



ACCOUNTANTS ACADEMY

www.accountantsacademy.in

professional coaching

SINCE 1998

ABOUT US

Our team includes chartered accountants, specialists, merchants, and company secretaries here. By providing students with outcome-oriented instruction in both manual and computerised accounting, we hope to equip them with the skills necessary for success in the real world. Additionally, we believe it is our responsibility to help students find employment once they have completed our courses. Students who study here will find their efforts worth it because of the results. We offer students the opportunity to gain practical experience by preparing real-world business accounts through site visits and other means. Students receive instruction from professionals in the disciplines of accounting, corporate secretarial services, and taxation. In terms of student training, we cover all fields including well known companies. After they have mastered manual accounting, we teach them how to use the latest versions of various accounting software. The education you receive at Accountants Academy will undoubtedly exceed that of any other institution



Here candidates get the opportunity to prepare the live accounts of business establishments by visiting those establishments directly or otherwise.

This helps them to gain experience and confidence as a virtual troubleshooter. Besides these, the candidates are instructed and trained by Chartered Accountants, Company Secretaries, Tax Practitioners, etc. The training is programmed to provide vast knowledge in a wide spectrum ranging from trading, manufacturing, hire purchasing, financing, hospitals, schools, colleges to even film divisions.



FEATURES

- Advisory body with eminent personalities
- Congenial academic atmosphere
- Multi numbered compulsory projects to students for skill developments
- Individual classes are given for each student
- Unique "Total Development Programme" for equipping students to meet the challenges to develop professionalism
- A complete practical oriented training in Accounting
- Basic idea of Accounting
- Placement information and assistance
- Practice in different types of accounting like Trading, Non Trading, Manufacturing, Finance Companies, Hire Purchase, etc
- Admission for commerce and non commerce students
- Assistance for practical training & online classes
- Lectures by qualified professionals, Chartered Accountants, Company Secretaries, Tax Practitioners, etc.
- Campus Selection
- Seminars & Group Discussions
- Training Programmes - Interview Techniques and Personality Development



Once manual Accounting proficiency is attained, the candidate can easily achieve accounting knowledge in various accounting softwares

The training program includes practical with latest versions of various computer accounting softwares. We provide Accounting Practice in Live reputed business establishments, Needless to say, that you will get a different experience in Accountants Academy than other institutes.

For Bright future

Build your career after completing plus two levels with a globally recognized certification that can really kick start your future.



APAT (ACCOUNTING PRACTICAL APTITUDE TEST)

We often find aptitude tests in many fields like numerical reasoning test, inductive reasoning tests, in-tray exercises etc. Aptitude means an innate, learned or acquired ability of an individual to perform certain tasks. Aptitude test is a systematic means of testing a candidate's abilities to perform such tasks. It is normally difficult to find a practical aptitude test in the field of accounting. The queries about how one can decide whether he is eligible for a career in accounting field or not, made us to bring a novel and unique practical aptitude appraisal tool in accounting. In fact everyone needs a skill fitness certificate for an accounting career too.



APAT is done in 3 LEVELS.

Level 1 Focuses on XI completed commerce students, level 2 focusing on graduates and Level 3 for working accountants or Job seekers **A P A T LEVEL – 1** th XI completed commerce students

It is an appraisal test, to guide their future study plans on professional accounting courses (CA, ACCA, CS, CMA, etc.) and also for their future accounting career

- ▶ Written Test Level-1 (offline)
- ▶ Qualified students have to attend face-to-face interview with an expert
- ▶ APAT certificate for passed students.
- ▶ Top scorers will be provided scholarships who enrol in our future educational program.

A P A T LEVEL – 2 Under Graduates

- ▶ Written Test Level-1 (offline)
- ▶ Qualified students have to attend face-to-face interview with an expert
- ▶ APAT certificate for passed students
- ▶ Top scorers will be provided scholarships who enrol in our future educational program

A P A T LEVEL – 3 Working Accountants or Job seekers

- ▶ Test (written & practical) will be conducted in our training centers
- ▶ Face - to- face interview with an expert
- ▶ Certificate of proficiency credibility as an accountant will be provided to them or can be sent to their employer, if requested.

PARTNERSHIP MODEL

SAP

- ▶ Customized course content focussing on Basics of ERP, SAP Navigation and Key Finance concepts
- ▶ SAP learning program powered by SAP Success Factor Platform
- ▶ Simulation and "Try-Me"/ "Show Me" based Learning methodology

ACCA

- Direct Learning Centre Network in Collaboration with ACCA, an initiative of ISDC Professional Education
- Innovative Professional Education to develop skills for tomorrow
- Through ACCA, accessing an unrivalled global network of offices, learning providers, examination centers and employers
- Wherever go, ACCA is there to support career
- Can achieve a Bsc (Hons) degree in Applied Accounting, awarded by Oxford Brookes University, while work towards ACCA qualification



COURSE SYLLABUSES

B.VOC ACCOUNTING AND BUSINESS (JAIN UNIVERSITY)
accredited by ACCA For 9 Paper exemptions (F1 - F9)

CA (CHARTERED ACCOUNTANT, COURSE OFFERED BY INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA)

- Foundation Course
- Intermediate Course
- Final Course

ACCA (ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS)

- Knowledge Module
- Skill Module
- Professional module

EXAM PROCEDURE - ONLINE AND OFFLINE

(Study Materials included / ACCA - UK Certification)

IFRS

SAP (SYSTEM APPLICATIONS PRODUCTS IN DATA PROCESSING)

- SAP Overview
- Creating Balance Sheet and Profit & Loss in SAP
- SAP FI and CO Overview
- Bank Accounts --- Reconciliation
- Accounts Payable-- Foreign Currency Revaluation, Regrouping for Current & Non-Current assets, write backs
- Borrowings- Treasury
- Retained Earnings -- Balance Carry forward
- Disclosures--- Bank Guarantees, Related Party
(Study Materials included / SAP Certification)

IDCAF (INTERNATIONAL DIPLOMA IN COMPUTERIZED ACCOUNTING AND FINANCE)

- Basic and Advanced Accounting
- Practical Accounting
- Financial Accounting
- Computerized Accounting - TallyPrime
- Additional Accounting Softwares - QuickBooks, Peachtree
- Microsoft Excel
- Professional Ethics for Accounting and Business
- IFRS
- G-VAT
- GST
- MANAGEMENT ACCOUNTING
EXAM PROCEDURE - ONLINE AND OFFLINE

HDMCA (HIGHER DIPLOMA IN MANUAL AND COMPUTERIZED ACCOUNTING)

- Manual Accounting
- Computerized Accounting - TallyPrime and Peachtree, GST
EXAM PROCEDURE - ONLINE AND OFFLINE

ADMCA (ADVANCED DIPLOMA IN MANUAL AND COMPUTERIZED ACCOUNTING)

- Manual Accounting
- Computerized Accounting - TallyPrime and GST EXAM PROCEDURE - ONLINE AND OFFLINE

TallyPrime

- Fundamentals of Tally
- All Accounting Features (General, Outstanding Management, Budgets, Scenarios, Cost Profit Centre Management, Payroll System, Banking Features)
- All Inventory Features (Invoicing, Orders, Storage & Classifications and other features)
- All Statutory Features (GST, TDS, TCS, ESI, PF)
- Backup and restore.
- Foreign Exchange Transactions
- Security Control, Tally Audit, Export and Import
- Reconciliation and other Company Features

Peachtree

- General Transactions
- Customers and Sales
- Vendors and Purchases
- Inventory and Services
- Employees and Payroll
- Banking and Company features

Microsoft Excel

- General Features and formatting
- Formulas, Functions and Graphs, Pivot Table, V-lookup, H-lookup and Other Advanced Features

ADVISORY BOARD OF STUDIES

CHEERAN VARGHESE FCA | Chartered Accountant | Cheeran Varghese & Co. | Thrissur

DR. V.K. VIJAYAKUMAR | Investment Strategist | Geojit BNP Paribas

PROF. RAVEENDRA NATH K. | Former Pro Vice- Chancellor | University of Calicut

C.A VARGHESE FCA | DISA | Chartered Accountant | Cheeran Varghese & Co. | Thrissur

VARGHESE JOHN FCA | DISA | Chartered Accountant | Varghese John & Co. | Thrissur

DR. MUHAMMED PALATH | PhD in Islamic Economics | Board of Studies Member Islamic Finance | Karnataka State Open University

OUR KNOWLEDGE PARTNERS

 **CHEERAN VARGHESE & CO.**
Chartered Accountants | Thrissur

 **SERICT**
PIONEERS OF CORPORATE MANAGEMENT
www.serict.com
SINCE 1998

QuickBooks

- General features
- Setting up Inventory Items and Other Items
- Basic Sales and using Price Levels
- Bank Accounts and Time Tracking
- Credit Card Accounts
- Assets and Liabilities
- Equity Accounts
- Company management

E-Taxation

- TDS, TCS, Income Tax
- GST
- Annual Information return
- Balance Sheet, Form Manager, FM Tools
- Project Report Preparation (CMA)
- E- Filing procedures of all the above
- ESI, PF

Diploma in GST

- GST Basic matters, Practical Accounting in GST, Return filing

Advanced Diploma in GST

- GST Advanced matters, Practical Accounting in GST, Return filing

Diploma in Gulf VAT

- VAT rules of Gulf Countries, Practical Accounting in Gulf VAT



SAP FINANCE SYLLABUS

SAP Overview

- Overview of ERP and SAP
- Navigation
- Procure to Pay Process
- Order to Cash Process
- Plan to Produce Process
- Hire to Retire Process

SAP FI and CO Overview

- SAP Finance Organization Structure and Master Data
- General Ledger Accounting
- Accounts Payable business process
- Accounts Receivable business process
- Asset Accounting business process
- Bank related accounting business process
- Financial statement creation business process
- SAP Controlling Organization Structure and Master Data
- Planning in Management Accounting
- Accounting Logistics Integration
- Daily Postings in Management Accounting
- Period end closing in Management Accounting
- Analytics in Management Accounting

Creating Balance Sheet and Profit & Loss in SAP

- Concept of Accounting Standards & its mapping in SAP
- Concept of Multiple Currencies
- Concept of Consolidation – Group chart of accounts, country specific Chart of Accounts, Trading partner
- Financial Statement Version – BS, P&L
- Preparatory Process
- Opening & Closing accounting periods, MM periods & Special Periods
- Fixed Assets – Capitalization, depreciation & Physical verification by location, Indian IT depreciation by Block of assets
- Inventory Valuation – Stock valuation & balance sheet valuation for FIFO, Net Realizable Value
- Investments – Treasury
- Accounts receivable – Foreign currency Revaluation, Regrouping for Current & Non-Current assets, Confirmation of Balances, bad debts provision & Write offs
- Bank Accounts – Reconciliation
- Accounts Payable – Foreign Currency Revaluation, Regrouping for Current & Non-Current assets, write backs
- Borrowings – Treasury
- Retained Earnings – Balance Carry forward
- Disclosures – Bank Guarantees, Related Party



RPP (RESIDENTIAL PRACTICE PROGRAM)

The residential practice program offers real-world employment experience. This program is also administered by seasoned chartered accountants. This gives students the ability to do live e-filings for Indian and foreign companies. Students who complete the RPP receive a certificate of live experience and placement support.





STUDY

ACCA

SAP Student Academy



with Authorization

CORPORATE OFFICE

THRISSUR

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B.VOC
ACCOUNTING
& BUSINESS

IFRS

QUICKBOOKS

**MANUAL
ACCOUNTING**

**INTERNATIONAL
ACCOUNTING**

**ACCOUNTING
PRACTICE**

**Diploma In
GULF VAT**

**MANAGEMENT
ACCOUNTING**