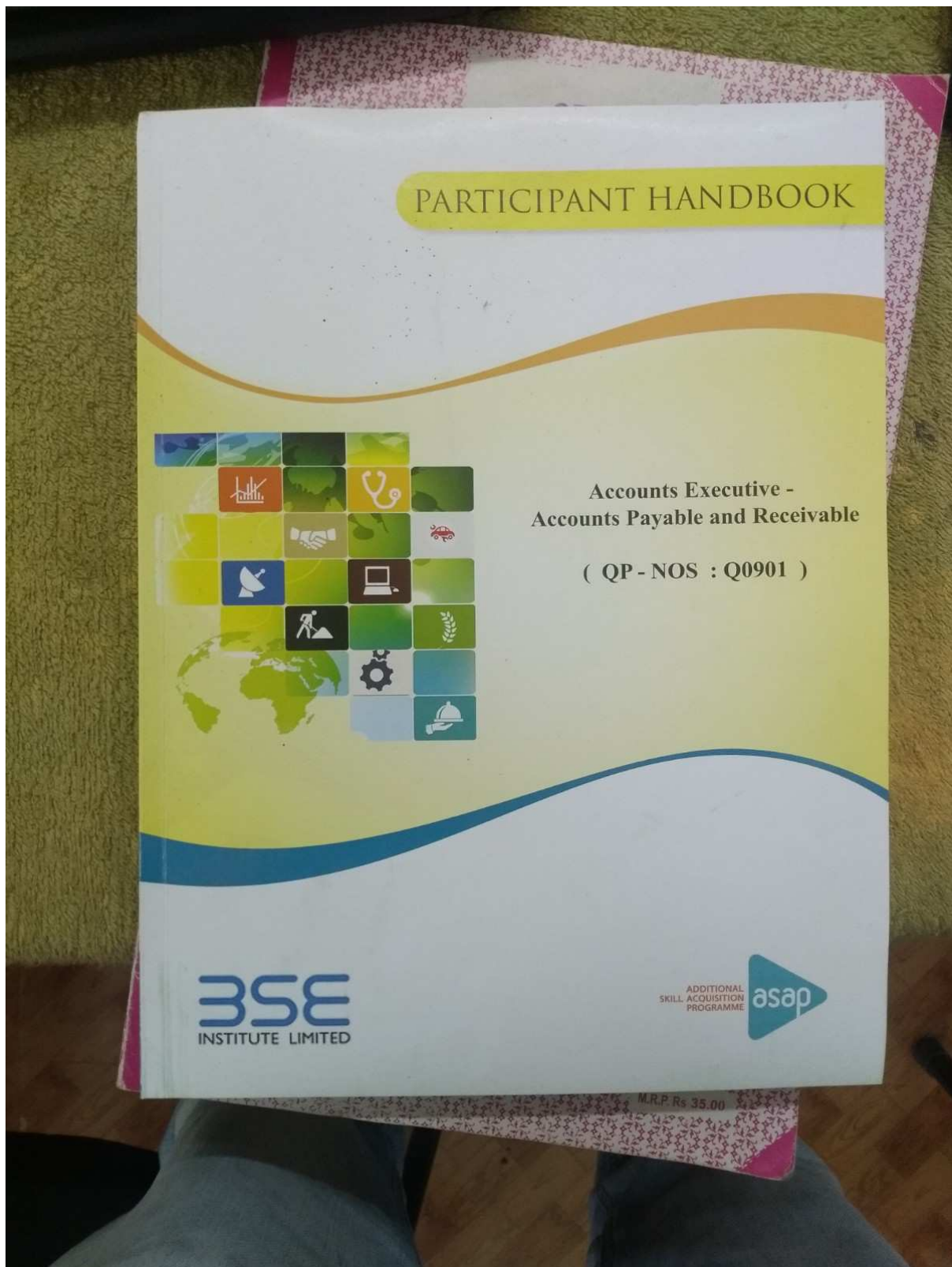


BROCHURE AND COURSE CONTENT OF VALUE ADDED COURSES



PARTICIPANT HANDBOOK

**Accounts Executive -
Accounts Payable and Receivable**

(QP - NOS : Q0901)

BSE
INSTITUTE LIMITED

ADDITIONAL
SKILL ACQUISITION
PROGRAMME



M.R.P Rs 35.00

2. Course Details

2.1. Introduction to the Course

Particulars	Description
Course Title	ARAP-Accounts Executive
NOS	BSC/ Q 0901
Qualification Pack	BSC/ Q 0901
Job roles	Perform Book-keeping, General-ledger functions, Initiate followup services to Customers, Interact with Vendors in processing orders, Prepare financial Reports and statements to the management
Objectives	[please list the major objectives of the course]
Further learning opportunities	[please list of courses which the students may be able to join after successful completion of the present training]
Key competencies	[in conformity with National Occupational Standards (NOS) / and Quality Pack (QP)]
Eligibility criteria for admission	1.Minimum Educational Qualification: : Graduation in commerce or allied subjects/Diploma in commercial Practice 2.Minimum age: 3.Experience [if required]

2.2. Course Duration

Particulars	Duration (hrs)
Institution-based training:	
1. Theory Sessions	68
2. Practical Sessions	82
Industry-based training:	
3. Internship	150
Total	300

3. Course-specific instructions for trainees

Preparations for training

- Gain familiarity with the job roles related to the course and its scope.
- Make the necessary preparations for effective learning.

During the training

- Give equal importance to technical and non-technical aspects of training.
- Practice communication skills.
- Read job card or Standard Operating Procedures [SOP] before starting the tasks.
- Follow safety precautions meticulously.

Post training

- Update and enrich knowledge by continuing learning or studying reference material and interaction with professionals

PARTICIPANT HANDBOOK



CONSIGNMENT BOOKING AND TRACKING EXECUTIVE

2. Course Details

2.1. Introduction to the Course

Particulars	Description
Course Title	Consignment Booking and Tracking Executive
NOS	LSC/N1117, LSC/N1118, LSC/N1119, LSC/N1128, LSC/1123, LSC/1124, LSC/1125, LSC/N1130
Qualification Pack	LSC/Q1120, LSC/Q1121
Job roles	<ol style="list-style-type: none"> 1. Consignment Booking Assistant 2. Consignment Tracking Executive 3.
Objectives	<ol style="list-style-type: none"> 1. Discuss Supply Chain and Logistic Management, 2. Define the inbound and outbound activities" 3. Discuss Warehousing industry and job opportunities in it 4. Understand the various operations in warehouse and their importance in the effective logistics, Apprehend the various functions / operations of the warehouse 5. "Define your job roles and responsibilities as a Consignment booking assistant, 6. To get a clarity on the main roles of a Consignment Tacking Executive" 7. Get clarified about the different types of goods and their classification 8. Describe the booking inspection process 9. Illustrate consignment booking computer software 10. Describe the methods of record keeping 11. "Recognize the different types of documents used in consignment tracking, 12. Understand the various risks involved when deviated from the procedure" 13. Discuss report making 14. Assess the candidate for knowledge gain so far 15. Describe the process of consignment booking 16. Illustrate loads and its types 17. Checking of availability of transport 18. Understanding of cost calculation, Knowledge about prices of various products 19. Discuss how to do invoicing 20. Describe the activities involved at customer's site 21. Assess the candidate for knowledge gain so far 22. Discuss the process of checking information 23. Discuss the methods of bill processing 24. Discuss the methods of tracking processing 25. Understanding of LR copies and its usage 26. Discuss need and importance of reporting 27. Discuss MIS needs and importance 28. Understanding of grievance handling 29. Assess the candidate for knowledge gain so far 30. Discuss various standards of safety measures 31. State safety issues and challenges of workplace

	<p>32. Describe risks and hazards of workplace</p> <p>33. Discuss various emergency situations may arise</p> <p>34. Discuss meaning and need of road sign and rules</p> <p>35. Discuss various interpersonal skills required at operational level for CBA</p> <p>36. Assess the candidate for knowledge gain so far</p> <p>37. Recapitulate the prior learning</p> <p>38. State the role and importance of planning and organizing in professional domain.</p> <p>39. State the role and importance of decision making and problem solving in professional domain.</p> <p>40. State the role and importance of analytical thinking and critical thinking in professional domain.</p> <p>41. Assess the candidate for knowledge gain so far</p>
Further learning opportunities	Consignment Tracking Consultant – Level 5
Key competencies	<p>On completion of the course the candidates will have skills and competencies to work as</p> <p><u>Consignment Booking Assistant in Logistic industry.</u></p> <p>The course lays foundation for diverse kinds of skills and competencies relevant for the specific job-role. The course is designed as per standards set by industry National Skill Development Corporation (NSDC) / Sector Skill Council / ASAP (Tick as applicable).</p>
Eligibility criteria for admission	<p>1. Minimum Educational Qualification: Middle School (Class VIII) Pass</p> <p>2. Minimum age: 18 Years</p> <p>3. Experience [if required]: NA</p>

2.2. Course Duration

Particulars	Duration (hrs)
Institution-based training:	
1. Theory Sessions	64
2. Practical Sessions	106
Industry-based training:	
3. Internship	150
Total	320

3. Course-specific instructions for trainees

[to be provided by TSP]

Preparations for training

- Gain familiarity with the job roles related to the course and its scope.
- Make the necessary preparations for effective learning.
- [please add other specific instructions, if any.]

During the training

- Give equal importance to technical and non-technical aspects of training.
- Practice communication skills.
- Read job card or Standard Operating Procedures [SOP] before starting the tasks.
- Follow safety precautions meticulously.
- [please add other specific instructions, if any.]

Post training

- Update and enrich knowledge by continuing learning or studying reference material and interaction with professionals