

Empowering students with job oriented skills

Course equivalent to 6 months of work experience in Finance & Accounting



Course: Business Accounting Process.... for commerce background students

The course starts with students creating their own company & continuing with transactions in over 60 different processes covering....

- Accounts Payable
- Accounts Receivable
- Recording & Reporting
- Payroll
- Statutory Compliance
- Provisioning & Depreciation
- Bank Reconciliation

**Course is ONLINE
& Interactive**



Video gallery....



- Videos for navigation and understanding of our course.
- Videos explaining step by step workflow of each process.

Help and guidance...

- Help at every stage and every screen.
- Instructions on every screen / page about how to operate.
- Initial tour on process flow.
- Information on the utility of various documents.



Connect through chat & Forum



- Online chat with facilitator.
- Discussion forum to post questions.
- Link with faculty for clarification of doubts.

Revision & Quizzes....

- Intermediate Quizzes
- Final quiz
- Online VIVA
- Job readiness assessment



Benefits for Students....

- Virtual office gives students over six months of work experience.
- Knowledge of corporate accounting processes.
- Basic knowledge of taxation.
- Builds confidence in students to face interviews.



What is in it for Colleges....

- Assessment for employability skills of Students.
- Employability training for students.
- Get more placement partners.
- Better placement results as students are employable.



ArthaVidhya

ARTHAVIDHYA is an endeavor of ePalmleaf ITES Private Limited, head-quartered in Bangalore. ArthaVidhya is promoted by a group of Chartered Accountants and Engineers with over 100 years of combined work experience in Corporate houses. ArthaVidhya is an engine in skill development.



Skill Gap Assessment....

ArthaVidhya has designed & developed an online assessment for evaluating the skill level of an individual for employability as an accountant.



Approach....

Assessed on the following areas...

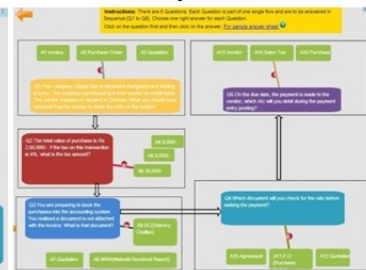
- Application of academics
- Analytical skill
- Process knowledge
- Software knowledge

Assessment Templates....

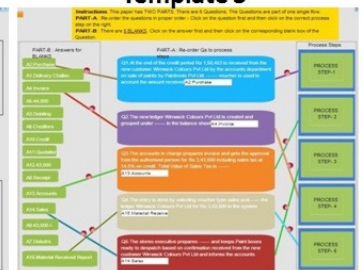
Template 1



Template 2



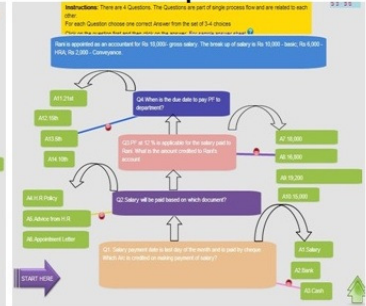
Template 3



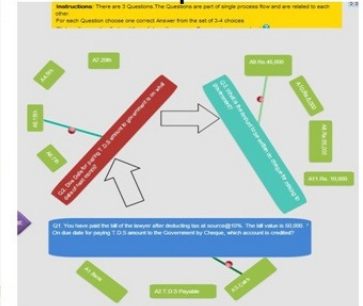
Template 4



Template 5



Template 6



Assessment in following processes...

- Payment process
- Receipt process
- Accounts payable
- Accounts receivable
- Period end process
- Statutory payments
- Payroll process
- Contra
- Bank Reconciliation

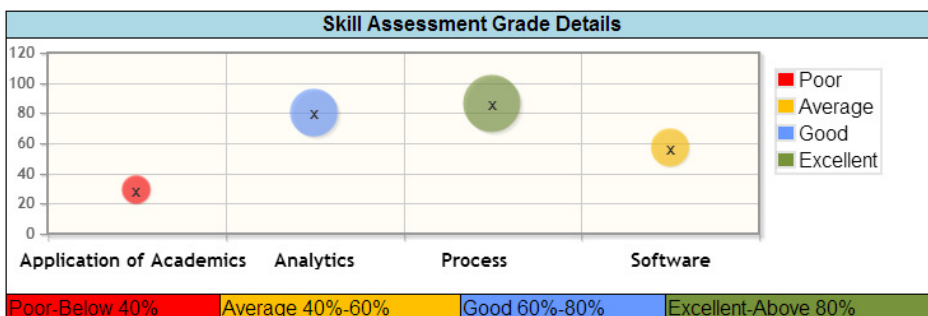
Sample Report....

| Assessment Summary | |
|---|--|
| OVERALL SKILL GRADE | |
| Average | |
| RECOMMENDATION | |
| Requires Process Knowledge & Practical training | |



Highlights of Assessment....

- Assessment designed by experienced Chartered Accountants.
- Designed to assess the skill levels of the accountant.
- Assessment done online.
- Results displayed on screen immediately on completion of the assessment.
- Report can be downloaded in pdf format.



Business Accounting Process...*Course design*....

Entire course is designed as an **INTERACTIVE** workshop, which starts with students creating their own company & continuing with accounting over 400 transactions in various accounting process.

Courses...

BAP - Executive

- 60 hours
- 230 transactions

BAP - Professional

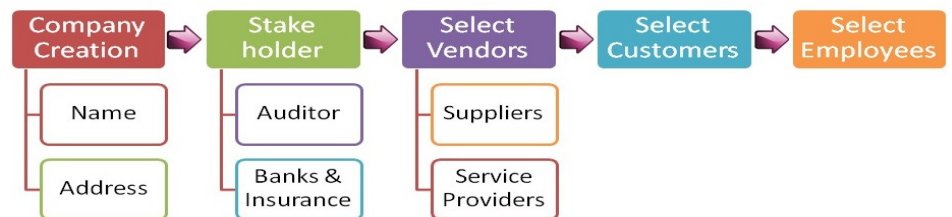
- 120 hours
- 450 transactions
- Includes payroll & statutory

Infrastructure requirement....



- PC with XP –sp3 and above
- Google Chrome Browser
- Web cam for Viva
- Broadband internet connection

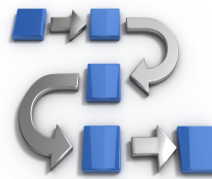
Creation of Virtual Company....



Transactions....

- Triggered by a document or occurrence of an event.
- Verification & Validation with contracts or agreements.
- Preparation of transactional documents and managing audit trail.
- Approval of transactions.
- Recording accounting entry, viewing financials
- Filing documents.

Training method....



- Individual logins
- Creation of Virtual Company
- Various roles of an accountant
- Practical exercises on Virtual office
- Continuous evaluation
- Extended practical for slow learners
- Expert connect for clearing doubts
- Learning moments captured & measured

Learning process...

- Experience of handling various Accounting scenarios viz., Capital, Loans, Interest, Insurance, Banking transactions, Expense payments, Cash withdrawal, Refunds, Bill settlements, invoicing, credit sales, credit purchase.
- Exposure to Master / Trigger / Transactional documents.
- Instant display of errors & suggest corrective action for carrying out the transaction correctly.
- Understanding accounting entries for all transactions.

More Transactions....

- Accounts Payables
- Accounts Receivables
- Statutory payments
- Payroll
- Bank reconciliation
- Provisioning
- Depreciation



Revision & Quizzes....

- Intermediate Quizzes
- Final quiz
- Online VIVA
- Job readiness assessment
- Certification



Partner

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Mission

ARTHAVIDHYA seamlessly integrates campus to Corporate requirements in the Shared Services / Finance & Accounting functions with a Mission of enhancing employability through skill development.

While Campus offerings are tuned to academia under a predefined syllabus prescribed by Universities, ArthaVidhya offers an intensive process based training to enable students to understand Corporate process requirements.



The Process

Assessment:

ArthaVidhya assess students on their skills on application of academics, understanding of processes, analytical ability & knowledge of software tools. Assessment is conducted on an online environment.

Counselling: As part of our ACT program, ArthaVidhya counsels students to understand the individual assessment reports and help them choose the correct path in terms of identifying the right skill training required for them.

Training: Training is imparted through a blend of virtual office environment and physical classes. The content would be in the form of videos, animated presentations, simulations and practical workshop. The training would be 90% practical on an online virtual office environment and 10% physical on a classroom environment.

Placement Connect:

ArthaVidhya is partnered with corporate houses and KPOs who have appreciated the need for practical training. ArthaVidhya would help students get interviews with Corporates and KPOs and enable them get placed for employment.



Partner