

Merryland Apolied CA Academy, Biratnagar
Professional Accounting Training

Duration : 5 weeks

Class Time: 6:30 to 8:30 AM

PART-A	<u>ACCOUNTING (24 HOURS)</u>	<u>DURATION</u>
MODULE-A.1	BASICS OF ACCOUNTING	<u>10 HOURS</u>
A.1.1	INTRODUCTION TO ACCOUNTING ALONG WITH RULES OF DEBIT AND CREDIT	2 HOURS
A.1.2	ACCOUNTING CONVENTIONS AND THEIR IMPORTANCE	2 HOURS
A.1.3	ACCOUNTING ENTRIES,LEDGERS AND TRIAL BALANCE	2 HOURS
A.1.4	PRACTICAL PROBLEMS	4 HOURS
MODULE-A.2	FINANCIAL STATEMENT AND ITS REPORTING	<u>12 HOURS</u>
A.2.1	INTRODUCTION TO FINANCIAL STATEMENTS	2 HOURS
A.2.2	FORMATS OF FINANCIAL STATEMENTS IN NEPAL	2 HOURS
A.2.3	VOUCHER FORMAT,ITS UTILITY AND BILLS FORMAT	2 HOURS
A.2.4	FINANCIAL STATEMENT OF VARIOUS ENTERPRISES IN NEPAL	2 HOURS
A.2.5	PRACTICAL PROBLEMS	4 HOURS
MODULE-A.3	MODERN ACCOUNTING DEVELOPMENT	<u>6 HOURS</u>
A.3.1	CONCEPT AND DEVELOPMENT OF NFRS	2 HOURS
A.3.2	NFRS BOTH CURRENT AND FUTURE SCENARIO	2 HOURS
A.3.3	USE OF COMPUTER BASED ACCOUNTING	2 HOURS
PART-B	<u>BRS, Deph and TAXATION (20 HOURS)</u>	<u>DURATION</u>
MODULE-B.1	Bank Reconciliation and Accounting of Depreciation	<u>6 HOURS</u>
B.1.1	Bank Accounting	2 HOURS
B.1.2	Accounting of Depreciation	2 HOURS
B.1.3	Practical Problems	2 HOURS
MODULE-B.2	FILING OF TAX RETURNS	<u>14 HOURS</u>
B.2.1	CONCEPT OF TAXATION and periodic Payment requirement.	2 HOURS
B.2.2	TAX RETURN FORMATS AND PROCEDURE OF FILING	2 HOURS
B.2.3	CONCEPT OF TDS,ITS APPLICATION AND FILING	2 HOURS
B.2.4	Fine , Penalties and Appeal in Tax	2 HOURS
B.2.5	E-Taxation	2 HOURS
B.2.6	Concept of Customs and their accounting	2 HOURS
B.2.7	Practical Problems	2 HOURS
PART-C	FIELD VISIT & STUDY	<u>10 HOURS</u>
C.1.1	PRACTICAL FIELD VISIT AND STUDY OF ACCOUNTANCY AND TAX PRACTICE	2 HOURS
C.1.2	Reporting and CASE STUDY ON BASIS OF FIELD VISIT	4 HOURS
C.1.3	Examination and Certification	4 HOURS