



FOR US  
**YOUR**  
**CAREER**  
MATTERS



**INDUSTRY  
ORIENTED**

**JOB  
GUARANTEED**

**EMPLOYER  
ENDORSED**

**SAP ERP &  
GST ENABLED**

# ABOUT ICA



## History

- Inception in 1999 by a group of Chartered Accountants
- ISO 9001:2015 certified institute
- Pioneer in the field of Job Oriented Practical Learning in Accounts, Banking, Finance & Taxation



## Advantages

- Presence in 100+ Cities
- 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 by using Latest Technology
- 9 Simulation Software (s)
- 6 Live Projects



## Placements

- 5,00,000 + Satisfied Students
- 30+ Placement Offices
- 70,000+ Registered Employers
- Any Time Job Card facility
- Periodic Campus Interviews & Job Fairs

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

Huge Job Opportunity

**1.03  
CRORE**

Organisations Registered  
under GST and it's increasing  
every day!

Source - # <https://economictimes.indiatimes.com/news>

Never-ending Industry Demand

**100%**  
organisations

All organisations need  
Accounts & Finance professionals

Handsome Salary Growth

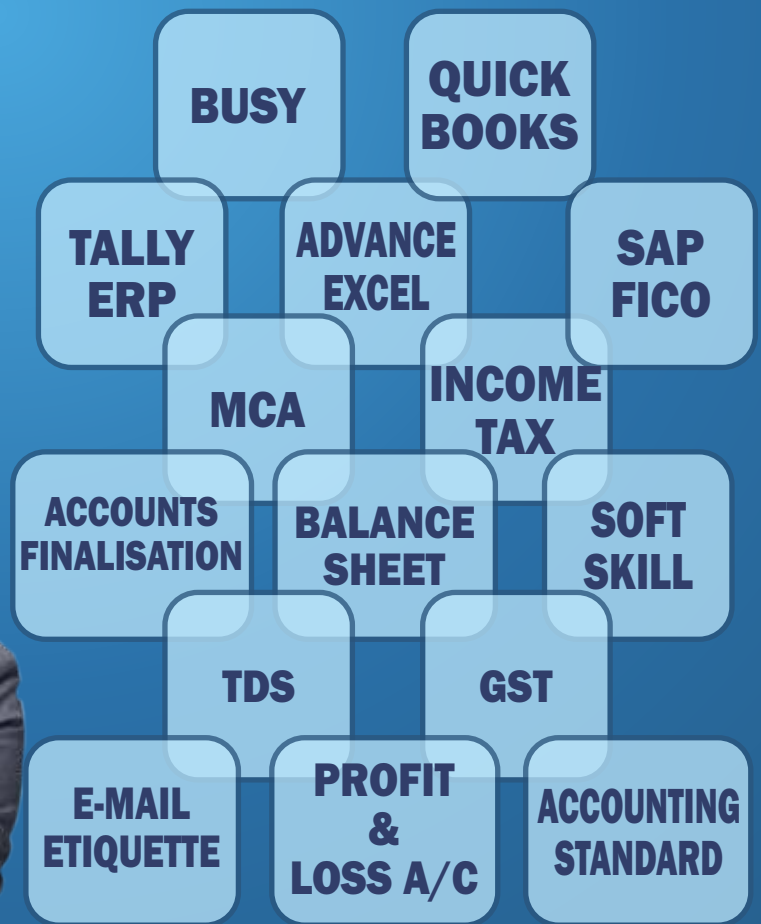
upto  
**22%**  
(average)

Offers steady career growth  
vertically and horizontally





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





# SAP FICO Business User Program

## The World's Largest Provider of Enterprise Application Software

### 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 an 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



**10,000+ Companies**  
Using **SAP ERP** in India

**Starting Salary** in India can be  
**₹1.80 to ₹2.5 Lacs p.a**

Central and State Governments, **All Businesses**, irrespective of size, had to adapt to the new tax regime and **Go Digital.**

**GST**  
indiaexpert.com

Adoption of GST will lead to an **11% Growth** in hiring across sectors

CII predicted a **Job** creation of **2.5 Million** for every 1% growth in GDP.

# Certified Industrial Accountant - F | Certified Industrial Accountant Express - CIA (EXPRESS) Certified Industrial Accountant - CIA | Certified Industrial Accountant Plus - CIA +

Modules	Hours	CIA (F)	CIA (EXPRESS)	CIA	CIA +
<b>Eligibility</b>		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 2016   Page Set up   Drafting & Formatting Documents   Tables   Header & Footer   Introduction to MS Excel 2016   Database design   Cell Reference   Number & Conditional Formatting   Look up & Reference Functions   Logical Functions   Financial Functions   Sort & Filter   Pivot Table & Pivot Chart   Protection   Project on Excel   MS PowerPoint 2016   MS Outlook 2016   Internet & E-mailing   Mail Merge   Google Drive	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>Tally.ERP 9</b> Company creation   Cost Centre & Cost Category   Accounting   Inventory   Bill of Materials (BOM)   Purchase & Sales Cycle   Basic concepts of GST   GST using Tally   Generation of Returns   TDS   PF   ESI   Payroll   Reports   Security   Backup and Restore	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>Project 1 (Business Accounting, Tally, Excel)</b>	03	✓	✓	✓	✓
<b>Direct Tax *</b> Basic concepts of Income Tax   Income from Salaries   Income from House Property   Profits and Gains of Business or Profession   Income from Capital Gains & Other Sources   Deductions under Chapter VI-A   Computation of Taxable Income   Application for PAN   E-filing of Income Tax Return   TDS – concepts & provisions   E-TDS   Project on TDS	39			✓	✓
<b>TDS</b> Basic concepts of TDS   TDS Rates   Payment of TDS   Filing of TDS Return   TDS Certificate   Accounting Treatment of TDS   TDS using Tally   E-TDS Return   Project on TDS	10.5		✓		
<b>Goods and Services Tax (GST)</b> Basic concepts of GST   Levy & Collection of Tax   Time & Place of Supply   Valuation   Input Tax Credit   General Procedures   Payment of Tax   Returns   GST using Tally   Practice on GSTN   Project on GST	27		✓	✓	✓
<b>Advanced Accounts</b> Accounts Reconciliation   Advanced Journal Entries   Accounting for Digital Transactions (Credit Card, Debit Card, Paytm etc.)   Company Final Accounts   Ledger Scrutiny   Online Finalisation of Accounts   Analysis of Financial Statements	30			✓	✓
<b>Project 2 (Advanced Accounts, Tally, Excel, Taxation)</b>	09			✓	✓
<b>Additional Accounting Package %</b> Busy   QuickBooks	09				✓
<b>Advanced MS Excel</b> Advance Number Formatting   Advance Conditional Formatting   Match & Index   Financial Functions   Array Formulas   PowerPivot   Power View   Power Map   Power Query   Dashboard   Macro   Google Drive   Project work	18				✓
<b>SAP **</b> SAP ERP Overview & Navigation   Procure to Pay Process   Order to Cash Process   General Ledger Accounting   Accounts Payable Business Process   Accounts Receivable Business Process   Bank Related Accounting Business Process   Financial Statement Creation Business Process	40				✓
<b>Banking and Auditing</b> Introduction to Banking   Deposits   Loans & Advances   Payment Mechanism   Banking Instruments   Introduction to Auditing   Conducting an Audit   Audit Report   Audit Project	12				✓
<b>MCA (including XBRL and LLP)</b> Formation of a Company   Loans & Advances   Accounts & Audit   Meetings, Minutes & Resolution   MCA 21   E-Filing   XBRL   LLP	23				✓
<b>Ind AS</b> Introduction   Presentation of Financial Statements   Inventories   Statement of Cash Flows   Property, Plant and Equipment   Revenue Impairment of Assets   Intangible Assets   Ind AS based Schedule III	12				✓
<b>Project 3 (Excel, Advanced Accounts, Banking, MCA, Taxation)</b>	15				✓
<b>Final Exam</b>	03		✓	✓	✓
<b>Job Guarantee</b>		No ©	YES	YES	YES
<b>Live Projects</b>		1	1	2	3
<b>Additional Projects</b>		2	4	4	6
<b>Internship</b>		NO	NO	YES 3 MONTHS	YES 6 MONTHS
<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 Microsoft

## Notes:

- # In addition to ICA certificate, Microsoft's Certification Exams are offered as part of some series of CIA courses. MOS Certification Excel 2016 Core by Microsoft (Administered by Certipoint).
- \* 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 – CIA with AAP course (Additional Accounting Package in Level 1) will be available to North & East Zone only as a separate course.  
Busy – Bihar, Chhattisgarh, Delhi, NCR, Haryana, HP, Jharkhand, J&K, Odisha, Punjab, UP, Uttaranchal.  
QuickBooks – Andhra Pradesh, Assam, Gujarat, Maharashtra, MP, Nagaland, Rajasthan, Tamil Nadu, Tripura, West Bengal.
- © 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.) & Advance Excel available as a separate course with Job Guarantee.

## Business Computer Applications

- Work on MS Word to perform tasks such as drafting letters and mail merge, many more tricks which makes work easy
- Create, edit and manage data in Excel spreadsheets, perform Excel modeling and data mining and unleash the power of data
- Use the office package like a professional

## Business Accounting

- Understand the importance and basics of accounting
- Identify accounts documents, classify them into appropriate ledgers and manage books of accounts
- Calculate stock, account for depreciation and reconcile bank statements while making final accounts

## Tally .ERP 9

- Create ledgers and groups with complete understanding of accounts and tax
- Pass journal entries and create reports and analyse online
- Infer tax implications for Income Tax and GST, account for payroll including Provident Fund (PF) and Employee State Insurance (ESI)

## Additional Accounting Package

- An organisation may not be using only Tally. This module helps you to get familiarise with an additional accounting package that is popular in your region

## Business Communication

- Appear for an interview with much confidence
- Have a great resume built for yourself and practice how a good professional works in a corporate environment. Empower yourself with skills such as making presentation, and corporate communication.

## Direct Tax and GST

- Understand tax concepts, maintain books of accounts and file tax returns using simulated software so as to enable actual filing of returns – whether it is Income Tax, TDS or GST

## Advanced Accounts

- Ensure all transactions have been covered error free
- Finalise the accounts online after profit screening and year-end adjustments

## Advanced MS Excel

- Learn how to prepare MIS reports in a better way by applying advanced functions of MS Excel

## SAP

- Practical detailed knowledge with hands-on-experience primarily on SAP ERP FICO and other cross functional SAP modules in SAP ERP Business User Programme

## Banking and Auditing

- Perform banking functions such as cheque management, using Online Banking environment and transacting online among others
- Understand the concepts of Auditing such as vouching and verification – both from an accountant's perspective and an auditor's perspective

## MCA

- Understand the companies act and file returns with the Ministry of Corporate Affairs (MCA) with or without XBRL
- Also get an overview of the Companies Act 2013 and stay ahead of the competition

## Ind AS

- Acquire a basic understanding of Indian Accounting Standards and the practical application of the same

## Microsoft certification on MS Excel 2016

- Take Microsoft's MS Excel 2016 certification test and be globally recognised as proficient in MS Excel



**CIAF**

**DURATION**

6 Months  
@ 1.5 hrs/class  
Or 3 Months  
@ 3 hrs/class

**CIA  
(EXPRESS)**

**DURATION**

8 Months  
@ 1.5 hrs/class  
Or 4 Months  
@ 3 hrs/class

**CIA**

**DURATION**

12 Months  
@ 1.5 hrs/class  
Or 6 Months  
@ 3 hrs/class

**CIA +**

**DURATION**

18 Months  
@ 1.5 hrs/class  
Or 12 Months  
@ 3 hrs/class  
Or 6 Months  
@ 4.5 hrs/daily

## COURSE FEES

# OUR RECRUITERS

Where our students are working

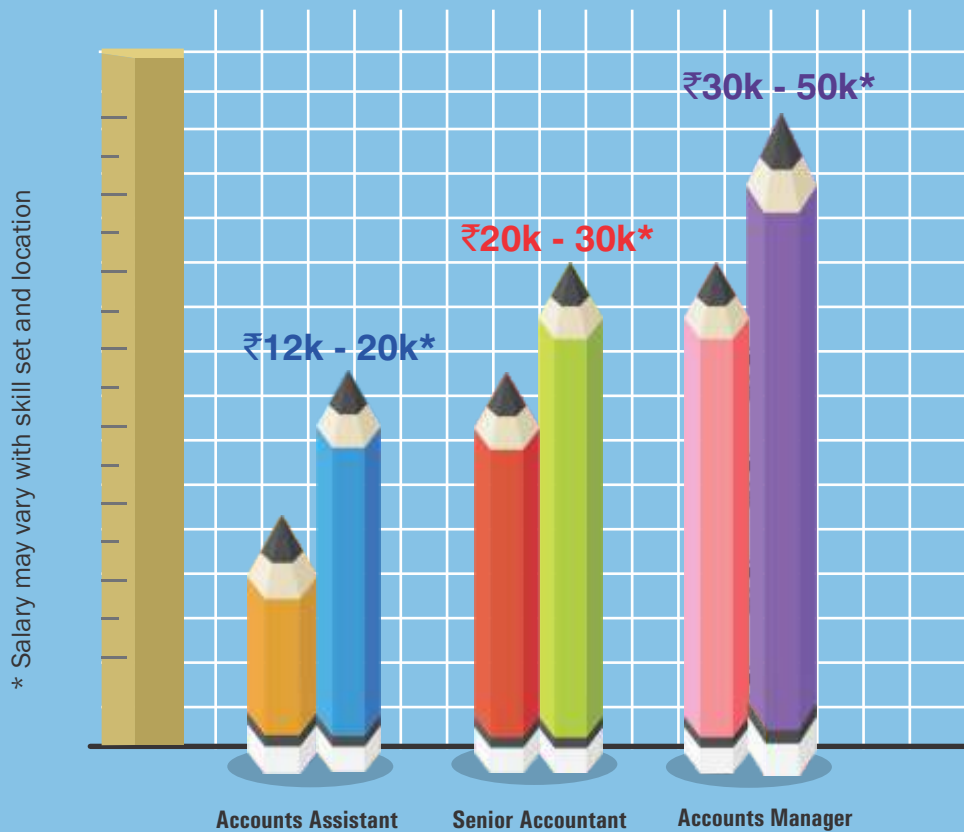


...and many more





## INDICATIVE SALARY



**Any  
Time  
Job  
Card**

**ICA Edu Skills Pvt. Ltd.**  
**Any Time Job Card**

**YOUR RIGHT TO A JOB**

**CENTRE** CENTRE  
**COURSE** CIA+  
**NAME** PRIYA THAKUR  
**CODE** C0320928  
**START DATE** 14/06/2017  
**EXPIRY DATE** 13/06/2018

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

**Get a JOB at any of Our  
Placement Office(s)**



## 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
- Assistant Manager - Accounts & Finance
- Accounts & Finance Manager
- Financial Analyst
- SAP Functional Consultant





# One Course with 3 Certification

## ICA CERTIFICATION



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

## SAP CERTIFICATION

### Course Completion Certificate.



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 MOS Excel 2016 exams.

- Globally Recognised Certificate
- Online Project based assessment

# AWARDS & RECOGNITIONS



**INDIAN EDUCATION EXCELLENCE AWARDS**  
Best Vocational Training Institute in India, 2018



**ASSOCHAM SKILLING AWARD**  
Quality Skill Development



**CERTIFICATE OF EXCELLENCE**  
Best Vocational Training Institute



**NATIONAL EDUCATION EXCELLENCE**

Brands Academy, 2016



**ASIA EDUCATION SUMMIT & AWARDS**

Worldwide Achievers, 2017



**GLOBAL QUALITY AWARDS**

Quality Vocational Training, 2015



**BEST BRANDS OF THE YEAR**

Brands Achiever Initiative, 2015



**VOCATIONAL EDUCATION PROGRAMME OF THE YEAR 2014**



**CERTIFICATE OF APPRECIATION**

Most Innovative Course  
Mumbai University, 2015



**EDUCATION EXCELLENCE AWARDS**

Best Vocational Training Company in India, 2014



**CERTIFICATE OF PARTNERSHIP**  
NSDC, 2018-19



## COUNSELLOR'S FEEDBACK

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# ICA Edu Skills Pvt. Ltd.

ACCOUNTS | BANKING | FINANCE | TAXATION  
TRAINING for PLACEMENT

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

Partner



N.S.D.C  
National  
Skill Development  
Corporation



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Zonal Office : ● BENGALURU ● DELHI ● KOLKATA ● MUMBAI

Placement Offices :

AHMEDABAD | ALLAHABAD | AMBALA | BENGALURU | BHILAI | CHANDIGARH | CHENNAI | COCHIN | COIMBATORE | DEHRADUN | DELHI | DHANBAD | GANDHINAGAR | GORAKHPUR | GUWAHATI | GURGAON | HYDERABAD | JAIPUR | JAMSHEDPUR | JORHAT | KOLKATA | LUCKNOW | LUDHIANA | MUMBAI | NASIK | NOIDA | PATNA | PUNE | RAIPUR | RANCHI | RISHIKESH | VADODARA | VARANASI | VIZAG