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Program Description Document

Course Name	Business Accounting Process - ACCOUNTS PAYABLE & RECEIVABLE
Course Name as on Certificate	Accounts Executive (Accounts Payable & Receivable)
Certificate Type	Certificate of Completion by IIT-MADRAS
Certificate Issued by	IIT MADRAS
Course Objectives	SAP – Accounts Executive (Accounts Payable & Receivable) is a course focussing on the processes related to Accounts Payable & Receivable Transactions. This course helps in understanding the documentation and processes involved while performing transactions in Finance & Accounting.
Eligibility	<ul style="list-style-type: none"> For Indian Participants - Graduates (10+2+3) from a recognized university (UGC/AICTE/DEC/AIU/State Government) in any discipline. Diploma in Commercial / Secretarial practice For International Participants - Graduation or equivalent degree from any recognized University or Institution in their respective country.
Pre Requisites	Basic understanding of Finance & Accounting, while not mandatory, will be an added advantage.
Target Segment	This program would enable students to get into Jobs in the ITEs segment of Finance & Accounting Operations (FAO) processing. This would also enable students get into jobs in the Finance and Accounting Domain.
Course Content	See Enclosed Programme details – as Annexure 1
Pedagogy	The entire course is based on self paced learning. The course is completely online. The methodology followed is providing the students with a Virtual Office environment where they perform transactions and learn the processes and relevant documentation. The concept is "learning by doing". The Theory part is built into the course as part of (i) Information. The course provides presentations / Videos and interactive learning powered by AI in the Virtual Office. The students are connected through an online chat available for fourteen hours a day (08:00 hrs. to 22:00 hrs) on all days.
Assessment	The course starts with a pre-assessment to make the student understand their current status. There is a process of continuous evaluation at the end of each module. Minimum requirement to clear the evaluation is 60%. There is a final Quiz at the end of the course. There is final job readiness test prior to certification.
Programme Faculty	Programme Director Mr. Ganapathy Nagarajan from ArthaVidhya Nagarajan has over 35 years of professional experience and is a qualified Chartered Accountant and Cost Accountant. Nagarajan has worked in corporate houses in very senior positions.

Agreed as above
On behalf of
ARTHAVIDHYA

Page 1 of 5

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2026 Useful NCARB PDD: ARE 5.0 Project Development and Documentation Exam Test Discount Voucher

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NCARB PDD Exam Syllabus Topics:

Topic	Details
Topic 1	<ul style="list-style-type: none"> Construction Documentation: This section of the exam measures skills of Project Architects and addresses the creation and management of project documentation. Candidates are expected to demonstrate knowledge of documenting building design and site features, preparing detailed architectural drawings, and applying industry standards to produce a coordinated set of construction documents. The section also includes understanding how project changes impact documentation and how to communicate these updates effectively to both the design team and the client.:
Topic 2	<ul style="list-style-type: none"> Integration of Building Materials & Systems: This section of the exam measures the skills of Architectural Designers and focuses on the ability to resolve and integrate various building systems into cohesive project goals. It covers analyzing architectural systems and technologies, determining the size of structural, mechanical, electrical, and plumbing systems, and incorporating specialty systems such as acoustics, lighting, security, and communications. It also evaluates the ability to detail how multiple building systems work together and to coordinate across disciplines to achieve a unified design.
Topic 3	<ul style="list-style-type: none"> Project Manual & Specifications: This section of the exam measures the skills of Specifications Writers and emphasizes the importance of developing documentation that goes beyond drawings. Candidates must understand how to identify and prioritize elements needed to prepare, maintain, and refine both the project manual and project specifications. It also assesses the ability to align and coordinate these specifications with the construction documents to ensure consistency and accuracy.
Topic 4	<ul style="list-style-type: none"> Codes & Regulations: This section of the exam measures skills of Building Code Specialists and examines how codes and regulations apply at a detailed level during documentation. Candidates are expected to demonstrate knowledge of compliance with the International Building Code (IBC) as well as other specialty regulations, as well as how to interpret and apply these standards to ensure design and documentation meet legal and safety requirements.
Topic 5	<ul style="list-style-type: none"> Construction Cost: This section of the exam measures the skills of Construction Managers and focuses on the financial side of project execution. It evaluates the ability to analyze construction cost estimates to confirm that they align with project design intent and budgetary constraints. Although this is the smallest section, it is critical for ensuring projects remain feasible and economically viable.

NCARB ARE 5.0 Project Development and Documentation Exam Sample Questions (Q35-Q40):

NEW QUESTION # 35

Owners of a busy two-story theater complex want to renovate. The new renovations include increasing the second floor lobby and doubling the number of second floor movie screens. The owner favors the use of escalators. Movies are scheduled to start simultaneously every three hours. The theater currently has a pair of 24-inch-wide parallel escalators, one of which goes up and the other down.

Which of the following should be proposed to accommodate the increased traffic to the second floor?

- A. Extend balustrades at escalator landings
- B. Increase the existing escalator speeds to 130 fpm
- C. Install a new elevator in the lobby
- **D. Install a new escalator that reverses direction**

Answer: D

Explanation:

Given:

The theater doubles its second-floor movie screens, increasing patron traffic.

Existing escalators are two 24-inch wide units, one up and one down, with simultaneous movie start times every 3 hours.

To handle increased traffic:

Increasing existing escalator speed to 130 fpm (option A) is limited by safety and code limits (typically max around 100 fpm); also increases wear.

Installing a new elevator (option B) is helpful for accessibility but does not efficiently handle high flow of large crowds during peak.

Installing a new escalator that reverses direction (option C) (also called a "dance" or "two-way" escalator) allows flexibility to accommodate peak traffic flow-e.g., two escalators up during rush times and one down, or vice versa.

Extending balustrades (option D) improves safety but does not increase capacity.

Therefore, option C is the best solution to manage increased passenger flow.

References:

NCARB ARE 5.0 Review Manual, Environmental Systems and Building Services chapter Vertical transportation design principles in public assembly spaces ASME A17.1 Safety Code for Elevators and Escalators

NEW QUESTION # 36

Which of the following metals is best suited for embedments in concrete or masonry?

- A. Cast iron
- B. Aluminum
- C. Stainless steel
- D. Bronze

Answer: C

Explanation:

When metals are embedded in concrete or masonry, corrosion resistance is a critical factor due to the alkaline environment and potential moisture exposure.

Stainless steel has excellent corrosion resistance, making it ideal for embedments in concrete or masonry where long-term durability is required.

Bronze is corrosion-resistant but typically used for decorative or hardware applications, not structural embedments.

Aluminum corrodes readily in alkaline concrete environments and is not suitable for embedments without protective coatings.

Cast iron is susceptible to rust and corrosion in moist conditions and is generally avoided for embedded components.

Thus, stainless steel is best suited for durability and corrosion resistance in concrete/masonry embedments.

References:

NCARB ARE 5.0 Review Manual, Materials and Assemblies chapter

Building construction materials standards (ACI, ASTM) on metals in concrete Corrosion resistance guides for metals embedded in concrete

NEW QUESTION # 37

Which document is the most appropriate location for specifying the finish material for casework?

- A. General Conditions
- B. Construction Drawings
- C. Outline Specifications
- D. Project Manual - Division 06

Answer: D

Explanation:

Division 06 (Wood, Plastics, and Composites) of the Project Manual contains detailed specifications for finish carpentry and casework materials. This aligns with ARE Objective 2.1: Evaluate project manual sections for technical accuracy.

NEW QUESTION # 38

Which of the following documents defines the responsibilities and duties of the contractor during construction?

- A. A201
- B. A101
- C. G702

- D. B101

Answer: A

Explanation:

A201 is the General Conditions of the Contract for Construction and outlines duties, rights, and responsibilities of the contractor. This includes site supervision, safety, and conformance with documents. ARE Handbook Objective 1.4 focuses on interpreting contract documents.

NEW QUESTION # 39

An architect needs to reduce the budget by \$150,000 for a proposed civic auditorium. Currently the project requires the following flooring materials:

- * Stained concrete: 100,000 square feet
- * Carpet: 50,000 square feet
- * Ceramic tile: 20,000 square feet
- * Vinyl composite tile (VCT): 25,000 square feet

The flooring material costs are as follows:

- * Stained concrete: \$6.00/sq ft
- * Sealed concrete: \$2.00/sq ft
- * Carpet: \$8.75/sq ft
- * Ceramic tile: \$15.00/sq ft
- * VCT: \$5.75/sq ft
- * Vinyl plank flooring: \$7.00/sq ft

Which of the following combinations of changes results in these savings?

- A. Change 25,000 sq ft of stained concrete to sealed concrete and substitute 30,000 sq ft of vinyl plank flooring for carpet.
- B. Change 20,000 sq ft of stained concrete to VCT and substitute 30,000 sq ft of vinyl plank flooring for carpet.
- C. Change 15,000 sq ft of VCT to vinyl plank flooring and substitute 10,000 sq ft of VCT for carpet.
- **D. Change 20,000 sq ft of stained concrete to VCT and substitute 10,000 sq ft of VCT for ceramic tile.**

Answer: D

Explanation:

Verified answer: C. Change 20,000 sq ft of stained concrete to VCT and substitute 10,000 sq ft of VCT for ceramic tile.

Comprehensive Detailed Explanation with all NCARB ARE 5.0 Project Development and Documentation (PDD) Study Guide References:

Calculate savings for each option by comparing current costs to proposed changes.

Verified answer: C. Change 20,000 sq ft of stained concrete to VCT and substitute 10,000 sq ft of VCT for ceramic tile.

Comprehensive Detailed Explanation with all NCARB ARE 5.0 Project Development and Documentation (PDD) Study Guide References:

Calculate savings for each option by comparing current costs to proposed changes.

Given Flooring Costs:

- Stained concrete: \$6.00/sf
- Sealed concrete: \$2.00/sf
- Carpet: \$8.75/sf
- Ceramic tile: \$15.00/sf
- VCT: \$5.75/sf
- Vinyl plank flooring: \$7.00/sf

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Option C:

- Change 20,000 sf stained concrete (\$6.00/sf) to VCT (\$5.75/sf)
Savings per sf = $\$6.00 - \$5.75 = \$0.25$
Total savings = $20,000 \text{ sf} \times \$0.25 = \$5,000$
- Substitute 10,000 sf of VCT (\$5.75/sf) for ceramic tile (\$15.00/sf)
Savings per sf = $\$15.00 - \$5.75 = \$9.25$
Total savings = $10,000 \text{ sf} \times \$9.25 = \$92,500$

Total savings = $\$5,000 + \$92,500 = \$97,500$



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Check if this matches required savings:

No, it's less than \$150,000. So let's check others briefly.

Total savings = $\$100,000 + \$52,500 = \$152,500$ # Meets and exceeds required savings

Option D:

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- Change 25,000 sf stained concrete (\$6.00/sf) to sealed concrete (\$2.00/sf)
Savings per sf = $\$6.00 - \$2.00 = \$4.00$
Total = $25,000 \times 4.00 = \$100,000$
- Substitute 30,000 sf vinyl plank (\$7.00/sf) for carpet (\$8.75/sf)
Savings per sf = $\$8.75 - \$7.00 = \$1.75$
Total = $30,000 \times 1.75 = \$52,500$

Total savings = $\$100,000 + \$52,500 = \$152,500$ → Meets and exceeds required savings

Options A and B will be less, so the answer should be D.

Summary:

Option D results in approximately \$152,500 savings, meeting the \$150,000 target.

Reference:

NCARB ARE 5.0 Review Manual, Project Cost Control and Materials chapter Construction cost estimating principles and value engineering strategies Change 20,000 sf stained concrete (\$6.00/sf) to VCT (\$5.75/sf) Savings per sf = $\$6.00 - \$5.75 = \$0.25$
Total savings = $20,000 \text{ sf} \times \$0.25 = \$5,000$ Substitute 10,000 sf of VCT (\$5.75/sf) for ceramic tile (\$15.00/sf) Savings per sf = $\$15.00 - \$5.75 = \$9.25$ Total savings = $10,000 \text{ sf} \times \$9.25 = \$92,500$ Total savings = $\$5,000 + \$92,500 = \$97,500$ Check if this matches required savings:

No, it's less than \$150,000. So let's check others briefly.

Option D:

Change 25,000 sf stained concrete (\$6.00/sf) to sealed concrete (\$2.00/sf) Savings per sf = $\$6.00 - \$2.00 = \$4.00$ Total = $25,000 \times 4.00 = \$100,000$ Substitute 30,000 sf vinyl plank (\$7.00/sf) for carpet (\$8.75/sf) Savings per sf = $\$8.75 - \$7.00 = \$1.75$ Total = $30,000 \times 1.75 = \$52,500$ Total savings = $\$100,000 + \$52,500 = \$152,500$ # Meets and exceeds required savings Options A and B will be less, so the answer should be D.

Summary:

Option D results in approximately \$152,500 savings, meeting the \$150,000 target.

Reference:

NCARB ARE 5.0 Review Manual, Project Cost Control and Materials chapter Construction cost estimating principles and value engineering strategies

NEW QUESTION # 40

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