

**ONLINE SKILL DEVELOPMENT COURSES
IN ASSOCIATION WITH ARTHA VIDHYA,
BENGALURU.**



**MADANBHAI SURA INSTITUTE
OF BUSINESS MANAGEMENT, KHED
RATNAGIRI.**

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ONLINE SKILL DEVELOPMENT COURSES

IN ASSOCIATION WITH ARTHAVIDHYA,
BENGALURU

**ADMISSIONS OPEN
A.Y.- 2019-20**

**ONLINE CERTIFICATE COURSE
(For Business Accounting Processes- BAP)**

Sr. No	Course Name	Course Duration
1	Certificate course in BAP - Accounts Payable & Receivable	36 HOURS
2	Certificate course in BAP - Statutory PLUS	40 HOURS
3	Certificate course in BAP - Smart Executive (Crash Course)	45 HOURS
4	Certificate course in BAP – Executive	54 HOURS
5	Certificate course in Basics of GST	10 HOURS

Contact: - ☎

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01.Course Details: BAP - Accounts Payable & Receivable

About the Course

ArthaVidhya redefines skill development training by its innovative concept of VIRTUAL OFFICE. The course is Online, Interactive and Job oriented, that enables students to learn and practice the accounting processes performed across enterprises in India.

Students will be made to work as a finance person in their customised virtual office, carrying out various transactions in a simulated environment. It helps users in understanding process steps and documentation requirements to complete multiple and complex corporate transactions.

The course is GST compliant. GST learning module, helps students to understand the concepts of GST, implication & its structure with examples. Students will carry out GST based transactions while working in the virtual office

As the course is online, students can do the course from anywhere and at any time.

Upon completion of the course, the student would have learnt to apply the accounting concepts that a corporate enterprise requires.

Benefits to the Student

- Builds confidence in students to face interviews.
- Industry relevant curriculum created by industry experts.
- Gain complete process knowledge by doing the course.
- Perform 24+ accounting process covering over 90+ transactions.
- Practice and gain internship experience equivalent to 6 months.
- Learn each process in detail including process steps, documents that initiate processes, documents referenced during process execution, worksheets created and output documents
- Learn about the roles of various persons involved in execution of the process.
- Get hints/Reports/FAQs.to identify and improve on mistakes.
- Have chance to repeat the process till it is completed successfully without mistakes.
- Receive a Certificate upon successful completion of the course.

Eligibility & Duration

- Students pursuing or completed B. Com / M. Com / BBA /BBM/ BMS/ MBA/ MMS or Students pursuing CWA/ CA/ CS or accountants aspiring to improve skills in finance and accounting.
- Recommended course duration is 36 hrs

Course Content

Modules in the course

GST Module	Includes Basics of GST, Introduction, Benefits, Invoicing, Input/output concept & GST Terminologies.
Investments and loans into business	Includes Accounting for Capital and Loans received.
Purchase booking	Includes Accounting for Vendor Advance payment, Raw material and capital goods purchases & treatment of purchase returns.
Invoicing and sales booking	Includes Accounting for receipt of advance from customer, credit sales & sales return.
Receipts	Includes Accounting for collection from customers against sales.
Payments	Includes Accounting for payment to supplier against purchases.

Introduction to Soft skills

Communication Skills

Personal Effectiveness Skills

Interview Skills

Assessment

Our assessment system is quite unique and inbuilt in the course at all levels

- Continuous assessment during transaction.
- Revise / Recap at the end of each module.
- Realtime office.
- Final quiz.
- Job readiness test.

Our course corresponds to the National Occupation Standards (NOS) prescribed by the National Skill Development Corporation (NSDC) and the corresponding Qualification Packs or Job roles identified by the Sector skill Councils of NSDC and fall within the NSQF standards.

<i>Sector Skill Council</i>	<i>Course</i>	<i>Qualification Pack Code</i>
BFSI	Accounts Payable & Receivable	BSC / Q 0901

Students Friendly Course:

- A. The student has to have access to PC and internet.
- B. The course is faculty free & support to student is provided through online chat available from 8:00 am to 10.00 pm all days.

02. Course Details: BAP - Statutory PLUS

About the Course

ArthaVidhya redefines skill development training by its innovative concept of VIRTUAL OFFICE. The course is Online, Interactive and Job oriented, that enables students to learn and practice the accounting processes performed across enterprises in India.

Students will be made to work as a finance person in their customised virtual office, carrying out various transactions in a simulated environment. It helps users in understanding process steps and documentation requirements to complete multiple and complex corporate transactions.

The course is GST compliant. GST learning module, helps students to understand the concepts of GST, implication & its structure with examples. Students will carry out GST based transactions while working in the virtual office

As the course is online, students can do the course from anywhere and at any time.

Upon completion of the course, the student would have learnt to apply the accounting concepts that a corporate enterprise requires.

Benefits to the Student

- Builds confidence in students to face interviews.
- Industry relevant curriculum created by industry experts.
- Gain complete process knowledge by doing the course.
- Perform 35+ accounting process covering over 100+ transactions.
- Practice and gain internship experience equivalent to 6 months.
- Learn each process in detail including process steps, documents that initiate processes, documents referenced during process execution, worksheets created and output documents
- Learn about the roles of various persons involved in execution of the process.
- Get hints/Reports/FAQs.to identify and improve on mistakes.
- Have chance to repeat the process till it is completed successfully without mistakes.
- Receive a Certificate upon successful completion of the course.

Eligibility & Duration

- Students pursuing or completed B. Com / M. Com / BBA /BBM/ BMS/ MBA/ MBA or Students pursuing CWA/ CA/ CS or accountants aspiring to improve skills in finance and accounting.
- Recommended course duration is 40 hrs.

Course Content

Modules in the course

<i>GST Module</i>	Includes Basics of GST, Introduction, Benefits, Invoicing, Input/output concept & GST Terminologies.
<i>Investments and loans into business</i>	Includes Accounting for Capital and Loans received.
<i>Purchase booking</i>	Includes Accounting for Vendor Advance payment, Raw material and capital goods purchases & treatment of purchase returns.
<i>Invoicing and sales booking</i>	Includes Accounting for receipt of advance from customer, credit sales & sales return.
<i>Receipts</i>	Includes Accounting for collection from customers against sales.
<i>Payments</i>	Includes Accounting for payment to supplier against purchases.
<i>Overheads recording</i>	Includes accounting for overhead expenses such as Interest, commission etc.
<i>Statutory compliance</i>	Includes accounting for payment of statutory dues such as GST and TDS.
<i>Introduction to Soft skills</i> <i>Communication Skills</i> <i>Personal Effectiveness Skills</i> <i>Interview Skills</i>	

Assessment

Our assessment system is quite unique and inbuilt in the course at all levels

- Continuous assessment during transaction.
- Revise / Recap at the end of each module.
- Realtime office.
- Final quiz.
- Job readiness test.

Our course corresponds to the National Occupation Standards (NOS) prescribed by the National Skill Development Corporation (NSDC) and the corresponding Qualification Packs or Job roles identified by the Sector skill Councils of NSDC and fall within the NSQF standards.

<i>Sector Skill Council</i>	<i>Course</i>	<i>Qualification Pack Code</i>
<i>BFSI</i>	Accounts Payable & Receivable	BSC / Q 0901
<i>BFSI</i>	Statutory	BSC / Q 1101

Students Friendly Course:

- The student has to have access to PC and internet.
- The course is faculty free & support to student is provided through online chat available from 8:00 am to 10.00 pm all day

03. Course Details: BAP - Smart Executive (Crash Course)

About the Course

ArthaVidhya redefines skill development training by its innovative concept of VIRTUAL OFFICE. The course is Online, Interactive and Job oriented, that enables students to learn and practice the accounting processes performed across enterprises in India.

Students will be made to work as a finance person in their customised virtual office, carrying out various transactions in a simulated environment. It helps users in understanding process steps and documentation requirements to complete multiple and complex corporate transactions.

The course is GST compliant. GST learning module, helps students to understand the concepts of GST, implication & its structure with examples. Students will carry out GST based transactions while working in the virtual office

As the course is online, students can do the course from anywhere and at any time.

Upon completion of the course, the student would have learnt to apply the accounting concepts that a corporate enterprise requires.

Benefits to the Student

- Builds confidence in students to face interviews.
- Industry relevant curriculum created by industry experts.
- Gain complete process knowledge by doing the course.
- Perform 39+ accounting process covering over 130+ transactions.
- Practice and gain internship experience equivalent to 6 months.
- Learn each process in detail including process steps, documents that initiate processes, documents referenced during process execution, worksheets created and output documents
- Learn about the roles of various persons involved in execution of the process.
- Get hints/Reports/FAQs.to identify and improve on mistakes.
- Have chance to repeat the process till it is completed successfully without mistakes.
- Receive a Certificate upon successful completion of the course.

Eligibility & Duration

- Students pursuing or completed B. Com / M. Com / BBA / BMS/ MBA / MMS or Students pursuing CWA/ CA/ CS or accountants aspiring to improve skills in finance and accounting.
- Recommended course duration is 45 hrs.

Course Content

Modules in the course

<i>GST Module</i>	Includes Basics of GST, Introduction, Benefits, Invoicing, Input/output concept & GST Terminologies.
<i>Investments and loans into business</i>	Includes Accounting for Capital and Loans received.
<i>Purchase booking</i>	Includes Accounting for Vendor Advance payment, Raw material and capital goods purchases & treatment of purchase returns.
<i>Invoicing and sales booking</i>	Includes Accounting for receipt of advance from customer, credit sales & sales return.
<i>Banking transactions</i>	Includes Accounting for fund transfer between banks.
<i>Receipts</i>	Includes Accounting for collection from customers against sales.
<i>Payments</i>	Includes Accounting for payment to supplier against purchases.
<i>Period closure</i>	Includes bank reconciliation, accounting for provisions, depreciation.
<i>Statutory compliance</i>	Includes accounting for payment of statutory dues such as GST and TDS.
<i>Introduction to Soft skills</i> <i>Communication Skills</i> <i>Personal Effectiveness Skills</i> <i>Interview Skills</i>	

Assessment

Our assessment system is quite unique and inbuilt in the course at all levels

- Continuous assessment during transaction.
- Revise / Recap at the end of each module.
- Realtime office.
- Final quiz.
- Job readiness test.

Our course corresponds to the National Occupation Standards (NOS) prescribed by the National Skill Development Corporation (NSDC) and the corresponding Qualification Packs or Job roles identified by the Sector skill Councils of NSDC and fall within the NSQF standards.

<i>Sector Skill Council</i>	<i>Course</i>	<i>Qualification Pack Code</i>
<i>BFSI</i>	Accounts Payable & Receivable	BSC / Q 0901
<i>BFSI</i>	Recording & Reporting	BSC / Q 1001
<i>BFSI</i>	Statutory	BSC / Q 1101

Students Friendly Course:

- The student has to have access to PC and internet.
- The course is faculty free & support to student is provided through online chat available from 8:00 am to 10:00 pm all days.

04. Course Details: BAP - Executive

About the Course

ArthaVidhya redefines skill development training by its innovative concept of VIRTUAL OFFICE. The course is Online, Interactive and Job oriented, that enables students to learn and practice the accounting processes performed across enterprises in India.

Students will be made to work as a finance person in their customised virtual office, carrying out various transactions in a simulated environment. It helps users in understanding process steps and documentation requirements to complete multiple and complex corporate transactions.

The course is GST compliant. GST learning module, helps students to understand the concepts of GST, implication & its structure with examples. Students will carry out GST based transactions while working in the virtual office

As the course is online, students can do the course from anywhere and at anytime.

Upon completion of the course, the student would have learnt to apply the accounting concepts that a corporate enterprise requires.

Benefits to the Student

- Builds confidence in students to face interviews.
- Industry relevant curriculum created by industry experts.
- Gain complete process knowledge by doing the course.
- Perform 42+ accounting process covering over 150+ transactions.
- Practice and gain internship experience equivalent to 6 months.
- Learn each process in detail including process steps, documents that initiate processes, documents referenced during process execution, worksheets created and output documents
- Learn about the roles of various persons involved in execution of the process.
- Get hints/Reports/FAQs.to identify and improve on mistakes.
- Have chance to repeat the process till it is completed successfully without mistakes.
- Receive a Certificate upon successful completion of the course.

Eligibility & Duration

- Students pursuing or completed B. Com / M. Com / BBA /BBM/ BMS/ MBA / MMS or Students pursuing CWA/ CA/ CS or accountants aspiring to improve skills in finance and accounting.
- Recommended course duration is 54 hrs.

Course Content

<i>Modules in the course</i>	
<i>GST Module</i>	Includes Basics of GST, Introduction, Benefits, Invoicing, Input/output concept & GST Terminologies.
<i>Investments and loans into business</i>	Includes Accounting for Capital and Loans received.
<i>Purchase booking</i>	Includes Accounting for Vendor Advance payment, Raw material and capital goods purchases & treatment of purchase returns.
<i>Invoicing and sales booking</i>	Includes Accounting for receipt of advance from customer, credit sales & sales return.
<i>Banking transactions</i>	Includes Accounting for fund transfer between banks.
<i>Receipts</i>	Includes Accounting for collection from customers against sales.
<i>Payments</i>	Includes Accounting for payment to supplier against purchases.
<i>Period closure</i>	Includes bank reconciliation, accounting for provisions, depreciation.
<i>Escalation</i>	Understanding the process related to escalation where there are external errors on the documentation.
<i>Introduction to Soft skills</i> <i>Communication Skills</i> <i>Personal Effectiveness Skills</i> <i>Interview Skills</i>	

Assessment

Our assessment system is quite unique and inbuilt in the course at all levels

- Continuous assessment during transaction.
- Revise / Recap at the end of each module.
- Realtime office.
- Final quiz.
- Job readiness test.

Our course corresponds to the National Occupation Standards (NOS) prescribed by the National Skill Development Corporation (NSDC) and the corresponding Qualification Packs or Job roles identified by the Sector skill Councils of NSDC and fall within the NSQF standards.

<i>Sector Skill Council</i>	<i>Course</i>	<i>Qualification Pack Code</i>
<i>NASSCOM</i>	Associate Transactional F&A	SSC / Q 2301

➤ **Students Friendly Course:**

- The student has to have access to PC and internet.
- The course is faculty free & support to student is provided through online chat available from 8:00 am to 10.00 pm all days.

05. Course Details: Basics of GST

About the Course

ArthaVidhya redefines skill development training by its innovative concept of VIRTUAL OFFICE. The course (Basics of GST) is Online and Interactive, that enables students to learn and practice the accounting processes related to GST, performed across enterprises in India.

GST course, helps students to understand the concepts of GST, implication & its structure with examples. Students will carry out GST based transactions while working in the virtual office.

Students will be made to work as a finance person in their customised virtual office, carrying out various transactions in a simulated environment. It helps users in understanding process steps and documentation requirements to complete corporate GST transactions.

As the course is online, students can do the course from anywhere and at any-time.

Upon completion of the course, the student would have learnt to apply the accounting / GST concepts that a corporate enterprise requires.

Benefits to the Student

- Builds confidence in students to face interviews.
- Industry relevant curriculum created by industry experts.
- Gain process knowledge pertaining to Basics of GST by doing the course.
- Perform 9 accounting process covering over 19 transactions.
- Learn each process in detail, including process steps, documents that initiate processes, documents referenced during process execution, worksheets created and output documents
- Have chance to repeat the process till it is completed successfully without mistakes.
- Receive a Certificate with a logo of Arthavidhya and MSIBM upon successful completion of the course.

Eligibility & Duration

- Students pursuing or completed B. Com / M. Com / BBA /BMS / MMA/ or Students pursuing CWA/ CA/ CS or accountants aspiring to understand GST
- Recommended course duration is 10 hrs

Course Content

Modules in the course

<i>GST Module (Theoretical)</i>	Includes Basics of GST, Introduction, Benefits, Invoicing, Input/output concepts, Interstate / Intra state & GST Terminologies.
<i>Purchase booking (Practical)</i>	Includes Accounting for Raw material purchases, Purchase of services & treatment of purchase returns. (both inter-state and intra-state)
<i>Invoicing and sales booking (Practical)</i>	Includes Accounting for credit sales & sales return. (both inter-state and intra-state)
<i>Statutory compliance (Practical)</i>	Includes accounting and payment of statutory dues and input credit adjustment in GST.

➤ **Students Friendly Course:**

- A. The student has to have access to PC and internet.
- B. The course is faculty free & support to student is provided through online chat available from 8:00 am to 10.00 pm all days.