

Job Oriented Accounting Training Course outlines

DAY	CONTENT
1	Introduction with overall course Overview
2	Accounting concept with their Branches as well journal concept
3	Overview Sample Transaction with Double Side effect i.e DR CR with impact in financial statement
4	Overview Sample Transaction with Double Side effect i.e DR CR with impact in financial statement
5	Ledger, Cash Book
6	payment, Receipt concept for evidence in Accounting
7	Excel (By Using Data From Sales and Purchase Bill)
7 to 9th Day	Part 1: Advanced functions
	a. Logical functions
	b. Using the IF function
	c. Using OR and AND as nested functions
	d. Using nested IF functions
	e. Using SUMIF and SUMIFS
	f. Using COUNTIF and COUNTIFS
	g. Using AVERAGEIF
	h. Using ROUND
	i. Using the PMT function
	j. Using advance Go to Special
	k. Using advance Paste special
	10th to 11th Day
a. Validating cell entries	
b. Observing data validation	
c. Setting up data validation	
12th	Part 3: Advanced formatting
	a. Using special number formats
	b. Creating custom formats
	c. Using functions to format text
	d. Using PROPER, UPPER, and LOWER
e. Other advanced formatting	

DAY	CONTENT
13th	Part 4: Using functions
	a. Entering a SUM function
	b. AutoSum
	c. Using the AutoSum button
	c. Using the AutoSum button
	d. Other useful functions
	e. Using AVERAGE
	f. Using MIN
	g. Using MAX
14th to 15th	Part 5: Formatting worksheets
	a. Formatting text
	b. Using the Font group to format text
	c. Using the Format Cells dialog box to format text
	d. Formatting rows and columns
	e. Changing column width and row height
	f. Applying color to a row
	g. Setting alignment
	h. Applying borders to ranges
	i. Using the border-drawing pencil
	j. Using the Paste Special option
	k. Removing a border
	l. Formatting numbers
	m. Using the Number group to format numbers
	n. Conditional formatting
	o. Creating a conditional format
	p. Editing and deleting a conditional format
q. Copying formats and applying table formats	
16th	Arrange Date to format Prescribed by IRD i.e Inland Revenue Department in Purchase, sales, purchase return, Sales Return
17th	Vat Return File
18th to 19th	Direct Tax , Indirect Tax

DAY	CONTENT
20th to 23rd	Tally Accounting software with applying Previous data i.e sample data from working
	Using Function Of Tally
	ENTRIES (Journal, Purchase, Sales, Receipt, Payment, Contra)
24th	Entries JV PV SV Payment Receipt and Contra With Original VAT Bill as well sample Transaction
25th to 26th	Exporting Data From Tally for Preparing NFRS Based Financial Statement
27th	Bank Reconciliation Statement
28th	Party reconciliation
29th	Salary Sheet In excel with impact of TAX rate Flat rate system as well as Progressive Tax
30th	Closing Remarks with FAQ
31st	Job Orientation and certificate distribution session