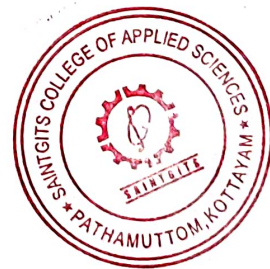


**SAINTGITS COLLEGE OF APPLIED SCIENCES**

**VALUE ADDED COURSES 2019-20**

# **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.

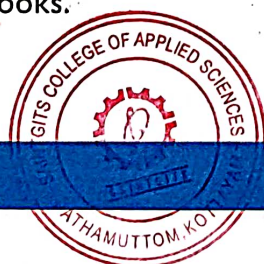
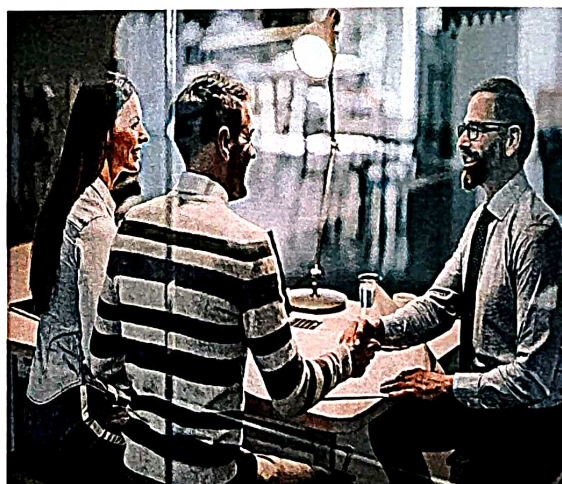
## DURATION

Total Duration : 50 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



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## 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**

Pathamuttom, Kottayam - 686532

Phone : 0481 - 2433787

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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

T5.

Roll No		Month	6	6	7	7	7	7	7	7	7	7	7	7	7	8	
		Date	28	28	5	5	6	6	12	12	19	19	26	26	27	27	2
		Hour	2	3	2	3	2	3	2	3	2	3	2	3	2	3	2
1.	ACHSAB BABU	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
2.	AISHWARYA R SHENOY	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
3.	ALAN MATHEW CHERIAN	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
4.	ALEN GEORGE CHERIYAN	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
5.	ALMA MARIAM THOMAS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
6.	ALWIN KURUVILLA VARKEY	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
7.	ANISHA ANN RAJU	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
8.	ANJU SARA MANOJ	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
9.	ANNA. ACHU KURIAN	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
10.	ASHY MARIAM ANIL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
11.	BIBIN K MATHEWS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
12.	BILAL PATHAN P.A.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
13.	CHELSEA MANOJ	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
14.	DEEPU MON G PILLAI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
15.	DENNY KOCHUMON DANIEL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
16.	GOODWIN KURIAN THOMAS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
17.	GRARA KURIAKOSE	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
18.	HEMIL JO JACOB	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
19.	JESMY BEEBA ABRAHAM	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
20.	JINNY SUSAN JOSEPH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
21.	KEZIA THOMAS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
22.	MEGHA MOHAN	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
23.	MEREESA SARA SASI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
24.	MERLIN ANN MATHEW	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
25.	NAVEENA ANN BIJU	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
26.	POOJA V SABU	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
27.	REMITHA MERIN EBI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
28.	RESHMA MARIAM JOHN	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
29.	RIA SUNNY	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
30.	RISO IYPE THOMAS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Name of the Faculty & Signature																	

Signature of the lecturer incharge























# STUDENTS ATTENDANCE

12

Roll No	Name	Month	6	6	7	7	7	7	7	7	7	7	7	7	7	
		Date	28	28	5	5	6	6	11	11	19	19	26	26	27	27
		Hour	2	3	2	3	2	3	2	3	2	3	2	3	2	3
1.	AABID M. ASHRAF		x	x	x	x	x	x	x	x	x	x	x	x	x	
2.	AJU AJITH		x	x	x	x	x	x	x	x	x	x	x	x	x	
3.	AKHILA THOMAS		x	x	x	x	x	a	a	x	x	x	x	x	x	
4.	ALINA RACHEL		x	x	x	x	a	a	x	x	x	x	x	x	x	
5.	ALINA ROY		x	x	x	x	x	x	x	x	x	x	x	x	x	
6.	ALAIN ANTONY		x	x	x	x	x	x	x	a	a	a	a	x	x	
7.	AMAL SURESH		x	x	x	x	x	x	x	x	x	x	x	x	x	
8.	AMAL T. ANISH		x	x	a	a	x	x	x	x	x	x	x	x	x	
9.	ANEENA MARIA		x	x	x	x	x	x	x	x	x	x	x	x	x	
10.	ANEENA STANLEY		x	x	x	x	x	a	a	x	x	x	x	a	a	
11.	ANEETA ANNA ANIYAN		x	x	x	x	x	x	x	x	x	x	x	x	x	
12.	ANU VARGHESE		x	x	x	x	x	x	x	x	x	x	x	x	x	
13.	ARUN ALEX		x	x	x	x	x	x	x	x	x	x	x	a	a	
14.	ARUN KURIAKOSE		x	x	a	a	a	a	x	x	x	x	x	a	a	
15.	ATHUL B. VARGHESE		x	x	a	a	x	x	x	x	x	x	x	x	x	
16.	ATHUL J.P.		x	x	a	a	x	x	x	a	a	x	x	a	a	
17.	BENCY ELSA MATHEW		x	x	x	x	x	x	x	x	x	x	x	x	x	
18.	BERYL GEO BIJI		x	x	x	x	x	x	x	x	x	x	x	x	x	
19.	BINSY MARIAM		x	x	x	x	x	x	x	x	x	x	x	a	a	
20.	BLESSY S.		x	x	x	x	x	x	x	x	x	x	x	x	x	
21.	CHIPPY ANN JACOB		x	x	x	x	x	x	x	x	x	x	x	x	x	
22.	DANNIS ALEX K.		x	x	x	x	x	x	x	x	x	x	x	x	x	
23.	DIFFNA ELSA		x	x	x	x	x	x	x	x	x	x	x	x	x	
24.	FINI RUTH THOMAS		x	x	x	x	x	x	x	x	x	x	x	x	x	
25.	GOKUL GOPAKUMAR		x	x	x	x	x	x	x	x	x	x	x	x	x	
26.	IRENE JOSEPH		x	x	x	x	x	x	x	x	x	x	x	x	x	
27.	JASMIN JOHN		x	x	x	x	a	a	x	x	x	x	x	x	x	
28.	JEEBA BIJU		x	x	x	x	a	a	a	a	a	a	x	x	x	
29.	JERIN P. CHACKO		x	x	x	x	x	x	x	x	x	x	x	x	x	
30.	JEWEL SHINE		x	x	x	x	x	x	x	x	x	x	x	x	x	
	Name of the Faculty & Signature															

Signature of the lecturer incharge








# STUDENTS ATTENDANCE

4

Roll No	Month	2	2	2	2
	Date	7	7	14	14
	Hour	2	3	2	3
1. AABID ASHRAF	x	x	aa	aa	
2. AJU AJITH	x	x	aa	aa	
3. AKHILA THOMAS	x	x	x	x	
4. ALINA RACHEL	x	x	x	x	
5. ALINA ROY	x	x	x	x	
6. ALVIN ANTONY	x	x	x	x	
7. AMAL SURESH	x	x	x	x	
8. AMAL T. ANISH	aa	aa	aa	aa	
9. ANEENA MARIA	x	x	x	x	
10. ANEENA STANLEY	x	x	x	x	
11. ANEETA ANIYAN	x	x	x	x	
12. ANU VARWHESE	x	x	x	x	
13. ARUN ALEX	x	x	x	x	
14. ARUN KURIAKOSE	x	x	x	x	
15. ATHUL B	x	x	aa	aa	
16. ATHUL JP	aa	aa	aa	aa	
17. BENNY ELSA	x	x	x	x	
18. BERYL IEO	x	x	x	x	
19. BINSY MARIAM	x	x	x	x	
20. BLESSY S	x	x	x	x	
21. CHIPPY ANW	x	x	x	x	
22. DANIEL ALEX	aa	aa	x	x	
23. DEENA ELSA	x	x	x	x	
24. FINI RUTH	x	x	x	x	
25. GOKUL GOPAKUM	aa	aa	x	x	
26. IRENE JOSEPH	x	x	x	x	
27. JASMIN JOHN	x	x	x	x	
28. JEEBA BIJU	x	x	x	x	
29. JERIN P. WALKO	x	x	x	x	
30. JEWEL SHINE	aa	aa	x	x	
					



# STUDENTS ATTENDANCE

Roll No		Month	6	6	7	7	7	7	7	7	7	7	7	7	7	7
		Date	28	28	5	5	6	6	11	11	19	19	26	26	27	27
		Hour	2	3	2	3	2	3	2	3	2	3	2	3	2	3
31	JISHA KUNJUMON	x	x	x	x	a	a	x	x	x	x	x	x	a	a	
32	JIYA MARIYAM	x	x	x	x	x	x	x	x	a	a	x	x	a	a	
33	JOEL C SAMUEL	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
34	JOHAN JOHN K.	x	x	x	x	a	a	x	x	a	a	x	x	x	x	
35	JOHN C JOSEPH	x	x	x	x	a	a	x	x	x	x	x	x	x	x	
36	JOSHNA LEELA JACOB	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
37	JULEAH ANN MATHEW	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
38	KRUPA SCARIA.	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
39	MILKA MARIYAM JACOB	x	x	x	x	x	x	a	a	x	x	x	x	x	x	
40	NEENU THOMAS	x	x	a	a	a	a	x	x	x	x	x	x	a	a	
41	NIKHIL PRINCE	x	x	x	x	x	x	a	a	x	x	x	x	a	a	
42	PAIYA RACHEL VARGHESE	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
43	RIBIN ROY PAUL	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
44	SAYANA K'S.	x	x	x	x	x	x	x	x	a	a	x	x	x	x	
45	SHANU ANN SHIBU	x	x	x	x	a	a	x	x	x	x	x	x	x	x	
46	SHYBI MARIAM THOMAS	x	x	x	x	x	x	x	x	x	x	x	x	a	a	
47	SIMI P. SUNNY	x	x	x	x	x	x	x	x	x	x	a	a	x	x	
48	SINI GEORGE	x	x	x	x	x	x	x	x	x	x	a	a	x	x	
49	SITHARA K JOSEPH	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
50	SNEHA MARIAM JACOB	x	x	x	x	a	a	a	a	x	x	x	x	a	a	
51	SUHANA ILLIAS	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
52	TIJA SAJU KOVOOR	x	x	x	x	x	x	x	x	x	x	a	a	a	a	
53	RIDWA ANNIE RAJU	x	x	x	x	x	x	x	x	x	x	a	a	a	a	
Name of the Faculty & Signature																







# STUDENTS ATTENDANCE

Roll No	Month	1	1	2	2	2	2	
		Date						
		2	3	2	3	2	3	
31	JISHA KUNJUMON	X	X	X	X	X	X	
32	JIVA MARIAM	X	X	X	X	X	X	
33	JOEL C SAMUEL	X	X	X	X	X	X	
34	JOHAN JOHN	Q	Q	X	X	X	X	
35	JOHN - C	Q	Q	X	X	Q	Q	
36	JOSHNA LEEIA JACOB	X	X	X	X	Q	Q	
37	JULEAH ANN JACOB	X	X	X	X	X	X	
38	KRUPA SCARIA	X	X	X	X	X	X	
39	MILKA DARIVAM JOSE	X	X	X	X	X	X	
40	NEENU THOMAS	X	X	Q	Q	X	X	
41	NIKHIL PRINCE	Q	Q	X	X	X	X	
42	PRINYA RACHEL VARGHESE	X	X	X	X	Q	Q	
43	RIBIN ROY PAUL	Q	Q	X	X	X	X	
44	SAYANA K.L	X	X	X	X	X	X	
45	SHANU ANN SHIBU	X	X	X	X	X	X	
46	SHYBI MARIAM THOMAS	X	X	X	X	X	X	
47	SIMI P SUNNY	X	X	X	X	X	X	
48	SINI GEORGE	X	X	X	X	X	X	
49	SITHARA K JOSEPH	X	X	X	X	X	X	
50	SNEHA MARIAM JACOB	X	X	X	X	X	X	
51	SUMANA ILLIAS	X	X	X	X	X	X	
52	TIJASAJUKOOR	Q	Q	X	X	X	X	
53	RIONA ANJIE RATN	Q	Q	X	X	X	X	

S6B

