



THE INSTITUTE OF COST & WORKS ACCOUNTANTS OF INDIA
NORTHERN INDIA REGIONAL COUNCIL

ICWAI Bhawan, 3, Institutional Area, Lodi Road, New Delhi-03
Phone : 2562 6678, 2461 5788, 2462 3792, 2462 3793 Telefax : 2464 4630
E-mail : icwai_nirc@hotmail.com Website : nirc_icwai.org

Mr./Ms.

Date

Ref. Enrol No.	REG. No.	STAGE (S)
DD/RT. No.	Date	Rs. 1200/- Both stage for GD/BC

ATTENTION : ALL INTERMEDIATE (POSTAL) STAGE - I & II STUDENTS
SUB. : COMPULSORY TRAINING SCHEME FOR OBTAINING COACHING COMPLETION CERTIFICATE

As per the compulsory training scheme of the Institute, All Intermediate students are required to undergo the following training to obtain Coaching Completion Certificate (s) :

1. Business Communication Seminar (BC) : The nearest Regional Council and Oral Coaching Centres would conduct such seminars. The students are required to appear in BC separately for the Stage I and II. The details of the given below :

A. Skill in report Writing

1. Meaning of Report
2. Drafting of Report
3. Importance of Report Writing
4. Rule of Report Writing
5. Principles of Drafting a Report
6. Type of Report

B. Business Letters

C. Power Point Presentation

2. Group Discussion (GD) : The student are required to participate in the Group Discussion for Stage I and II separately. The nearest Regional Council and Oral Coaching Centres are authorised to conduct GD. The students would be give reasonable time for presentation and interaction would take place before conclusion. The topics for GD would be as per the choice of the students but within the given topics in the particular stage (s).

FEES : The fees for BC/CD are Rs. 600/- per stage and Rs. 1200/- for both stages.

Northern India Regional Council (NIRC) of the Institute of Cost and Works Accountants of India (ICWAI) is conducting BC and GD on every Sunday in month. To be eligible for Coaching completion Certificate, the students are required to participate in both BC/GD, failing which the Coaching Completion Certificate will not be issued. The topics for GD would be as follows.

STAGE - I	STAGE - II
(i) Different Accounting Concepts in Financial Accounting.	(i) Different Cost for different purposes-Cost Classification for decision making.
(ii) Internal Audit and Internal Control.	(ii) Standard Costing as a means of Control.
(iii) Ratio-Analysis for Inter-firm Comparison.	(iii) Budgetary Control and Resource Allocation.
(iv) Residential Status with reference to Incidence of Income Tax.	(iv) Standard Costing and Budgetary Control.
(v) Essentials of Contract.	(v) CENVAT Operation in Central Excise.

The students would be required to give the presentation on any of the sub topic of the above topic (either individually or in a group) preferably over the Power Point or O.H.P.

Students desirous to attend the BC/GD at NIRC should bring / send a demand draft (DD) in favour of "NIRC of ICWAI", payable at New Delhi or deposit the cash at our counter immediately along with a photostat copy of the letter. If the Student has already attended the GD/BC at any of our Chapter, he/she should submit the GD/BC certificate issued by the Chapter to NIRC Postal Coaching Deptt.

3. Computer Hands of 100 Hours : The students also required to complete compulsory training in computer before appearing for last stage or both stages. The students already having "O" Level Certificate of DOEAC, BCA, MCA, PGDCA or qualified in any other course from any institution recognized by the Institute would be exempted. Those students who have already done any Computer course should apply for exemption directly to the Director of Studies, ICWAI, 12 Sudder Street, Kolkata - 700016, along with attested copy of Certificate and DD of Rs. 1000/- as exemption fee in favour of "ICWAI" payable at Kolkata. If the exemption has been granted, the students must intimate this office immediately.

The NIRC is also imparting this Computer training at ICWAI Bhawan, New Delhi, the details of which given below :

MODULES DETAILS :	HOURS
Computer Fundamentals : Introduction to Computers, Computer systems, Categories of Computers, Essentials and parts of computers to run the system 1. CPU, ALU, I/O processors, Drivers etc. 2. Ports, Expansion slots, LAN & WAN cards, Memory, I/O Devices	2 Hrs.
Operating System : Introduction, Overview, Windows Operating System	4 Hrs.
Word Processing : Introduction, Creating a document, Editing document, Making tables, Spell check, Mail Merge, Printing a document, Creating macros, Using password, protection of file, Checking & removing virus, Converting Word document to web document, PDF files etc.	10 Hrs.
MS - Excel : Introduction, Starting MS-Excel, Creating a work book, Using sheets in a workbook, Entering data, Editing, Copying, Formatting data, Sorting, filtering data, Cell referencing, Ranges, Formulae & Editing formula, Functions: mathematical, statistical, Creating macros, Creating charts, V-lookup, Data analysis, Printing in excel, Saving/closing a workbook, Using password, protection of file, Spread sheet application	15 Hrs.
MS - Power Point : Introduction, Starting MS Power Point Windows, Creating a new presentation, Creating new slides, Use of wizards and templates, Editing slides, Layout of slides, Creating/changing background, Deleting a slide, Slide show, Special effect, Saving a Presentation, Drawing objects, Clip Art / Scanned objects, Printing Presentation etc.	10 Hrs.
Database Management System : Introduction, Types of databases - Hierarchical, Network, Relational, DDL (Data Definition Language), DA (Data Administration), Building and customizing database, MS Access, Opening file in access, Managing databases from Access Wizard, Navigating with switchboard wizard, Creating a database, Entering data in a database, Linking a table from another table, Exporting information from a database, Saving information in a datase, Building database using Access, Working with tables, Renaming tables, Working with forms, Modifying a form, Structured Query Language (SQL), Creating macros & running macros, Creating Query & Modifying Query, Creating Report with Auto report, Opening a report, Page Size, Margins, Report Headers, Detailed Reports, Summary Reports, Printing Report (including tables)	15 Hrs.
Accounting Packages : Chart of Accounts, General Ledger Master, Grouping of General Ledger Accounts, Sub-ledger Master, Types of Sub-ledger, Types of Transactions, Installing and starting an Accounting package, Setting up a new company, Setting up new Accounts heads, Voucher Entry, Generating Books of Accounts - Cash Book, Bank Book etc., Postings, Printing check list, Report & Subsidiary ledgers, Finalization, Financial statements (Trial Balance, P/L Account, Balance Sheet), Closing and reopening of books, Cash Flow analysis, Ratio Analysis, Budgeting, Sales Analysis, Consolidation, security review, Back up, restore, audit trail, transaction trail, Accessing database, Querying, Exporting data from MS-Excel / MS-Access for Financial analysis	24 Hrs.
Web Technology : Internet, Mailing services, Internet addressing, Browser, Internet security	8 Hrs.
Visual Basic : Introduction to Visual Basic, VB Programming process, Starting & Stopping VB, Coding basics, Data basics, Message & Input boxes, Multiple choices with select cases, VB looping, Using Control Arrays, Finishing the form, Error Checking, Exercises	10 Hrs.
Digital signature and verification of electronic record :	2 Hrs.
Total	100 Hrs.

The fees of the Computer Training at NIRC is **Rs. 6000/-** For Details Contact at **NIRC of ICWAI**, 3, Institutional Area, Lodi Road, New Delhi-110003, E-Mail : icwai_nirc@hotmail.com, Phone : 2461 5788, 2462 6678, 2464 3792-93

The Students residing far away from the Regional Office (NIRC) may approach/contact the nearest Chapter or CMC LTd., Centre where Institute has already made the arrangements for imparting such computer training with intimation of NIRC. The students desirous to pursue the courses, with CMC Ltd., May send a DD of Rs. 6000/- in favour of ICWAI payable at Kolkata, alongwith an application indicating therein the complete address of CMC Ltd., So that we may send your fees to Director of Studies, ICWAI, Kolkata to start of your course immediately, CMC Ltd. (Regional Office) 28, Camac Street, Kolkata-700016, E-mail : arpitamajumdar@cmcltd.com vmart.banerje@cmcltd.com

CENTRE (NORTHERN INDIA)		
Mr. Vijay Arora D-1/1, Naveen Shahdra, Delhi-32 Ph. : 22323901, 22321120 Fax : 22321076 M. : 9810687680 E-mail : cmcns@yahoo.com	Mr. Virender Singh H-16, IInd Floor, Laxmi Nagar, Vikas Marg, Delhi-110092 Ph. : 9312762955, 22462955 M. : 9312762954 E-mail : virender_bisht2003@yahoo.com	Mrs. Sunita Gupta 121-122, Rajendra Bhawan, Rajendra Place, New Delhi-110008 Ph. : 25757681, 25822056 M. : 9891410573 E-mail : rsg121@yahoo.com
Mr. Ashish K. Arora 153, Kapil Vihar, Main Road, Pitampura, Delhi-110034 Ph. : 52473408, 39570708 M. 9810324822 E-mail : cmcavr@bol.net.in	Mr. Sudhir Bajpai H. No. 1, Harijinder Nagar, (Lal Bungalow), Kanpur (UP) Ph. : 0512-2400556 M. : 09336110236 E-mail : sudhir_knp@yahoo.com	Mr. K.K. Aggarwal WZ-1672, Lajwanti Garden Near Nagal Raya Fly Over, New Delhi-110046 Ph. : 55854898, 51588560-70
Dr. Mahavir Singh Rohila 1st Floor, III/N/6/1, Choudhary Morh, Ambedkar Marg, Ghaziabad-201001. Ph. : 0120-2751959, 3949303-Sundeep M. : 9350766720 / 9213662467 E-mail : cmc_ghaziabad@yahoo.com	Mr. T.C. Garg B-47, (Basement), Shivalik, Malviya Nagar, New Delhi-110017 Ph. : 26692566, 26692612 M. : 9810189422 / 9899664304 Bobby E-Mail : tcgar@rediffmail.com	Mr. Vijay Arora B-20, Sector-16, NOIDA (UP) Ph. : 95120-2510605, 3961873 M. : 9868122022 E-mail : cmcns@yahoo.com
Mr. Satish Sharma SCF-47, HUDA Part-1, Panipat-132103 Ph. : 9518013093049, 5534208 M. : 09416059203 E-mail : office_ambition@yahoo.com	Mr. Vishwerudu 1st Floor, M-4, Old DLF Colony, Mehrauli Road, Gurgaon M. : 981864247	Mr. K.M. Sharma R-3, 1st Floor, Green Park, Aurobindo Marg, New Delhi-110016 Ph. : 41759297, 26511540 M. : 9818163097 E-mail : caymes@rediffmail.com

PUNJAB, HARYANA, JAMMU & KASHMIR

Mr. Bhagwant Jain Lodha Dharamshala, Near State Bank of India, Prithvi Raj Marg, Ajmer, Ph. : 0145-2429916 M. : 09414003915 E-mail : jainbhagwat@yahoo.co.in	Mrs. Ruchi Kohli 2nd Floor, 17/5, Roland Tower, Mall Road, Kanpur (UO) Ph. : 0512-394806. 2295515 M. : 9839445115-Amit, 0984805247 Ruchi : 09336330960 E-mail : cmcmail@rediffmail.com	Mr. Amit Purohit Plot No. 5, Indira Gandhi Colony, Sikar, Ph. : 01572-510610 M. : 0941211585-Amit
Mr. Amarjeet Singh B-5/330, Jyoti Complex, Chandigarh Road, Nawanshahar-145001 Ph. : 01823-223300 M. : 9417263390 E-mail : cmcnsr@satyam.com	Mr. Bibhuti Sinha 917, Afim Kothi Road, Bechpur, Mugsalsarai-232101 Distt. Chandauli M. : 09839954363, 09839063306	Mr. Sushil Kumar Singh IInd Floor, Sarrat Complex, Near Raj Cinema, Gorakhpur (UP) Ph. : 0551-2347460 (O) M. : 09336409020-Sudhir, 09415853759-O.P. Singh, E-mail : sksingh_04@rediffmail.com
Ms. Lipika 1st Floor, New Jawahar Nagar, Jalandhar-144001 Ph. : 0181-2224800, 5080594, 3091977 (Sanjeev) M. : 9814198989 E-mail : cmcnsr@satyam.net.in	Mr. Avinash Bhat Opp. Jasrotia Clinic, Shahidi Chowk, Kathua, J & K Ph. : 01922-237271, 235029 (R) M. : 09419150370	B-61, Sehkar Marg, Lal Kothi, Jaipur (Raj.)
Mr. Narendra Aggarwal Opp. Prem Mandir, 1936, Wright Town, Jabalpur, Ph. : 0761-5006669, M. : 9893414862 E-mail : agcomfin@sancharnet.in	Mr. Paramjit Singh Near Pyare Lal Petrol Pump, Bir Complex, Dalhousie Road, Pathankot-145001 Ph. : 0186-2223003, 22269411 (R) : 2223870 M. : 09357404897-Kulwinder Singh	Mr. Anil Kalyanti Thirani Haveli, Behind Sewa Samiti, Main Market, Churu-331001 Ph. : 01562-257001 M. : 0941484002 E-mail : kalyaniinfochuru@sify.com
Mr. S.K.S. Chambial P.O. Silasi, Near D.A.V. School, Hamirpur M. : 09418191906	2nd Floor, Raj Plaza, Rajpur Road, Dehradun (UP)	Mrs. Vandana Tripathi 4th Floor, New Janapath, 9-4, Ashok Marg, Hazaratganj, Lucknow Ph. : 0522-395941, 2473724 (Other Office), 22470696 (R) M. : 9838657726

SPECIAL CLASSES FOR REFRESHER COURSES :

NIRC has also planned to conduct specialized refresher course to provide guidance to Postal / Oral Students doing the preparation for Foundation/Inter/Final examination of **ICWAI** to be held in June / December. Refresher Course are prepared and addressed by highly qualified teaching faculty. Classes will be conducted Subject-wise/stage-wise on Saturday & Sunday. The details of Fee are as below :

* FOUNDATION (Oral Coaching)	Complete Course : Rs. 4000/-
* INTER (Refresher Course)/Casual	Per Stage : Rs. 4000/-
* FINAL (Refresher Course)/Casual	Per Stage : Rs. 5000/-

(V.R. Bhalla)
Executive Officer