



Preparing for  
Chief Accountant  
or Data Analyst

#IAmSkilled  
#IAmJobReady

Lets Chat :  
84 5000 6000

India's 1<sup>st</sup> Training Institute that provides  
100% Job Guarantee Courses to make You  
Job Ready in Accounts, Finance & Taxation

[www.icajobguarantee.com](http://www.icajobguarantee.com)



# ABOUT ICA

## HISTORY

Since  
**1999**

Years Trust



ISO 14001:2015  
certified institute.

**No.1**

Pioneer in the field of  
Job Oriented Practical Learning

**100+**

Cities Across India

Experienced Faculty  
Members including CAs

In-house CRM, R&D  
and IT Team

Training on Latest  
Accounting Software



Regular Seminars and  
Grooming Sessions



Practical & Fun Learning  
using Latest Technology

**10**

Simulation  
Software

**9**

Projects

**5**  
*Lac*<sup>+</sup>

Satisfied Students

**30+**

Placement Offices

**70,000+**

Registered Employers



Any Time Job  
Card Facility



Periodic Campus  
Interviews & Job Fairs

## ADVANTAGES

## PLACEMENT



# WHY CHOOSE A CAREER IN ACCOUNTS, FINANCE & TAXATION ?

Registered Corporates

17  
LAC

Huge Job Opportunity

1.38  
CRORE

Tax-Payers registered Under  
GST and It's Increasing  
Every Day!

Never-ending Industry Demand

100%  
Organisations

All Organisations Need Accounts  
& Finance Professionals

Handsome Salary Growth

upto  
22%  
(average)

Offers Steady Career Growth  
Vertically And Horizontally

Do you have  
the right  
**Skill  
Sets?**

To Become an  
**Chief Accountant**



## EQUIP YOURSELF WITH MULTIPLE SKILLS



TallyPrime



ZOHO



SAP S/4 HANA



Busy



Advanced  
Excel



G-Suite  
Management



Costing



Advanced  
Accounts



Journal Entries



Office Documents  
& Process Flow



Audit Closing



P&L A/c &  
Balance Sheet



TDS



GOODS AND SERVICES TAX  
GST

Goods &  
Services Tax



Income Tax



Payroll, ESI  
and PF



Ind AS



Interview  
Skills



Office & Email  
Etiquettes



Communication  
Skill



# Books

**FIRST TIME IN INDIA  
OFFICIAL ZOHO BOOK  
CERTIFICATE ONLY IN ICA**

**100M+** User  
Globally

**15K+** Employees  
Worldwide

**150+** Countries  
Served

**55+** Products

**25+** Years in  
Business

#### CORE FEATURES

 Quotes	 Banking
 Invoicing	 Inventory
 Sales Orders	 Expenses
 Bills	 Documents
 Purchase Orders	 Reporting
 Projects	 Online Payments

#### COMPLIANCE

 GST filing
 E-Invoicing
 Audit Trail
 Document - Management

#### EFFORTLESS ACCOUNTIN

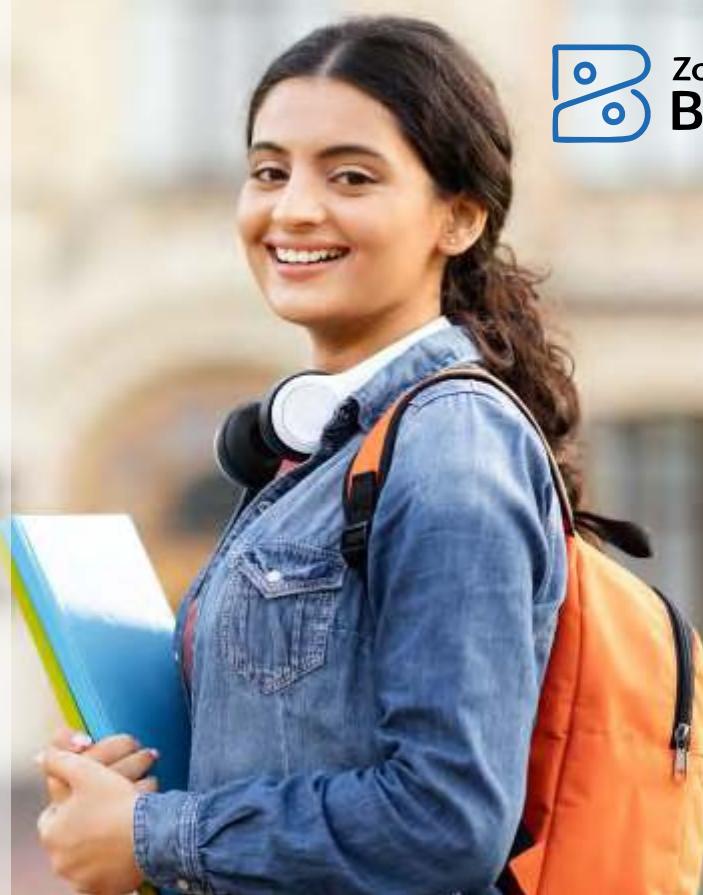
 Mobile Accounting
 Zoho Ecosystem
 Collaboration & Portal Management
 Smart Automations

#### UNIQUE FEATURES

-  Mobile Accounting
-  Connected Banking
-  Smart Automations
-  Foreign Transaction via Multi Currency Options
-  Collaboration

**SPECIAL  
PRICE**

**₹5999**



# JET

Journal  
Entry Test

## Unique Features

-  Enhances Speed and Efficiency
-  Real Time Result
-  Detailed Result Analysis
-  Anytime Anywhere Practice
-  4 Different Levels of JET Exam
-  90% Improvement on Students Employability
-  33 Lacs + JET Exams Appeared
-  8.25 Cr Questions Attempted



## Microsoft Excel Test

## Unique Features

-  Digital Platform for Unlimited Excel Test
-  Learn the Art of Handling Large Amount of Data
-  Accuracy Enhances by 3 Times after 10 Attempts
-  Help Students to Apply Different Excel Formulas and Features
-  Real Time Result
-  3 Different Levels of MET Assessment

## LEARNERSMALL

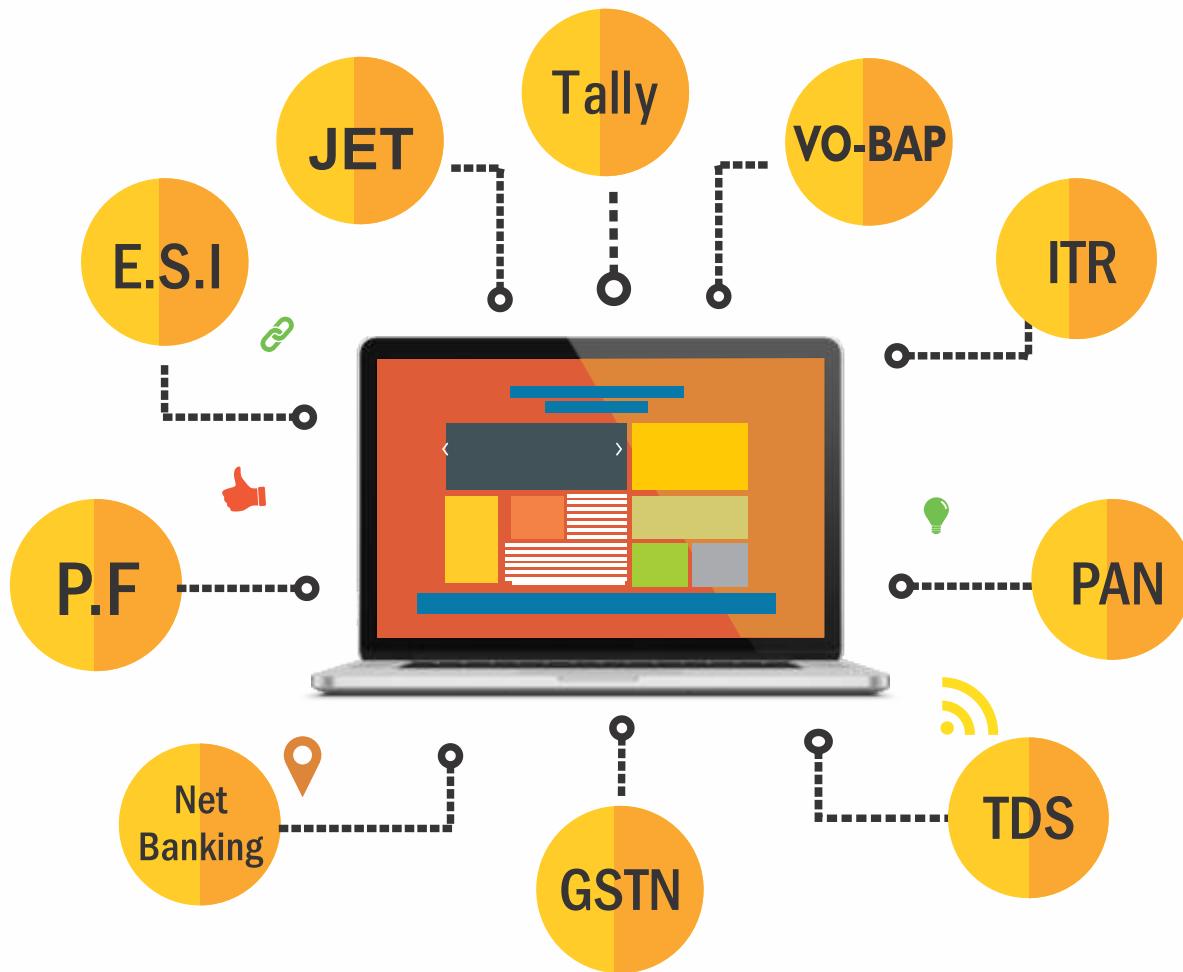
E-LEARNING APP



## FEATURES

-  VIDEO
-  QUIZ
-  NOTE
-  ASSESSMENT
-  COMPETITION
-  TRACK PERFORMANCE

# 10 SIMULATION SOFTWARE



**Students' Portal** [student.icajobguarantee.com](http://student.icajobguarantee.com)

The Students' Portal contains a host of information. Students access it frequently to get information on:

- Exams (Online/Practical)
- JET & Assessment
- Online Projects
- Success Stories
- Job Fair
- Download Section
- Academic Report
- News
- Ask Expert
- Financial Details
- Feedback Section
- GST (Govt. Portal)
- Infographics
- TOP Placement
- New link of Social Media
- Placement Report
- Upload Student Resume (PDF Format)
- Examination Report

Modules	Hours	CIA (F)	CIA (EXP.)	CIA	CIA +
Eligibility		12th Pass	Graduate	12th Pass	12th Pass
<b>Business Computer Applications#</b> Hardware & Software   Working with Windows 10   File & Folder Management   Introduction to MS Word 2021   Page Setup   Drafting and Formatting Documents   Tables   Header & Footer   Introduction to MS Excel 2021   Database design   Table   Custom List   Format Painter   Cell Reference   Number & Conditional Formatting   Filling Series   Name Range   Understanding Formula   Date Functions   Data Validation   Look up & Reference Functions   Logical Functions   Financial Functions   Scenario Manager   Goal Seek   Solver   Chart   Sort & Filter   Pivot Table & Pivot Chart   Slicers & Timelines   Subtotal   Tracing cell   Consolidating   Text to Column   Concept of Array   Importing Data   Sparkline   Quick Analysis   Splitting   Freeze Panes   Track Changes   Protection   Page Setup & Printing   Project on Excel   MS PowerPoint 2021   MS Outlook 2021   Internet & E-mail Writing   Mail Merge   G-Suite   AI use in MS Excel	45	✓	✓	✓	✓
<b>Business Accounting</b> Introduction   Accounting Concepts   Capital & Revenue Transactions   Accounts Documents   Journal Entries   Depreciation   Stock Valuation   Year-end Adjustments   Final Accounts   Rectification of Errors   BRS   Projects on preparation of Books of Accounts   Online Journal Entry Test - JET	36	✓	✓	✓	✓
<b>TallyPrime</b> TallyPrime Intro   Download & Install   Process Flow   GoTo/SwitchTo   Company creation   Chart of Accounts   Group & Subgroup   Ledgers (Creation, Alteration and Deletion)   Backup & Restore   Bill Allocation   Voucher Entry   Cost Centre & Cost Category   BRS   Asset Purchase   Sale of Assets with Depreciation   Accounting   Inventory   Stock Group   Category   UOM   Godown   Stock Item   Stock Transfer   Purchase (Order, Receipt Note, Rejection Out, Invoice, Debit Note)   Bill of Materials (BOM)   Purchase & Sales Cycle   Sales (Order, Delivery Note, Rejection In, Invoice, Credit Note)   Batch   Zero Values Entries   Actual Billed Quantity   Standard Price   Credit Limit   Appropriation of Expenses with Inventory   Reorder Level   Voucher Class   Interest Calculation   Non-Accounting Vouchers   Scenario Management   Budgeting & Control   Post Dated Cheque Management   Account Confirmation   Export & Import Data   Export B/s Reports in Excel and Other Formats   Security Control   Tally Audit   Split Company   Merge Company   Basic Concepts of GST   GST using Tally   Activating GST   Master Creation   Inward Supply of Goods - Local   Outward Supply of Goods - Local   Invoice Printing   Inward Supply of Goods - Interstate   Outward Supply of Goods - Interstate   Debit & Credit Notes   Different Rate - One Invoice   Input Tax Credit   Payment of Tax   Generate Return   Reconcile Status   Purchase Capital Goods   Goods & Services in same invoice   Discount on Sales Invoice   RCM   GST Reports   Generation of Returns   TDS   Master Creation   Deducting TDS on Expenses   TDS Payment & Challan   Challan Reconciliation   Form 26Q   Exporting Form 26Q   Advance to Party   Rent (TDS & GST)   TDS Payment with Interest   No Deduction (15G & 15H)   Deduction at Lower Rate (Form 13)   PF   ESI   Payroll   Reports   Security Control   Backup and Restore   Project on TallyPrime	51	✓	✓	✓	✓
<b>Business Communication</b> Communication Skills   Assertive Communication   Non-verbal Communication   Presentation Skills   Interview Skills   Sell Your Skills (Cover Letter, Resume Designing)   People Skills (Workplace behaviour)   E-mail Etiquette   Goal Setting and Time Management	45	✓	✓	✓	✓
<b>Virtual Office Project(VOBAP) and Live Project 1 (Business Accounting, Tally, Excel)</b>	06	✓	✓	✓	✓
<b>Direct Tax *</b> Basic concepts of Income Tax   Income from Salaries-Allowances, Perquisites, Deductions, Computation, New Regime, Old Regime   Income from House Property-Meaning, Chargeability and Computation   Profits and Gains of Business or Profession-Meaning, Chargeability and Computation   Depreciation   Deductible expenses   Expenses Disallowed   Expenses deductible on payment basis   Maintenance of books of accounts   Tax Audit   Presumptive taxation Scheme   Income from Capital Gains-Computation, Exemptions, Capital Gain deposit Account scheme   Income from other sources-Deductions/Exemptions   Clubbing of Income   Set Off and Carry Forward of Losses   Deductions from Gross Total Income   Computation of Taxable Income and Tax Liability (Format/Illustrations), Assessment of Individuals, Firms, Companies   Payment of Tax including Advance payment of tax   Application for PAN   Return of Income - ITR1, ITR2, ITR3 etc.   Due Dates for Submission of Returns Filing of income Tax   Returns through Portal   Return of Loss, Belated Revised Return   Tax Deducted at Source (TDS)   TDS Rates   TDS from Salaries (Section 192)   TDS compliances, effect of non-compliances   Application for TAN   TDS under different sections   Entry for TDS payment using Tally   Payment of TDS   Generation and filing of e-TDS Return   View Tax Credit (Form 26AS)   Higher, NIL and lower deduction of TDS   Forms AIS & TIS   Generation of TDS Certificates from Traces   Accounting Treatment of TDS   TDS using Tally   TCS (Tax Collected at Source)-Payment, Exemption, and Rates   Project on TDS	39		✓	✓	✓
<b>TDS</b> Tax Deducted at Source (TDS)   TDS Rates   TDS from Salaries (Section 192)   TDS compliances, effect of non-compliances   Application for TAN   TDS under different sections   Entry for TDS payment using Tally   Payment of TDS   Generation and filing of e-TDS Return   View Tax Credit (Form 26AS)   Higher, NIL and lower deduction of TDS   Forms AIS & TIS   Generation of TDS Certificates from Traces   Accounting Treatment of TDS   TDS using Tally   E-TDS Return   TCS (Tax Collected at Source)-Payment, Exemption, and Rates   Project on TDS	11		✓		
<b>Goods and Services Tax (GST)</b> Basic concepts of GST   Levy & Collection of Tax   Time & Place of Supply   Components of GST   Chargeability of GST   Rates of GST   Input Tax Credit   Meaning of Supply   Scope of Supply   Composite Supply   Mixed Supply   Composition Scheme   Composition rate of tax   Important Forms under Composition Scheme   Person liable to pay GST   Entries for Reverse Charge   Time of Supply   Place of Supply of Goods & Services   Input Tax Credit   Availability of Input Tax Credit   Utilization of Input Tax Credit   Process of availment Input Tax Credit   Registration   GST Documents   E-Way Bill & E-Invoicing   Payment of Tax   GST Return   Audit under GST   Refund   ITC Matching & Auto-reversal   GST Accounting   GST using Tally   Project on GST	27		✓	✓	✓
<b>Accounts Finalisation &amp; Profit Screening</b> Basic Concepts of Company   Types of companies   Sources of Funds   Advanced Journal Entries: Depreciation, Income Tax, Provision for taxation, Salary, PF, ESI, PTax, General Reserve, Dividend etc.   Year-end adjustment entries   Accounting treatment of e-transactions   Fixed Asset Register   Ledger Scrutiny   Accounts Reconciliation: Debtor's, Creditors, Branch   Accounting for Digital Transactions (Credit Card, Debit Card, Paytm etc.)   Company Final Accounts   Financial Statements of Companies, Annual Return   Cash Flow Statement   Finalisation of Accounts-Steps with checklist   Financial Statement Analysis- Comparative statements, Trend Analysis, Ratio Analysis   Profit Screening   Project	30		✓	✓	✓
<b>Advanced MS Excel</b> Flash Fill   Advanced Number Formatting   Data Validation (Advanced Use)   Advanced Conditional Formatting   Match & Index   Dynamic Vlookup   Sumproduct Function   Data Table   Solver   Depreciation Functions   Financial Functions (NPV, IRR, MIRR)   Array Formulas   Apps for Office   Power Pivot   Power Map   Power Query   Dashboard   Macro   G-Suite   ASAP Utility   Project work.	18		✓	✓	✓
<b>Live Project 2 (Advanced Accounts, Tally, Excel, Taxation)</b>	09		✓	✓	✓
<b>Additional Accounting Package %</b> <b>ZOHO</b> Introduction to ZOHO Books Online   Company Settings in ZOHO   Voucher Settings in ZOHO   Purchase & Sales Invoice in ZOHO   GST in ZOHO   Projects	09				✓
<b>SAP **</b> SAP ERP Overview & Navigation   SAP Products   SAP Modules   SAP Financial Accounting (FI)   SAP Controlling (CO)   Sessions Transaction Codes (Tcodes)   Finance Organization Structure and Master Data   Client   SAP Landscape   SAP Controlling Organization Structure   Organizational Units   Procure to Pay Process   Purchase Requisition   Purchase Order   Goods Receipt   Invoice Handling   Payment   Order to Cash Process   Quotation   Sales Order   Outbound Delivery   Post Goods Issue   Billing Document Types   General Ledger Accounting   Chart of Accounts   General Ledger Creation   Account Group   Modify a GL   SAP FI-Journal Entry Posting   Posting Keys   Document Type   Document Number Ranges   Hold/Park Documents   Accounts Payable Business Process   Vendor Master   Vendor Creation   Block a Vendor   Purchase Returns   Outgoing Vendor Payment   Foreign Currency invoice   Outgoing Partial Payments   Automatic Payment Run   Vendor Line Items   Accounts Receivable Business Process   Customer Master   Customer Creation   Block a Customer   Sales Invoice   Document Reversal   Sales Returns   Post Incoming Payment   Foreign Currency Invoice   Incoming Partial Payments   Customer Line Items   Closing Process in SAP   Accrual/Deferral   Recurring Entry   Automatic Clearing   Foreign Currency Valuation   Financial Statements   Bank Related Accounting Business Process   Managing SAP House Banks   Financial Statement Creation   Business Process   Financial Statement Versions	40				✓
<b>Banking and Auditing</b> Definition and concept of Bank   Functions of Bank   Structure of Banking sector in India   Types of Banks   Bank Accounts-Current Account, Savings Account, Fixed Deposit Account   Savings, Current, Recurring, and Fixed Deposit Account etc.   Calculation of interest on Deposits   Merits and Principles of Granting Loan (Types of Loans- Personnel, Home, Car, Education, Business   Debit Card, Credit Card, Payment Apps   Calculation of Interest on Credit Card   Cheque, NEFT, RTGS, IMPS   Types of Cheques, Dishonour, Cancellation of cheques   Online E-Banking   Asset Classification of Banks NPA etc.   Definition of Auditing   Features of Auditing   Objectives of Auditing   Types of Audit: Statutory Audit, Internal Audit etc.   Accounting Vs Auditing   Auditing Vs Investigation   Auditor   Qualification of a Company Auditor   Disqualification of a Company Auditor   Basic principles governing an Audit   Auditor Vs Accountant   Steps in Conducting Audit   Important Concepts like vouching, voucher, sampling, ticking   Audit Findings   Physical Verification of cash, stock etc.   Audit Report   Types of Audit Reports   Audit certificate   Real Life Project on Audit	12				✓
<b>Power BI</b> Introduction   Power BI Process Flow   Connect to Data   Write an Expression in DAX   Report Building   Slicers   Publish to the Power & Service to Share   Data Model   Relationships   Hierarchies   Performance Analyser   Tooltip   Filter   Page Navigation   Bookmarks   Natural Language to Explore Data   KPI   AI functionalities within Power BI   Anomaly Detection   Smart Narrative   Q&A   Decomposition Tree   Key Influencer	18				✓
<b>MCA (including XBRL and LLP)</b> Formation of a Company   Characteristics of a Company   Types of Company operated in India   Procedure of incorporation of a company   Filing of e-Form Inc-32   Steps to be taken to incorporate a New Company   Certificate of incorporation   Memorandum of Association   Articles of Association   Differences between Memorandum of Association and Articles of Association   Meaning of Shares, Share Capital and its types   Process of issue of share   Debentures and its features   Prospectus   Qualification, disqualification, appointment & duties of Directors   Loans & Advances   Loans to Directors   Loans and Investments by a Company   Deposits   Maintenance of accounts of a company   Accounts & Audit   Audit of a company   Corporate Social Responsibility (CSR)   Meeting and its types, Minutes and Resolution   MCA (Ministry of Corporate Affairs) functions and services offered   CIN, DIN, DSC, View Company data, E-filing   XBRL   How to File XBRL forms to MCA   LLP Features and advantages   Filing of forms	23				✓
<b>Ind AS</b> Introduction   What are Indian Accounting Standards   Reasons for implementation of Ind AS   Applicability of Ind AS in Indian Companies   IFRS and IND AS   Ind AS-1 Preparation of Financial Statements   General features of Financial Statements   Ind AS-2 Inventories   Measurement of Inventories   Inventory Valuation techniques   Ind AS-7 Statement of Cash Flows   Types of cash flows   Cash Flow Statement preparation   Operating, Financing, and Investment activities   Ind AS-16 Property, Plant and Equipment   Property, Plant and Equipment   Cost and revaluation models of accounting   Repairs and maintenance   replacement and major inspection   Depreciation   Ind AS-18 Revenue Recognition   Treatment of revenue arising from certain transactions   Measurement of Revenue   Ind AS-36 Impairment of Assets   Criteria for identifying an asset that may be impaired   Measurement of the recoverable amount   Allocation and reversal of the impairment loss   Ind AS-318 Intangible Assets   Identification of Intangible Assets   Recognition of intangible Assets   Measurement of Intangible Asset   Retirement and Disposals   Ind AS based on Schedule III	12				✓
<b>Live Project 3 (Power BI, Advanced Accounts, Banking, MCA, Taxation)</b>	15				
<b>Final Exam</b>	12		✓	✓	✓
<b>Job Guarantee</b>		No ©	YES	YES	YES
<b>Live Projects</b>	2	2	3	4	
<b>Additional Projects</b>	2	4	4	6	
<b>Internship</b>	NO	NO	YES	6 MONTHS	YES
<b>Course Duration (including Internship)</b> Standard - 1.5 hrs per day or 9 hrs per week	6 MONTHS	NO	12 MONTHS	18 MONTHS	
<b>Course Duration (including Internship)</b> Fast Track - 3 hrs per day or 18 hrs per week in CIA and 4.5 hrs per day or 27 hrs per week in CIA +	3 MONTHS	4 MONTHS	6 MONTHS	6 MONTHS	
<b>Certification from</b>	ICA	ICA	ICA	ICA   SAP   ZOHO	

Notes:

# In addition to ICA certificate, Microsoft's Certification Exams are available for an additional cost. MOS Certification Excel 2016/2019 Core by Microsoft (Administered by Certiport). Contact sales

\* Direct Tax continues to include all content on TDS.

\*\* SAP 80 hours to include: Hire to Retire Process, Asset Accounting Business Process, Planning in Management Accounting, Accounting Logistic Integration, Other Management Accounting Processes, Multiple currencies Concept, Fixed Asset, Inventory Valuation, Segment Reporting, Treasury & Risk Management.

% Additional Accounting Package module - Busy will be available to North in CIA or higher program. For other region can be purchased separately if not available.

Delhi, NCR, Haryana, HP, J&K, Punjab, Uttaranchal.

© 100% Job Assurance instead of Job Guarantee

& Certified Industrial Accountant Exemption - CIA (E) is available as a separate course | Eligibility: B.Com or 3rd Year with Job Assurance.

CIA with SAP (80 Hrs.) | CIA with SAP (80 Hrs.) & Advanced Excel available as a separate course with Job Guarantee.

# Job Roles → Responsibilities → Skills

Job Roles	Responsibilities	Skills Required	Relevant Module
<ul style="list-style-type: none"> <li>• Back Office &amp; MIS Executive</li> <li>• Administrative Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• Basic Computer Operations</li> <li>• Record and Organize Data</li> <li>• Prepare and Present Monthly/Weekly Reports Including MIS</li> <li>• Prepare Documents &amp; Presentations</li> <li>• Data Analysis</li> </ul>	<p>Proficiency in:</p> <ul style="list-style-type: none"> <li>• MS Word</li> <li>• MS PowerPoint</li> <li>• Typing Speed (30 wpm)</li> <li>• File-Folder Management</li> <li>• G-Suite</li> </ul> <ul style="list-style-type: none"> <li>• MS Excel</li> <li>• MS Outlook/Email</li> <li>• Internet browsing</li> <li>• Mail Merge</li> </ul>	Business Computer Application
<ul style="list-style-type: none"> <li>• Accounts Executive</li> <li>• Accounts Officer</li> <li>• Accounts Associate etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Verification of Various Accounting Documents</li> <li>• Passing Entries in Accounting Package</li> <li>• Prepare Various Reports Based on Business Needs</li> <li>• Updating Accounts Receivables &amp; Payables</li> <li>• Issue Invoices &amp; Perform Vendor / Customer Account Reconciliations</li> <li>• Inventory Management</li> <li>• Payroll Management in Tally</li> <li>• Banking Operations Including BRS</li> </ul>	<p>Proficiency in:</p> <ul style="list-style-type: none"> <li>• Accounting Concepts</li> <li>• Journal and Voucher Entries</li> <li>• Final Accounts Preparation</li> <li>• Bank Reconciliation Statement (BRS)</li> <li>• Cash Book Preparation</li> <li>• Tally / Busy / ZOHO etc.</li> <li>• TDS &amp; GST Accounting</li> </ul>	Business Accounting with TallyPrime / Busy/ ZOHO
<ul style="list-style-type: none"> <li>• Tax Accountant</li> <li>• Tax Consultant</li> <li>• Tax Analyst</li> </ul>	<ul style="list-style-type: none"> <li>• Income Tax Computation</li> <li>• ITR Filing</li> <li>• PAN and TAN Application</li> <li>• TDS/TCS Compliances and Returns</li> <li>• GST Reconciliations and Returns</li> <li>• Tax Payments</li> <li>• Accounting Entries Pertaining to GST Transactions</li> </ul>	<p>Proficiency in:</p> <ul style="list-style-type: none"> <li>• Computation of income</li> <li>• Deductions</li> <li>• TDS/TCS Computation and Return</li> <li>• Accounting for Purchase/Sale of Goods &amp; Services from/to Registered/Unregistered Dealer</li> <li>• Input Tax Credit (ITC)</li> <li>• Reverse Charge Mechanism (RCM)</li> <li>• GST Returns</li> </ul>	Direct Tax and GST
<ul style="list-style-type: none"> <li>• Assistant Manager - Accounts</li> <li>• Manager - Accounts</li> </ul>	<ul style="list-style-type: none"> <li>• End to End Accounting Entries</li> <li>• Finalisation of Accounts</li> <li>• End of Year Adjustments</li> <li>• Provisions and Depreciation</li> <li>• Prepare Cash Flow &amp; Fund Flow Statement</li> <li>• Reconciliation of Various Financial Statements</li> <li>• Coordination with Auditors</li> </ul>	<p>Proficiency in:</p> <ul style="list-style-type: none"> <li>• Finalisation of Accounts</li> <li>• Accounting for Depreciation and Provisions</li> <li>• Following Statutory Compliances</li> </ul>	Advanced Accounts
<ul style="list-style-type: none"> <li>• Assistant Manager - Accounts &amp; Finance</li> <li>• Manager - Accounts &amp; Finance</li> </ul>	<ul style="list-style-type: none"> <li>• Audit Closing</li> <li>• General Banking Operations</li> <li>• E-filing through MCA</li> <li>• XBRL &amp; LLP</li> </ul>	<p>Proficiency in:</p> <ul style="list-style-type: none"> <li>• Managing End-to-End Accounting Operations</li> <li>• Finalising and Closing of Books of Accounts</li> <li>• Statutory Compliance</li> <li>• Knowledge of Companies Act</li> <li>• Return Filing with Ministry of Corporate Affairs with XBRL</li> <li>• Indian Accounting Standards</li> </ul>	Banking & Auditing, MCA & IndAS

\*\*\*Business Communication module is essential to develop inter-personal skills, which is mandatory for any job roles.



## CIA-F (Foundation)

**DURATION**  
3 Months @ 3hrs./class  
Or 6 Months @ 1.5 Hrs/class

## CIA-E (Express)

**DURATION**  
4 Months @ 3 Hrs./class

## CIA (Regular)

**DURATION**  
6 Months @ 3 Hrs./class  
Or 12 Months @ 1.5 Hrs/class

## CIA + (Plus)

**DURATION**  
6 Months @ 4.5 Hrs./Daily  
Or 12 Months @ 3 Hrs./class  
Or 18 Months @ 1.5 Hrs./class

**COURSE FEES**

**EMI Partners**



Prospectus for ₹150 or ₹450 Extra (as applicable)

# SAP FICO - S/4 HANA End User Program

The World's Largest Provider of Enterprise Application Software



Member  
SAP Student Academy Program



## SAP's Customers Base

- SAP serves > 425,000 customers in > 180 countries
- SAP customers include:
  - ❖ 92% of the Forbes Global 2000 companies
  - ❖ 98% of the 100 most valued brands
  - ❖ 100% of the Dow Jones top scoring sustainability companies
- SAP customers produce:
  - ❖ 78% of the world's food
  - ❖ 82% of the world's medical devices
- 77% of the world's transaction revenue touches the SAP system

## SAP Facts and Figures in India

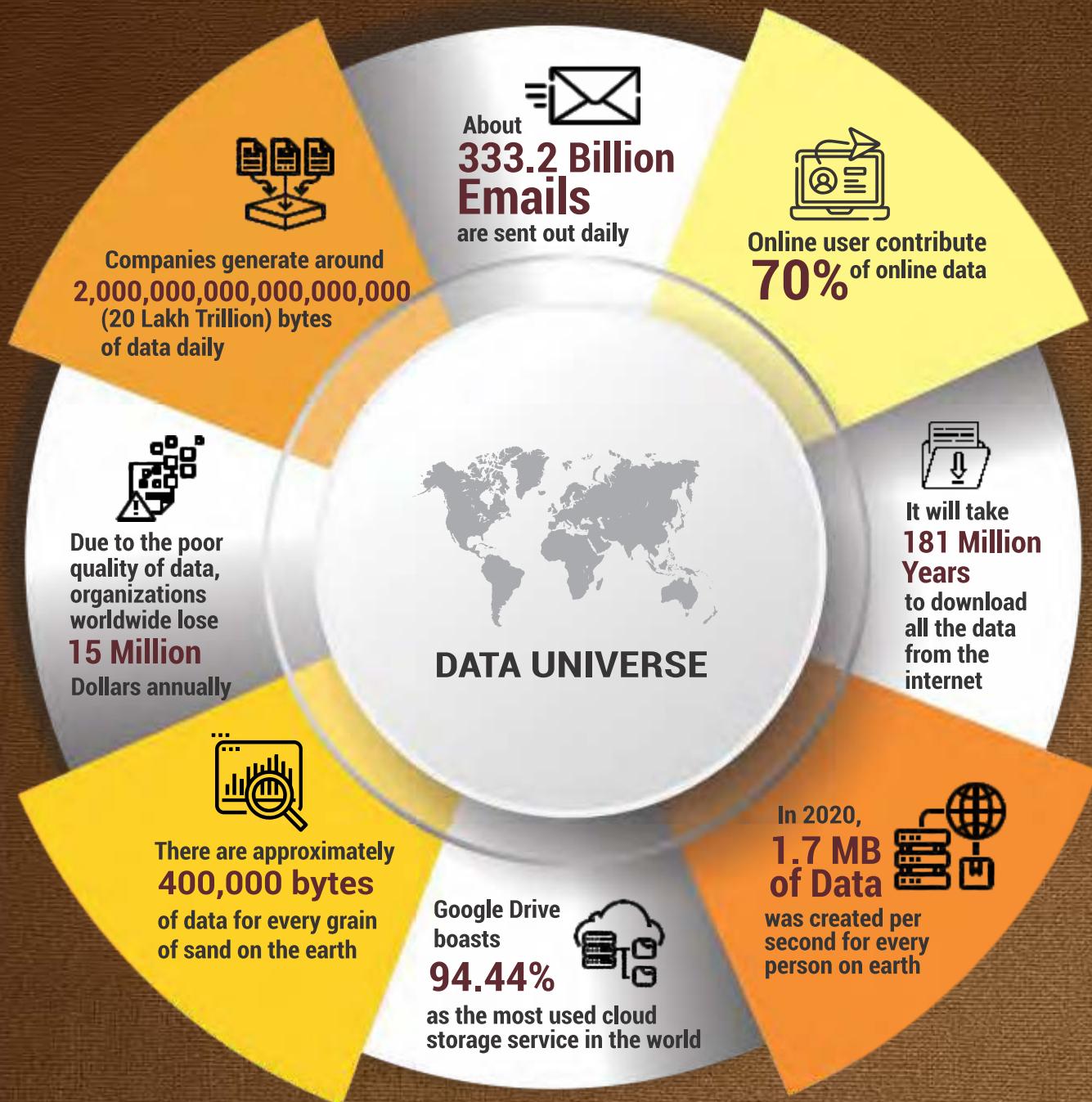
- SAP is a leader in India
  - ❖ SAP has more than 65% market share in India
  - ❖ 11 out of 16 'Navratnas' (Central Public Sector Enterprises identified by Govt. of India) like BEL/ BHEL/ NTPC/ ONGC/ IOCL etc. run SAP ERP
  - ❖ 9 out of 10 most profitable companies and largest companies run SAP ERP
  - ❖ 36 out of 50 'Economic Times 500' companies like TCS/ Reliance/ HDFC/ Coal India/ Infosys etc. run SAP ERP
  - ❖ 25 out of the 40 Largest Indian Companies named by Forbes run SAP ERP

**14,000+ Companies  
Using SAP ERP in India**

**Starting Salary in India can be  
₹2.5 to ₹4.0 Lacs p.a**

[www.icajobguarantee.com](http://www.icajobguarantee.com)

# DATA IS THE NEW FUEL, LEARN AND CONQUER THE DATA UNIVERSE!



## 7/10

MOST VALUED COMPANIES ARE DATA DRIVEN CO. EVERY COMPANY NEEDS MIS & DATA ANALYSTS



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ORACLE



amazon

many more...

# CERTIFICATE IN MIS ANALYTICS

MODULES	HRS.	Graduate
Eligibility		
<b>Advanced Excel</b> Flash Fill & Data Validation   Advanced Conditional Formatting   ASAP Utilities   Lookup Functions   Match & Index   Dynamic Vlookup   Data Table   Solver   Financial Functions   Sort & Filter   PowerPivot   Dashboard Creation   Power Map & Power Query   Macro   Array Functions   Google Drive   Mail Merge	18	✓
<b>VBA</b> Macro   Introduction to VBA   Working with Procedures & Functions   Customizing the VBE Environment   Understanding the Objects   Using Expressions, Variables & Intrinsic Functions   Controlling Program Execution   Debugging Code & Handling Errors   VBA Programming Functions   Excel Form Control & ActiveX   Working with Forms & Controls	24	✓
<b>G-Suite</b> Hello to Google Drive   Introduction to Google Sheet   Google Sheet Protection   Combine Data from Multiple Google Sheet   Google Slides   Google Form   Google Mail Merge   Google Cloud Printing	16	✓
<b>SQL</b> Introduction to SQL   Platforms to execute SQL codes   Creating a table   Data insertion   Auto increment and primary key   Alter table   Delete   Update   Top clause   String functions   Aggregate functions   Constraints   SQL join   Insert sub-query   Delete sub-query	16	✓
<b>Power BI</b> Introduction to Power BI   Prepare Data in Power BI   Publish Power BI   Service Power BI   Desktop Tooltip Reports & Slicers in Power BI   Buttons & Bookmarks in Power BI	18	✓
<b>Data Studio</b> Google Data Studio   Creating Charts & Graphs   Filters & Controls   Custom Fields   Chart Styling   User Management: Sharing your Reports	14	✓
<b>Orientation on Corporate Skills</b>	20	✓

## BENEFITS OF THE MODULES

### BENEFITS

#### Advanced Excel

Students will have the ability to use more sophisticated functions, which will allow them to analyse complex and large volume of data to present meaningful information helping in decision making.

- Data Processing
- Preparation of Dashboard
- MIS Reporting
- Process Automation

#### VBA

Automates Repetitive and Routine Tasks | Accessibility to other Users | Reduces the formulas Burden Used in Excel Reports | Reduces the Turnaround Time

#### G-Suite

Domain-Based Email | Improved Team Collaboration | Video Conferencing | Enhanced Data Security and Privacy

#### SQL

Commonality & Simplicity | Integrate Easily with Other Programming Languages | Ability to Function at a High Operating Speed | No Need of Complex Coding Skills for Data Extraction

#### Power BI

Artificial Intelligence (AI) | Allows Analysis and Sharing of Big Data | Personalized Dashboards and Interactive Reports | Access to Information in Real-time | Excel Integration | Profuse Data Sources Support and Integration | Interactive UI/UX Features

#### Data Studio

Access Unlimited Widget Options | Pull Data From Multiple Sources | Share Data Studio Reports Easily | Create Easy-to-Read Reports for Everyone | Get Dynamic Reporting | Build Interactive Experiences

**DURATION**

**4**  
**MONTHS**

**COURSE  
FEES**  
**₹45,000**



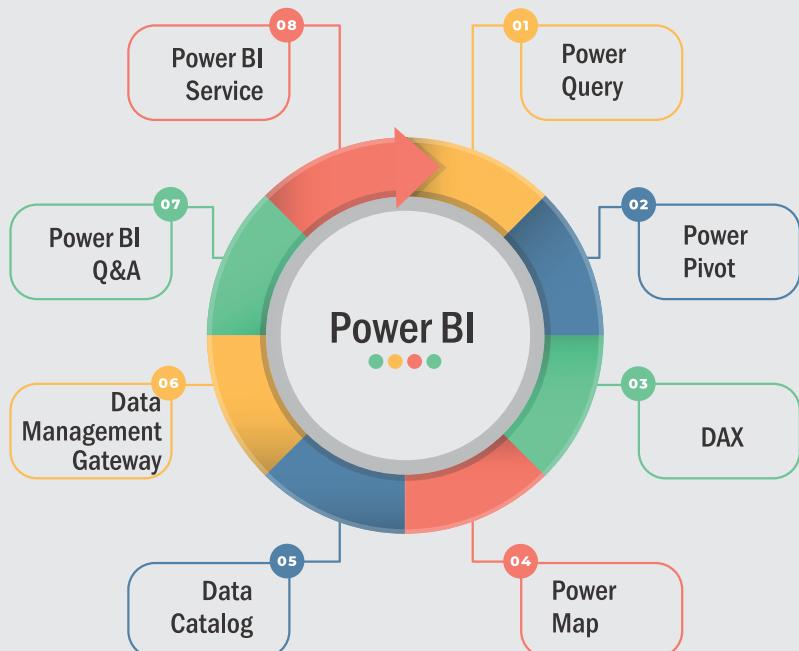


Power BI

Connect to and visualise any data using Microsoft **POWER BI**, the unified, scalable platform for self-service and enterprise business

## Why choose Power BI?

Microsoft Power BI is one of the commonly used and trusted data visualization and manipulation tools in spite of many other successful tools in the market today. Here are some of the reasons why it is still a preferred visualization tool for businesses:



## Utilities of Power BI



Uncover  
actionable  
insights



No upfront  
costs



Data refresh



Continuous  
updates



Meaningful  
reports



Powerful  
connectivity



Drag-and-drop  
functionality



Rich  
features



Embeddable  
attributes



Superior  
accessibility



## Career Opportunities

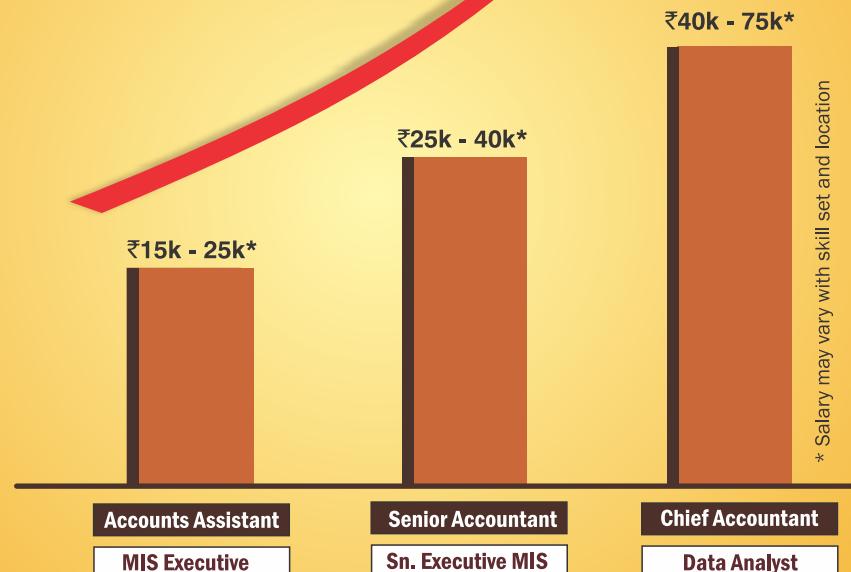
- Power BI Data Analyst
- Power BI Developer
- Power BI Analyst
- Power BI Business Analyst (IT)
- Senior Business Intelligence (BI) Analyst



JOB VACANCIES  
**50,000+**

# CAREER INSIGHTS

## INDICATIVE SALARY



## 4 CERTIFICATIONS



### CIA CERTIFICATION

After the successful completion of course, each student is entitled to get an ICA Certificate.



### SAP CERTIFICATION

ICA has collaborated with SAP to provide SAP ERP Business User Program to ICA students. Students will learn SAP ERP using their proprietary training module.



### MICROSOFT CERTIFICATION

ICA has collaborated with Certiport (a Pioneer Company) for conducting Microsoft Office Specialist Excel Certification

- Globally Recognised Certificate
- Online Project based assessment



### ZOHO CERTIFICATION

ICA has collaborated with ZOHO to provide training on ZOHO Books module to the students. Students will learn ZOHO Books module using their proprietary training module.



ICA EDU SKILLS PVT. LTD.

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## CAREER OPTIONS

- Accounts Executive
- Finance Executive
- MIS Executive
- SAP FICO End User
- SAP FICO Business User
- Senior Finance Executive
- Senior Accounts Executive
- Senior Executive (in KPOs & MNCs)
- Senior Accountant
- Audit Assistant
- Assistant Manager - Accounts & Finance
- Accounts & Finance Manager
- Financial Analyst
- SAP Functional Consultant
- Chief Accountant

## JOB VACANCIES IN DIFFERENT JOB PORTAL

**54,000+**  
Accounting Jobs  
Salary  
₹ 3Lac to 10Lac  
per year

Naukri: 1,46,546 Indian Accounting Job. Associate/ Senior Associate in UK Accounts/ Thane. Experience: 0-4 yrs. Salary: ₹ 3Lac to 15Lac per year.

LinkedIn: 54,000+ Accounting Job. Accounting Assistant II.

Indeed: 18,497+ Accounting Jobs. Salary: ₹ 3Lac to 8Lac per year.

## VACANCIES IN ACCOUNTS & FINANCE

\*Data as per April 2024, which may vary day to day

## VACANCIES IN MIS DATA ANALYST

**2,000+**  
Mis Data Analyst  
Salary  
₹ 6Lac to 12Lac  
per year

Naukri: 46,121 MIS Data Analyst. MIS/DATA Analyst - ( IN A TOP AMC ) Maruti Placement. Salary: ₹ 5Lac to 12Lac per year.

LinkedIn: 2,000+ Mis Analyst jobs in India. MIS Executive.

Indeed: 1,383+ MIS Data Analyst. Salary: ₹ 8Lac to 10Lac per year.

# OUR RECRUITERS

## Where our students are working



Disclaimer-Various logo's used in the prospectus are trademark and intellectual property of respective companies.

many more...

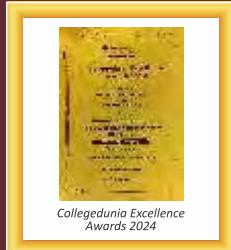
### HEAR OUR STUDENTS SPEAK



### HEAR OUR EMPLOYER SPEAK



# AWARD & RECOGNITION



- Partners
- Associations
- Certification



## ICA Edu Skills Pvt. Ltd.

ACCOUNTS | BANKING | FINANCE | TAXATION  
TRAINING for PLACEMENT

Partner  
N.S.D.C  
National Skill Development Corporation



Registered Office : Unit No. ECSL1401, EcoCentre Business Park, EM Block, Sector V, Salt Lake, Kolkata - 700091 (West Bengal)

Help Line ☎ +91 88 2000 4000 | CRM ☎ 9830 92 92 92 | e-mail : [crm@icagroup.in](mailto:crm@icagroup.in) |

Placement ☎ +91 92 3000 8000 | ☎ 9830 92 92 92

Zonal Office : • BENGALURU • DELHI • KOLKATA • MUMBAI

### PLACEMENT OFFICES :

AHMEDABAD | ALLAHABAD | ALWAR | BENGALURU | BHAGALPUR | BHUBANESWAR | CHANDIGARH | CHENNAI | COCHIN | DEHRADUN | DELHI | DHANBAD | DURGAPUR | GORAKHPUR | GURGAON | GUWAHATI | HYDERABAD | JAIPUR | JAMSHEDPUR | JORHAT | KOLKATA | LUCKNOW | MUMBAI | NAGPUR | NOIDA | PALAKKAD | PATNA | PUNE | RANCHI | RISHIKESH | SILIGURI