



NABA BALLYGUNGE MAHAVIDYALAYA

(Formerly CHARUCHANDRA EVENING COLLEGE)

27E, Bosepukur Road, Kolkata - 700042

Email: nbmv2005@yahoo.co.in, Website: nbmahavidyalaya.in

NAME OF THE ADD-ON COURSE: ACCOUNTANT SOFTWARE TRAINING

TOTAL TIME: 30 Hrs.

DURATION: 16-11-2020 -- 26-11-2020 (Online Mode)

FACULTY IN CHARGE: Sri Sanjay Dawn

FACULTY MEMBERS: Srir Santanu Mondol

Sri Tushar Kanti Das

Sri Anup Kumar Saha

The Curriculum consists of 10 Core Courses.

1. Introduction to Accounting Software:

- Overview of different accounting software available in the market. -.Sanjay Dawn -1 hr
- Importance and benefits of using accounting software for businesses.-Sanjay Dawn- 1 hr

2. Basic Accounting Principles:

- Fundamental accounting concepts such as double-entry accounting, accrual vs. cash basis accounting etc.- Santanu Mondol-1 hr
- Understanding financial statements: balance sheet, income statement and cash flow statement.- Santanu Mondol-1 hr

3. Software Navigation and Set-Up:

- Getting started with the selected accounting software.- Santanu Mondol-1 hr
- Setting up company information, chart of accounts and financial periods.- Tushar Kanti Das-2 hrs

4. Data Entry and Transactions:

- Recording transaction: sales, purchases, expenses, payments, receipts etc.-Sanjay Dawn-2 hrs
- Bank reconciliation and journal entries.- Santanu Mondol-1 hr

5. Reporting and Analysis:

- Generating Standard Financial reports like profit and loss statement, balance sheet, cash flow statement etc.- Anup Kumar Saha-3 hrs
- Analyzing financial data to make final business decisions.- Tushar Kanti Das-1 hr

6. Advanced Features:

- Utilizing features for inventory management, payroll processing and budgeting.- Anup Kumar Saha-2 hrs
- Integrating third-party applications and add-ons for extended functionality.-Sanjay Dawn-2 hrs

7. Security and Controls:

- Implementing Security Measures to protect sensitive financial data. -Santanu Mondol-1 hr
- Setting user permissions and access levels to ensure data integrity.- Anup Kumar Saha-1hr



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8. Troubleshooting and Support:

- Identifying common issues and errors in accounting software.- Sanjay Dawn-1 hr
- Seeking help from support resources such as user guides, online forums and customer support.- Santanu Mondol-1 hr

9. Practical Exercises and Case Studies:

- Hands-On practice sessions to reinforce learning.- Santanu Mondol-2 hrs
- Analyzing real-world scenarios and applying accounting software skills to solve them.- Tushar Kanti Das-3 hrs

10. Continuous Learning and Updates:

- Staying updated with new features and updates released by the software provider.- Sanjay Dawn-2 hrs
- Participating in ongoing training and professional development opportunities.- Sanjay Dawn-1 hr

❖ Interactive Session to be organized by the faculty members for the enrolled students.



Principal
Naba Ballygunge Mahavidyalaya
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