporate Accounting	
TOTAL MARKS	Mark: 300	Internal Mark: 100
TOTAL HOURS	420 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 BREAKUP
1	Module 1: Process Invoices, Credit Notes and Claims	**2**
2	Module 2: Pay Invoices and Claims	**1**
3	Module 3: Deal with Queries at the Accounts Payable Helpdesk	**1**
4	Module 4: Maintain Customer Accounts	**1**
5	Module 5: Generate Invoices and Credit Notes	**1**
6	Module 6: Receive Payments and Apply Cash	**1**
7	Module 7: Deal with Queries at the Accounts Receivable Helpdesk	**1**
8	Module 8: Inclusive and Environmentally Sustainable Workplaces	
9	Module 9: Introduction to Employability Skills	**2**
10	Module 10: Constitutional values – Citizenship	

11	Module 11: Becoming a Professional in the 21st Century	
12	Module 12: Basic English Skills	**1**
13	Module 13: Career Development and Goal Setting	
14	Module 14: Communication skills	
15	Module 15: Diversity and Inclusion	**2**
16	Module 16: Financial and Digital Literacy	
17	Module 17: Essential Digital Skills	**1**
18	Module 18: Entrepreneurship	
19	Module 19: Customer Service	
20	Module 20: Getting Ready for Apprenticeship and Jobs	
	Total	**14**

Training Outcomes

- Identify any issues with invoices, credit notes and claims and clarify these with relevant vendors or personnel/employees.
- Validate invoices against purchase orders (POs), vendor credit notes, and expense items before payment.
- Deliver pay-run for review and approval by payment team.
- Categorize queries accurately using query management tool.
- Design methods to check systems and entries to verify whether master records of customers already exist.
- Inspect requests before generating invoices/credit notes against relevant purchase orders.
- Examine the purpose of issuing direct receipts into relevant bank accounts.
- Identify relevant information from the accounts receivable system and communicate this information clearly to customers.
- Demonstrate effective communication and collaboration with colleagues.
- Apply measures to maintain standards of health and safety at the workplace.
- Use different approaches to effectively manage and share data and information.
- Develop strong relationships at the workplace through effective communication and conflict management.
- Identify best practices to maintain an inclusive, environmentally sustainable workplace.

MODULES

Module 1: Process Invoices, Credit Notes and Claims

THEORY

- Discuss the methods of processing of invoices, credit notes and claims with peers and/or supervisor, as required.
- Discuss processing errors with experts, where required.
- Comply with the general policies, procedures, guidelines, and client specific requirements

PRACTICAL

- Monitor systems to verify whether invoices and claims have already been received and recorded.
- Examine invoices against purchase orders (POs) and/or other documentation received and assign appropriate codes.
- Examine vendor credit notes against relevant invoices and assign appropriate codes.
- Examine expense items against relevant expense policies and assign appropriate codes
- Show an entry of invoices and claims for review and approval by experts/trainers.

Module 2: Pay Invoices and Claims

THEORY

- Monitor systems to verify whether approved invoices and claims have already been paid.
- Identify any issues with approved invoices and claims and clarify these with payment team.
- Discuss any queries about reconciliation or non- receipt of authorized payments with banks

PRACTICAL

- Design batches of invoices and claims for pay- run, following policies, procedures, guidelines, and client-specific SLAs.
- Monitor pay-run with peers and/or trainers, as required.
- Design methods for a prompt response to payment queries from vendors and personnel/ employees referred by the accounts payable helpdesk.
- Examine payments against bank statements on a periodic basis, as required.

Module 3: Deal with Queries at the Accounts Payable Helpdesk

THEORY

- Discuss queries beyond competence with the accounts payable team.
- Identify the process to get confirmation from helpdesk users on their queries having been resolved to their satisfaction.

PRACTICAL

- Categorize queries accurately using query management tool.
- Evaluate ways to greet helpdesk users and verify their details.
- Evaluate the use of asking appropriate questions to understand and summarize the nature of their queries.
- Show concern for any difficulties caused and commitment to resolve their queries.
- Conduct review of queries to keep helpdesk users informed about progress and any delays in resolving their queries.

Module 4: Maintain Customer Accounts

THEORY

- Discuss any issues with the data/information either from the sales team or directly with customers, as required.
- Discuss entry related issues accounts team, where required

PRACTICAL

- Examine the purpose of credit checks on customers, following procedures, guidelines, and client-specific service level agreements (SLAs).
- Organize customer accounts, following client- specific service level agreements (SLAs)
- Evaluate the need to get confirmation from customers that the details held in their master records are correct.

Module 5: Generate Invoices and Credit Notes

THEORY

- Select requests to generate invoices, credit notes and full supporting documentation from sales teams.
- Comply with client-specific SLAs while generating invoices and credit notes.

PRACTICAL

- Evaluate the process to generate invoices/credit notes against relevant purchase orders, contracts, and terms of business.
- Check proper submission methods of entered invoices/credit notes for review.
- Modify invoices/credit notes in automated systems in case of changes.

- Deliver invoices/credit notes to accounts team for signature, where required,
- Deliver invoices/credit notes to customers and confirm receipt, where required.
- Examine and modify invoices/credit notes against system entries on a periodic basis.

Module 6: Receive Payments and Apply Cash

THEORY

- List the payments received in systems, following policies, procedures, guidelines, and client- specific SLAs.
- Identify the invoices/credit notes to which receipts relate in order to allocate payments correctly.
- Discuss with respective banks regarding any queries about reconciliation of receipts.

PRACTICAL

- Inspect any issues with payments from customers and clarify these with accounts team.
- Categorize common issues with customer payments like default, delay in acceptance, reverse charges, etc.
- Show prompt response to payment queries from customers referred by the accounts receivable helpdesk.
- Analyse issues related to un-allocated cash and record the same to verify outstanding un- allocated cash amount.
- Evaluate the need to check receipts against bank statements on a periodic basis, as required.

Module 7: Deal with Queries at the Accounts Receivable Helpdesk

THEORY

- Identify the need to derive confirmation statement from customers that their queries have been resolved.
- Discuss queries that cannot be dealt with by reference to the accounts receivable system to the superior.

PRACTICAL

- Evaluate various approaches to greet customers and verify their details.
- Examine the purpose of active listening to customers and asking appropriate questions to understand the nature of their queries.
- Show concern for any difficulties caused and commitment to resolve their queries.
- Deliver a justifiable estimate of time to respond to customer queries, where an immediate response cannot be given.

Module 8: Inclusive and Environmentally Sustainable Workplaces

THEORY

- Describe different approaches for efficient energy resource utilisation and waste management.
- Describe the importance of following the diversity policies.
- Identify stereotypes and prejudices associated with people with disabilities and the negative consequences of prejudice and stereotypes.
- Discuss the importance of promoting, sharing, and implementing gender equality and PwD sensitivity guidelines at organization level.

PRACTICAL

- Practice the segregation of recyclable, non- recyclable and hazardous waste generated.
- Demonstrate different methods of energy resource use optimization and conservation.
- Demonstrate essential communication methods in line with gender inclusiveness and PwD sensitivity.

Module 9: Introduction to Employability Skills

THEORY

- Discuss the Employability Skills required for jobs in various industries
- List different learning and employability related GOI and private portals and their usage

Module 10: 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
- Show how to practice different environmentally sustainable practices

Module 11: Becoming a Professional in the 21st Century

THEORY

- Discuss importance of relevant 21st century skills.
- Exhibit 21st century skills like Self-Awareness, Behaviour 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
- Describe the benefits of continuous learning

Module 12: Basic English Skills

THEORY

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

Module 13: Career Development and Goal Setting

THEORY

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

Module 14: Basic English Skills

THEORY

- Demonstrate how to communicate effectively using verbal and nonverbal communication etiquette.
- Explain the importance of active listening for effective communication
- Discuss the significance of working collaboratively with others in a team

Module 15: Diversity and Inclusion

THEORY

- Demonstrate how to communicate effectively using verbal and nonverbal communication etiquette.
- Explain the importance of active listening for effective communication

Module 16: Financial and Digital Literacy

THEORY

- Outline the importance of selecting the right financial institution, product, and service
- Demonstrate how to carry out offline and online financial transactions, safely and securely

Module 17: Essential Digital Skills

THEORY

- Describe the role of digital technology in today's life

- Demonstrate how to operate digital devices and use the associated applications and features, safely and securely
- Discuss the significance of displaying responsible online behaviour while browsing, using various social media platforms, e-mails, etc., safely and securely
- Create sample word documents, excel sheets and presentations using basic features utilize virtual collaboration tools to work effectively

Module 18: 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
- Create a sample business plan, for the selected business opportunity

Module 19: Customer Service

THEORY

- Describe the significance of analysing different types and needs of customers
- Explain the significance of identifying customer needs and responding to them in a professional manner.
- Discuss the significance of maintaining hygiene and dressing appropriately

Module 20: Getting Ready for Apprenticeship and Jobs

THEORY

- Create a professional Curriculum Vitae (CV)
- Use various offline and online job search sources such as employment exchanges, recruitment agencies, and job portals respectively
- Discuss the significance of maintaining hygiene and confidence during an interview
- Perform a mock interview
- List the steps for searching and registering for apprenticeship opportunities