



CERTIFIED PROFESSIONAL ACCOUNTANT (CPA) CURRICULUM



Learning Collaborations



Global Certifications



Intro to the **CERTIFIED PROFESSIONAL ACCOUNTANT**

The course is designed to prepare you for entry & advance level job roles in the field of Accounts, Finance & Taxation. The course is a right blend of theory and practical ensuring student teacher engagement throughout the course.

Course Curriculum consist of Computer Application for Professionals, Professional Business Accounting, Tally Prime Global Certification, Professional Career Enhancement Program, Direct Tax, GST - Goods & Services Tax, P2P Cycle with Live Scenarios, O2C Cycle with Live Scenarios, Advanced Accounts, Advanced Excel, Additional Accounting Package, Banking & Auditing & SAP FICO Power User Program.

Objectives of the **CERTIFIED PROFESSIONAL ACCOUNTANT**

- Professional working with Computer Applications
- Understanding & Recording of Financial Transactions
- Understanding & Preparation of Financial Statement
- Working on Tally Software
- Day to Day Recording of Financial Transactions
- Confidence in Interview's with Interview Ethics
- e-Mail Etiquettes
- Computation of Income Tax
- Filing of Income Tax and TDS Returns
- Filing of Various GST Returns
- How Procurement Process works in Organization
- How Sales Process works in Organization
- Audit Adjustments
- Advance Working with Excel
- Knowledge of Banking in Real Scenario
- Working on SAP Software
- Working on Various Financial Reporting

Prerequisites of the **CERTIFIED PROFESSIONAL ACCOUNTANT**

- The course is perfect for absolute beginners. Having Basic knowledge of Basic Accounting is helpful.

Modules covered under Certified Professional Accountant

Module 1: Computer Application for Professionals

- Hardware & Software
- Working & Understanding of Windows
- File & Folder Management
- Introduction to MS Word
- Page Set up Drafting & Formatting Documents
- Mail Merge with Real Practical Scenarios
- Tables, Header & Footer
- Number & Conditional Formatting
- Excel Functions
- Data Fetching & Consolidation
- Database Design
- Use of Google Drive
- Professional Email Drafts
- Professional Presentation with Graphs

Module 2: Professional Business Accounting

- Accounting Rules & Concepts
- Business Transactions
- Brief to Financial Statement
- Accounting Journal Entries
- Impact of Entries in Financial Statement
- Depreciation, Appreciation & Amortization
- Bank Reconciliation
- Year End Transactions
- Omission & Rectification of Errors
- Preparation of Financial Accounts

Modules covered under Certified Professional Accountant

Module 3: Tally Prime Global Certification

- Company Creation
- Financial Accounting
- Bill wise Reports
- Cost Center & Cost Category
- Budget & Control
- Multi-Currency
- Interest Calculation
- Banking
- Inventory Management
- Purchase & Sales Cycle
- Bill of Material (BOM)
- Manufacturing Process & Costing
- Job Order Processing
- Goods & Services Tax (GST)
- GST Transactions
- E-Way Bill
- GST Advanced Transactions
- GST Returns
- Tax Deducted at Source (TDS)
- TDS Transactions
- TDS Exceptional Scenarios
- TDS Challan & Return
- Tally Backup & Restore
- Financial Reporting in Tally

Modules covered under Certified Professional Accountant

Module 4: Professional Career Enhancement Program

- Personality Development & Tips
- Presentation & Communication Skills
- Group Discussion
- Resume with Cover Letter
- Analysing Job Profile & Description
- Interview Preparation
- Mock Interviews
- Mock Assessments
- E-mail Etiquettes

Module 5: Direct Tax

- Fundamentals of Direct Tax
- Income from Salaries
- Income from House Property
- Profits & Gains from Business or Profession
- Capital Gains & Other Sources
- Deductions under Chapter VI-A
- Computation of Taxable Income
- Application for PAN Number
- e-Filing of Income Tax Return
- Fundamentals of TDS
- Nature of TDS & TDS Sections
- TDS Challan & Returns
- Interview Questions

Modules covered under Certified Professional Accountant

Module 6: GST - Goods & Services Tax

- Complete Concepts of GST
- GST Composition Scheme
- Reverse Charge Mechanism under GST
- GST on Advance Payment
- E-Way Bill
- Levy & Collection of GST
- Valuation of GST
- Payment of GST
- GST Returns
- Interview Questions

Module 7: P2P Cycle with Live Scenarios

- Fundamentals of P2P Cycle
- Procurement Process
- Vendor Master
- Different Scenarios in P2P Cycle
- Accounts Payable
- Re-Order Level

Module 8: O2C Cycle with Live Scenarios

- Fundamentals of O2C Cycle
- Sales Process
- Customer Master
- Different Scenarios in O2C Cycle
- Accounts Receivable
- Risk Management

Modules covered under Certified Professional Accountant

Module 9: Advanced Accounts

- Advanced Journal Entries
- Accounting for Digital Transactions
- Accounts Reconciliation
- Company Final Accounts
- Audit Adjustment Transactions
- Analysis of Financial Statements

Module 10: Additional Accounting Package

- Overview of Payroll
- ESI Compliance
- PF Compliance
- Payroll Processing in Tally

Module 11: Advanced Excel

- Advance Number Formatting
- Advance Conditional Formatting
- Advance Filter
- Match & Index
- Financial Functions
- Array Formulas
- Power Pivot Chart
- Power Pivot Table
- Advanced Lookup
- Macros
- MIS Reporting in Excel

Modules covered under Certified Professional Accountant

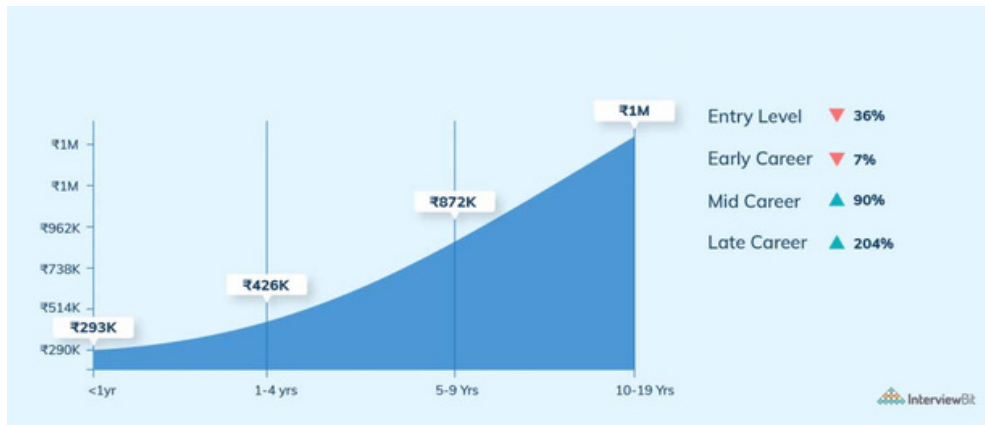
Module 12 : Banking & Auditing

- Introduction to Banking
- Deposits
- Loans & Advances
- Payment Mechanism
- Banking Instruments
- Introduction to Auditing
- Conducting an Audit
- Audit Report
- Audit Project

Module 13 : SAP FICO Power User Program

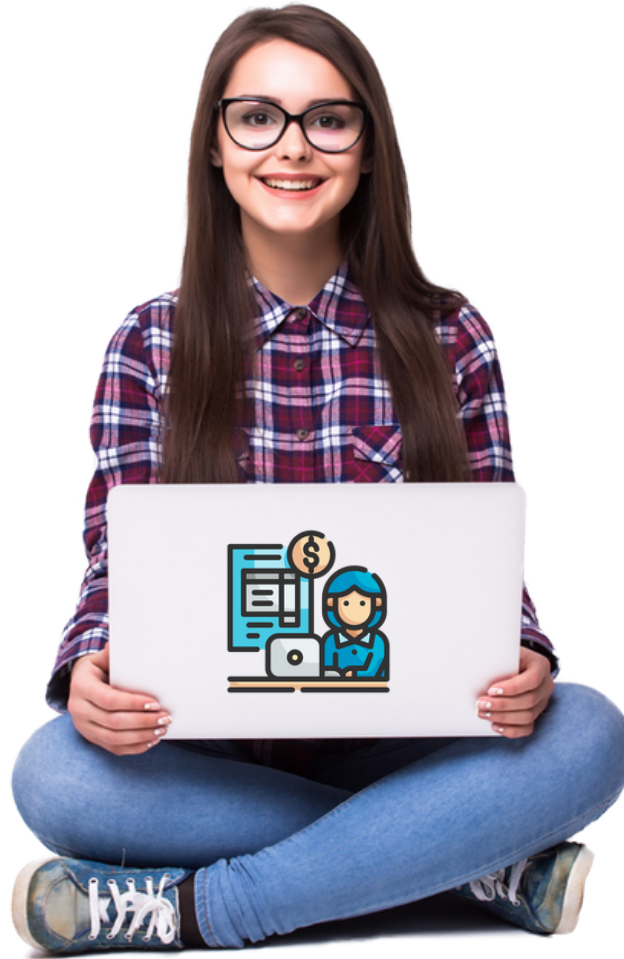
- SAP ERP Overview & Navigation
- Procure to Pay Process
- Order to Cash Process
- General Ledger Accounting
- Accounts Payable Business Process
- Accounts Receivable Business Process
- Foreign Exchange Fluctuation
- Banking Configuration & Operation
- Asset Management
- Taxation
- Financial Statement Creation Business Process
- Drill Down Reports

Benefits as Certified Professional Accountant



Our Training Benefits as Certified Professional Accountant

- Our complete training is constructed as per the current industry standard.
- Live Project & Industrial Based Training.
- One of the biggest team of Certified Expert & Competent Trainers.
- Easy to understand study material.
- Regular and Weekends classes for IT & Software training is provided.
- Interaction, analysis and case studies are an integral part of the training.
- Smart Labs with Real Latest Equipments.
- Students are free to access the labs for an unlimited number of hours
- Free Study Material, e-PDFs, Video Trainings, Sample Questions.
- Globally Recognized Course Completion Certificate.
- The ability to retake the class at no-charge as often as desired.
- One-on-One attention from instructors.
- Helps students to take knowledge of complex technical concepts.
- Post Training Support will help the students.
- Personality Development & Interview Preparation classes.
- 100% Job Assistance with dedicated training & placement team.



Join One of the Best Certified Professional Accountant Training Institute in India

(In-Class & Live Online Training by Industry Experts)



5740+
Batches Completed



68806+
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470+
Skilled Instructors



Our Latest Reviews



Hi All, I am Shilpa and i have done my Certification from TechVidya. The study environment is good and trainers are full of knowledge. I personally recommend TechVidya Institute to all the students who looking for quality education and sincere about there future.

I am grateful to TechVidya - both the faculty and the Training & Placement Department. They've made efforts ensuring maximum number of placed students. The Institute started grooming us for placements in the first few months including courses such as Professional Excellence Program and Professional Skills Enhancement. I suggest to join TechVidya which comes under top 10 IT & Software training institute.



Hi I am Amit Kumar and my Enrollment ID with TechVidya is TV230967. I completed my Certification from TechVidya. They provides IT & Software courses in more practical & real scenario basis. Complete project based training help me to sharpen my technical skills.

TechVidya has always believed in helping and guiding its students and it was no different during the placement time. Regular classes held to help us with our aptitude and technical skills. Recommend to all the students who looking for best computer classes with quality education. Thanks TechVidya for explore my career.



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Prem Prakash
MPS Limited



Career Assistance Services



Career Oriented Sessions



Throughout the Course



Resume & LinkedIn Profile Building



After 70% of the Course Completion



Mock Interview Preparation



After 80% of the Course Completion



1 on 1 Career Mentoring Sessions



After 90% of the Course Completion



Assured Interviews



After 90% of the Course Completion



1 Year Placement Assistance



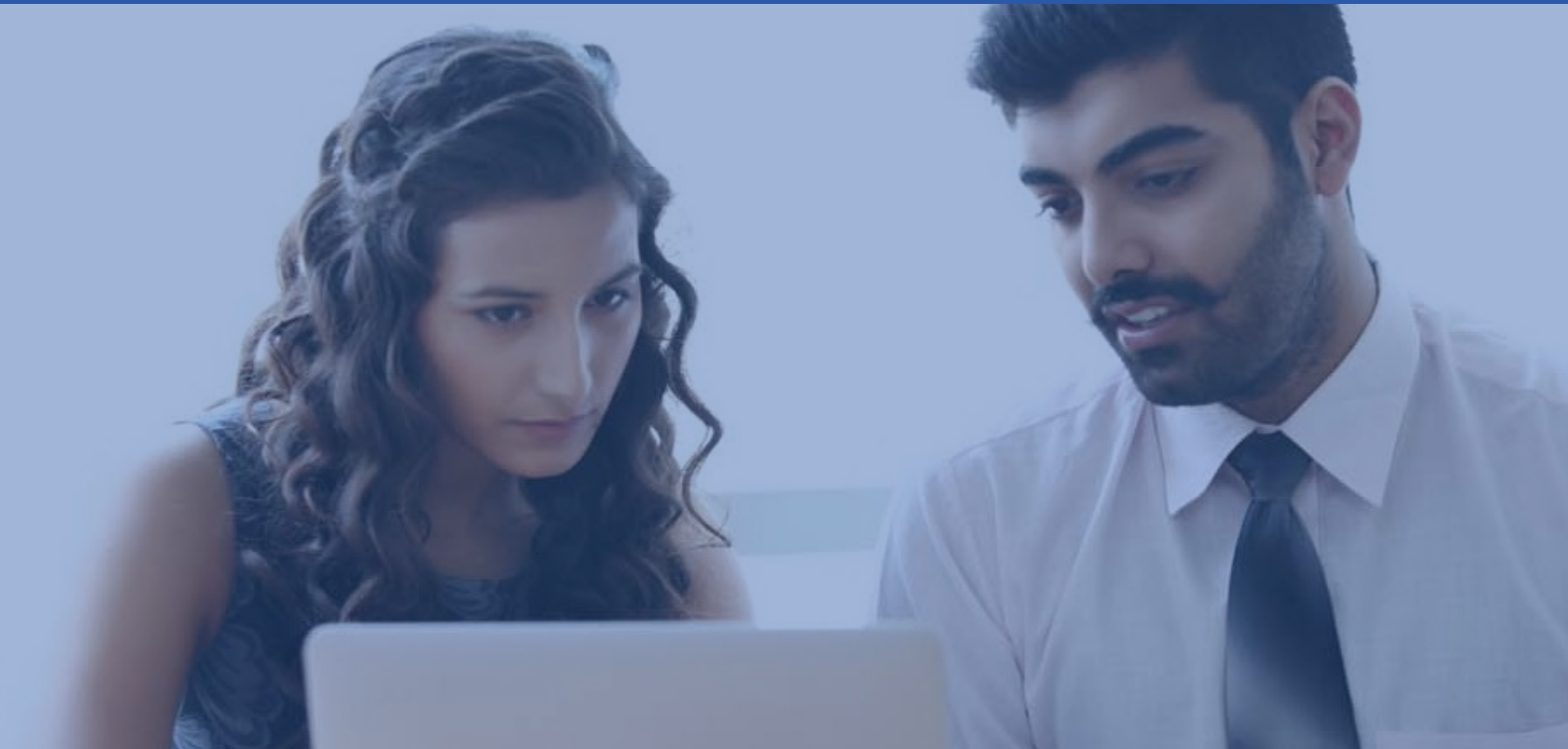
After 100% of the Course Completion





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