



**SAINTGITS**  
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**SAINTGITS COLLEGE OF APPLIED SCIENCES**

**VALUE ADDED COURSES 2018-'19**

# PROFESSIONAL ACCOUNTING



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## ABOUT THE COURSE

The programme is intended to help the students become more skilled and experienced in accounting from an industry perspective.

## OBJECTIVES

To develop skills required to enter into an accounting job after their graduation.

## EXPECTED OUTCOMES

Students will be capable of being easily inducted into any accounting firm as an accountant without undergoing any further basics training.

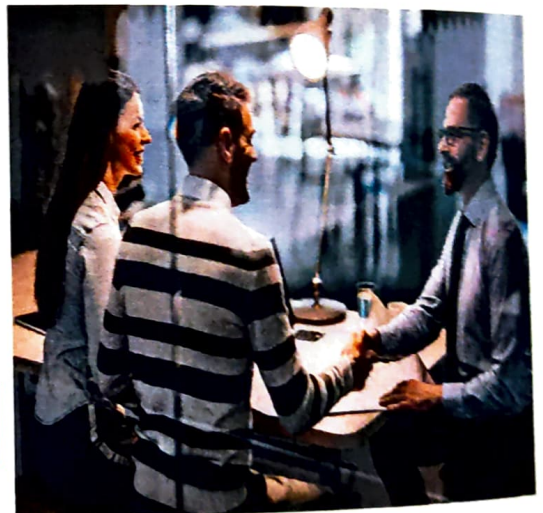
## DURATION

Total Duration - 70 hours

## FEATURES

The programme offers the students to study accounting by using the accounts of real firms. It gives them a more practical experience about accounting which they won't get from their textbooks.

**INDUSTRY DEMANDS SKILLED  
CANDIDATES  
FOR VARIOUS JOBS.  
THIS COURSE HELPS TO BRIDGE  
THE GAP  
BETWEEN THE ACADEMIC CURRICULUM  
AND THE INDUSTRY REQUIREMENT.**



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## SYLLABUS

- Introduction
- Basics of accounting
- Journalisation
- Accounts of Trading Concerns
- Accounts of Manufacturing Concerns
- Accounts of Non trading and Non manufacturing concerns
- Introduction to Tally ERP
- Introduction to ESI and EPF, Self Assessment tax, Income tax advance, TDS, Businessplanning



## DETAILS OF COURSE OFFERING BODY

### THE INSTITUTE OF ACCOUNTANTS

The Institute of Accountants was established with the prime aim of providing practical training in Professional Accounting. The institute commenced operations on May 23,2000 at Judges Avenue, Kaloor, Ernakulam providing Training in Accounting and its practical application and is a registered institute under CEST Dept., Ministry of finance, Govt. of India. Within this period, the institute was able to mould able Accountants,much in demand at corporates and companies, all over. This organisation is the firstAccounting Institute in the world having ISO Certification.The courses and certificates are recognized and accepted in over 180 countries around the world.

The Institute of Accountants

Regd. Office Address

The Institute of Accountants

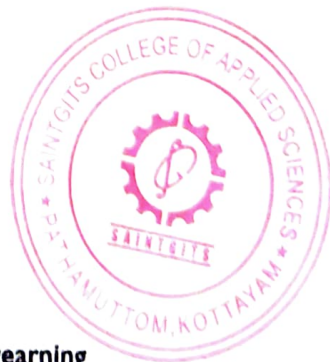
4th floor, Fortune Towers,

Judges Avenue Road,

Kaloor, Kochi-17

Tel: +91 484 2400454, 2405520

Email: mail@tiakochi.com



## ADVANTAGES

- The course addresses the need of young aspirants yearning for jobs in today's accounting Industries.
- The course aids the students to be industry ready and helps them to meet the current demands of the job sector.

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## **SAINTGITS COLLEGE OF APPLIED SCIENCES**

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**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















### STUDENTS ATTENDANCE

Roll No	Month																							
	Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	
	Hour	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	I	II	III	IV	V	VI	VII	VIII	IX	X	XI
31		a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a
32		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
33		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
34		a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a
35		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
36		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
37		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
38		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
39		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
40		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
41		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
42		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
43		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
44		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
45		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
46		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
47		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
48		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
49		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
50		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
51		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
52		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
53		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x

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### STUDENTS ATTENDANCE

Roll No	Month													TA										
	Date	1	2	3	4	5	6	7	8	9	10	11	12		13	14	15	16	17	18	19	20	21	22
	Hour	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII		I	II	III	IV	V	VI	VII	VIII	IX	X
66		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
67		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
68		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
69		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
70		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
71		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
72		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
73		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
74		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
75		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
76		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
77		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
78		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
79		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
80		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
81		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
82		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
83		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
84		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
85		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
86		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
87		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
88		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
89		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
90		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
91		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
92		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
93		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
94		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
95		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
96		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
97		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
98		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
99		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
100		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x

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