

PROFESSIONAL ACCOUNTING SYLLABUS

THE INSTITUTE OF ACCOUNTANTS

4TH FLOOR, JUDGES AVENUE

KALOOR, KOCHI-17

PH: 0484-2400454, 6421000

PROFESSIONAL ACCOUNTING & TAXATION (CPA)

Course Code - VEXTCPA008

SYLLABUS

- INTRODUCTION
- BASICS OF ACCOUNTING
- JOURNALISATION

WORK-1 - TRADING CONCERN (Proprietary) (40 Hours Approx)

Introduction of VAT - Preparation of Account Books(Cash book, journal, ledger, sales register, purchase register) - Finalization of Accounts - Preparation of Statements & Schedules - Tax Planning - Income Tax Computation (individual)

WORK-2 - MANUFACTURING CONCERNS (Partnership) (40 hrs-Approx.)

Introduction of Partnership - Registration formalities of Partnership - Introduction of GST - Preparation of Account books (Day book, ledger) - Finalization of Accounts - Computation of Production cost - Preparation of Statements & Schedules - Tax planning - Income Tax Computation (partnership)

Work – 3 - Non Trading & Non Manufacturing (Companies) (40 hours Approx.)



Introduction of Companies - Registration formalities of Companies - Preparation of Account Books- Finalization of Accounts - Preparation of Statements & Schedules - Tax Planning - Income Tax Computation (Companies)

Introduction to Tally ERP 9

Cash Book - Day Book - Journal (from manual books) - Purchase bills and Sales bills - E-Filing (up to export)

Introduction of ESI and EPF

Introduction of Self assessment tax - income tax advance - TDS - Business planning

