



NEW SYLLABUS

CA

Corporate Accountancy plus

Revised 2012-2014

➔ Semester-I 460Hrs is designed for the novice entries into the world of Accounting Corporate Accountancy. The curriculum in this semester is tailored to gear up students to develop the basic knowledge of computer

Learning fundamental of computer will augment the students' comprehension about the fundamentals of computer and the skill set pertaining to assembling and troubleshooting a computer system. Learning about the operating systems in fundamental of computer, the students will step further to discover the latest revolution of Microsoft, the Windows 7 OS. This is one of the latest and most popular client operating systems that is currently phenomenal in the job market.

MS Office 2007 is the next essential course which would enhance the students' acquaintance on the most popular applications used regularly such as Word like Letter writing, formatting etc. in word., Excel Data management & MIS preparation in excel, Power point presentation designing & techniques, OutlookFair knowledge of e-mail writing. Will be given

and Access. All the corporate house works with excel student will maintain thecomplete account trough excel of corporate. Since Main Concept of Accounting is one of the most popular sentences known in the world of accounting, the students will be introduced to the basics of accounting systems.with depth working knowledge of Business Accounting It becomes important to understand how to prepare bill, cash book trail balance,Journal voucher and purchase/sale entry will be able to make a planning for tax&Documentation for accounting transactionsas well BRS preparation Final Accounts and will be able to have Preparation for Profit & Loss A/c and, Balance Sheet

use the special features of accounting package.



A unit of **ISO 9001-2008**
Registered Under Government of India



Computerized Accounting by using International acceptance widely used software Tally ERP 9. Enable a student to work on any other accounting Package Organizations are growing smarter with potential growth in the Accounting industry. Accounting of Service Tax, VAT & with Fair working knowledge of PF & ESI deduction, documentation and e-filing TDS Along with quality work they emphasis on public relations which becomes the essence of the business. In order to fulfill both, the students must acquire Accounting skills as well as the communication and personality development skills which is learnt by students in this semester.

This semester leads to certifications like

- ★ Microsoft Certified Application Specialist on Microsoft Office 2007 100Hrs
- ★ Main concept of Accounting & Business Accounting 100Hrs
- ★ Financial Accounting 100Hrs
- ★ Advance communication 160Hrs

Job Profiles

Once the students complete this semester they'll be exposed to various job profiles like;

- ★ Application Specialist on Microsoft Office 2007
- ★ Account Executive
- ★ Back office executive
- ★ Data entry operator

Module-1 Microsoft certified Application Specialist on Microsoft Office 2007

- Word 2007 Basics
- Editing and Proofreading a Document
- Bulleting and Numbering
- Working with Tables
- Word Styles
- Word Art, Clip Art
- Mail Merger
- Excel 2007 Basics
- Printing in Excel
- Charting
- Creating Tables
- Excel Workbook
- Special Features
- PowerPoint 2007 Basics
- Charts and Objects
- Customizing PowerPoint
- Online Presentation
- Access 2007 Basics
- Forms
- Sorting Records
- Filters
- Information Accuracy
- Outlook 2007 Basics
- Electronic Mails
- Inbox Management
- Calendar
- Events and Meetings





Module-5 Main Concept of Accounting & Business Accounting

- Fundamental of accounting for commerce & Non-commerce student.
- Practical Accounting Documents (Bill, Register, Cash book etc.)
- Preparation of Journal, Ledger, Trial balance & Final Account.
- Reserves and provision, Error rectifications.
- Capital & Revenue.
- Profit Analysis with a Tax Planning.
- Principles of Accounting.
- Journal Entries & Books of Accounts
- Depreciation & Stock Valuation
- Accounts Documents and BRS
- Final Accounts
- E-Transactions & Misc. Banking Operations
- Real Life Projects on Business Accounting

Module-6 Financial Accounting

Computerized Accounting by using International acceptance widely used software Tally ERP 9.
(Enable a student to work on any other accounting Package)

Tally ERP & PF/ESI Part 1 - Tally ERP

- Creation, Modification & Deletion - Company, Group & Ledger
- Security Control, Back-up & Restore process
- Accounting Voucher & Inventory Entries
- VAT & CST - Accounting Entry in Tally ERP
- Service Tax - Accounting Entry in Tally ERP
- TDS - Accounting Entry in Tally ERP
- Cost Centre - Creation and Allocation
- Company Merging & Splitting
- Reports in Tally ERP & Year-end Process

Part 2 - PF/ESI

- Concept & Provisions of PF & ESI
- Documentation and e-filing of PF & ESI
- Payroll processing through Tally Payroll
- Real Life Projects on PF & ESI

Module-7 Communication Skills and Personality Development

- Importance of Effective Communication
- Types of Communication
- Scope of Written Communication
- Types of Writing
- Effective Writing
- Reading Skills
- Listening
- Improving one's Vocabulary
- Root words
- Usage of words with similar meaning





- Homophones, Synonyms & Antonyms
- Personality, its types
- Significance of Personality-An organizational perspective
- Public Speaking - As part of personality development
- Group Discussion - A practice of corporate personality development Interviews
- Presentation Skills - The root of Personality Development
- Acting your speech (intonation)- Effective public speaking tips
- Public Presentation
- Nature and scope of a group discussion

➔ Semester-II 632Hrs

With an ample essence of basics, the students are set to learn the advanced topics in semester II. After completion of this semester a candidate will have skill sets for Fair working knowledge of Reconciliation of Income Tax with virus heads of income. Debtor/Creditors ,Branch/Head Office and also will have fair knowledge on Ledger Scrutiny, Online Finalisation& Profit Screening

Then after will have Fair working knowledge of Company Final Accounts in Schedule VI. Where student will go in depth with Fair knowledge on applications of advance tools of Excel, MIS report preparation, Power point as well presentation Fair knowledge of Cost Computation, Budgeting and Audit Process Concept and process of share trading. The student will have a real knowledge on VAT Perfect knowledge of Sales Tax/Vat, with a great emphasis on filling Income Tax Returns etc, with Excise and service tax where Information relating to Excise & Service Tax, Including the preparation of returns etc. And finally student will learn a Skills in Business and Banking Correspondence

To further enhance the personality traits of the students, they are exposed to Personality Development and Communications skills training at advanced levels. Effective communication, public speaking, leadership qualities, time management and interview skills are the few essential topics are covered in this semester.

This semester leads to certifications like:

★ Income Tax	40Hrs
★ Accounts Reconciliation & Ledger Scrutiny)	120Hrs
★ Accounts Finalisation	60Hrs
★ Company Final Accounts	46hrs
★ Advance Excel	42Hrs
★ Advance Power Point	24Hrs
★ Cost Management, Auditing	40Hrs
★ VAT	100Hrs
★ Excise & Service Tax	60Hrs
★ Personality Development	120Hrs

Job Profiles

Once the students complete this semester they'll be exposed to various job profiles like;

- ★ Accounts Manager
- ★ Secretary
- ★ Audit Assistant
- ★ Finance Executive





Module-8 Income Tax

★ Perfect knowledge of Taxation, includes computation of total income with the help of world class software.

- Basics of Income Tax.
- Computation of Total Income, Deduction U/S 80
- Various Heads of Income
- TDS, TCS, FBT, BCTT.
- Advance Tax, Assessments.
- CompuTax&CopuTds software for Tax computation & e-filing of returns.
- Manual Return preparation & filling of Forms, Challans etc.
- Concept & Provisions of Income Tax
- Preparation of Income Tax Return
- Project on e-payment
- Project on e-filing
- Project on Tax Plannin

★ **Module-9**

★ **Part 1 - Accounts Reconciliation & Ledger Scrutiny**

- Projects on Reconciliation of Debtors/Creditors
- Projects on Branch Reconciliation
- Projects on Ledger Scrutiny
- Projects on Profit Screening

Part 2 - Accounts Finalisation

- Concept of Indent, Invoice and Debit/Credit Note
- Adjustments of Outstanding and Accruals
- Adjustments of Purchase & Sale
- Provisions & Adjustments for Depreciation, Bad Debts etc.
- Online Finalisation
- Real Life Projects of Accounts Finalisation

Part 3 - Company Final Accounts

Calculation of Depreciation and Accounting treatment

- Company Final Accounts as per Schedule VI

Module-10- Advance Excel & Power Point

Part 1 - Advance Excel

- Solver, Protection, Freeze Panes
- Application of Auto/Advance Filter, Sorting and Sub-total
- Math, Statistical, Logical and Financial Functions
- Application of V/H Look-up and Validation
- Auditing, Consolidate, Goal Seek, Scenario, Templates and Macros
- Pivot Table & Charts
- Project on Preparation of MIS report

Part 2 - Advance Power Point

- Building of a Presentation
- Adding Slides
- Fonts, Styles, Effects, Alignment, Text direction
- Hyperlink





- Background Themes and Styles
- Tables, Charts, Graphs & Smart Art
- Project on preparation of Power Point for Presentation

• **Module-11- Cost Management, Auditing**

- Cost Computation - Material, Labour and Overhead
- Project on Cost Sheet Preparation
- Audit Process and Plan
- Real Life Projects on Audit

★ **Module-12 VAT**

- Perfect knowledge of Sales Tax/Vat, with a great emphasis on filling Income Tax Returns etc.
- Applicability
- Registration Procedure
- Vat Computation
- Return filling
- Assessment
- Manually filling of forms, Challans etc.
- Computerised preparation of Vat Returns.
- Vat accounting.
- Concept & Provisions of VAT
- Project on Preparation of VAT
- Project on e-payment and e-filing of VAT

★ **Module-13 Excise & Service Tax**

Part 1 Information relating to Excise & Service Tax, Including the preparation of returns etc.

- Applicability, Registration, Returns etc.
- Preparation of Excise Returns of Manufacturers & Traders.
- Manual Filling of Excise & Service Tax forms, challans return etc.
- Concept & Provisions of Central Excise
- Documentation and Forms of Central Excise
- Project on preparation of Central Excise return
- Project on e-payment and e-filing of Central Excise

Part 2 Service Tax

- Applicability, chargeable services, Registration, Returns.
- Concept of Input Tax credit.
- Concept & Provisions of Service Tax
- Project on Preparation of Service Tax Return
- Project on e-payment and e-filing of Service Tax
-

★ **Module-14 Communication Skills and Personality Development**

- Scope of verbal Communication
- Formal Communication
- Informal Communication





- Phonetics
- Pronunciation
- Listening
- Accent and Neutral Accent
- Reading a formal Text
- Pace of Communication
- Dictionaries
- Interviews and its types
- Skills required for facing an interview
- Effective Presentation Skills
- Significance of Leadership
- Factors of Leadership
- Qualities of a good leader
- Interviewer and Interviewee - Roles and Responsibilities

