ABOUT ICA

HISTORY

Since 1999
Years Trust

ISO 9001:2015
ISO 9001:2015 certified institute.

No.1
Pioneer in the field of Job Oriented Practical Learning

ADVANTAGES

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

9
Simulation Software

6
Live Projects

PLACEMENT

5 Lac+
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 ?

ACCOUNTS & FINANCE
RECESSION PROOF
CAREER

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 & Services Tax**	**Income Tax**	**Payroll, ESI and PF**
Ind AS	**Interview Skills**	**Office & Email Etiquettes**	**Communication Skill**

SAP FICO - S/4 HANA End User Program

The World's Largest Provider of Enterprise Application Software

Member
SAP Student Academy Program

SAP®
S/4 HANA

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

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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

MET
Microsoft Excel Test

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

learnersmall

SUBMIT

OR

For new User Register Now

FEATURES

- ▶ VIDEO
- ? QUIZ
- 📄 NOTE
- ASSESSMENT
- 🏆 COMPETITION
- 📈 TRACK PERFORMANCE

10 SIMULATION SOFTWARE

- JET
- Tally
- VO-BAP
- E.S.I
- ITR
- P.F
- PAN
- Net Banking
- GSTN
- TDS
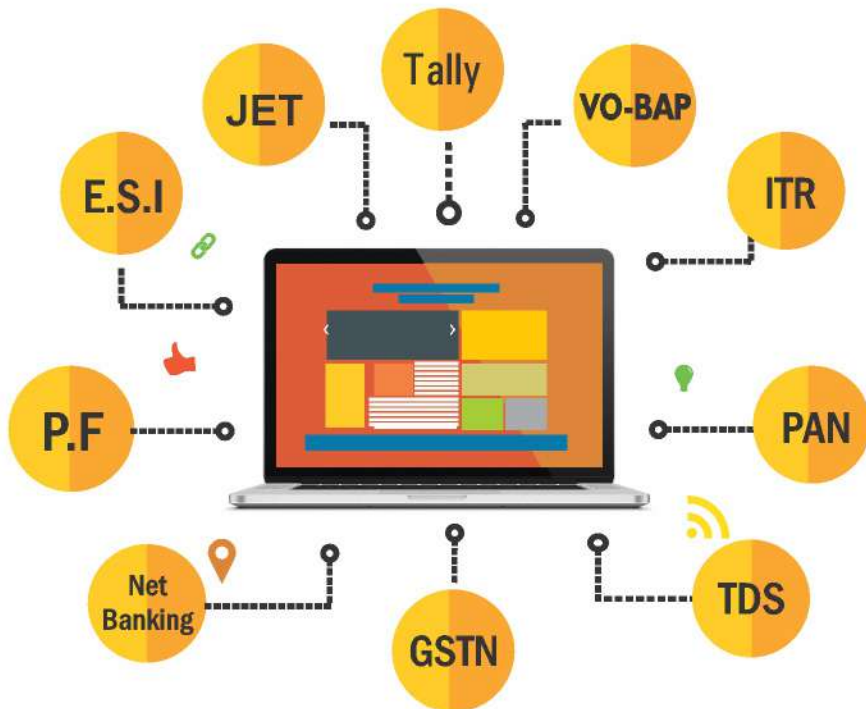
Students' Portal — student.lcajobguarantee.com

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

- Exams (Online/Practical)
- JET & Assessment
- Online Projects
- Succes 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

Certified Industrial Accountant Foundation · CIA (F) | Certified Industrial Accountant Express · CIA (EXP.)
Certified Industrial Accountant · CIA | Certified Industrial Accountant Plus · CIA +

Modules	Hours	CIA (F)	CIA (EXPRESS)	CIA	CIA +
Eligibility		12th Pass	Graduate	12th Pass	12th Pass
Business Computer Applications # 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	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 2021	MS Outlook 2021	Internet & E-mail Writing	Mail Merge	G-Suite	45	✔	✔	✔	✔
Business Accounting 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	✔	✔	✔	✔
TallyPrime 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 Control	Backup and Restore	Project on TallyPrime	51	✔	✔	✔	✔
Business Communication 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	✔	✔	✔	✔
Project 1 (Business Accounting, Tally, Excel)	03	✔	✔	✔	✔
Direct Tax * 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			✔	✔
TDS 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	11		✔		
Goods and Services Tax (GST) 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		✔	✔	✔
Advanced Accounts 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			✔	✔
Advanced MS Excel Advance Number Formatting	Advance Conditional Formatting	Match & Index	Financial Functions	Array Formulas	PowerPivot Power View	Power Map	Power Query	Dashboard	Macro	G-Suite	Project work	18			✔	✔
Project 2 (Advanced Accounts, Tally, Excel, Taxation)	09			✔	✔
Additional Accounting Package % ZOHO	09				✔
SAP ** 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				✔
Banking and Auditing Introduction to Banking	Deposits	Loans & Advances	Payment Mechanism	Banking Instruments	Introduction to Auditing	Conducting an Audit	Audit Report	Audit Project	12				✔
Power BI 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				✔
MCA (including XBRL and LLP) Formation of a Company	Loans & Advances	Accounts & Audit	Meetings, Minutes & Resolution	MCA 21	E-Filing	XBRL	LLP	23				✔
Ind AS 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				✔ ✔
Project 3 (Power BI, Advanced Accounts, Banking, MCA, Taxation)	15				✔
Final Exam	12		✔	✔	✔
Job Guarantee		No ©	YES	YES	YES
Live Projects		1	1	2	3
Additional Projects		2	4	4	6
Internship		NO	NO	YES 3 MONTHS	YES 6 MONTHS
Course Duration (including Internship) Standard – 1.5 hrs per day or 9 hrs per week		6 MONTHS	NO	12 MONTHS	18 MONTHS
Course Duration (including Internship) 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
Certification from		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.

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Job Roles → Responsibilities → Skills

Job Roles	Responsibilities	Skills Required	Relevant Module
• Back Office & MIS Executive • Administrative Coordinator	• Basic Computer Operations • Record and Organize Data • Prepare and Present Monthly/Weekly Reports Including MIS • Prepare Documents & Presentations • Data Analysis	Proficiency in: • MS Word • MS Excel • MS PowerPoint • MS Outlook/Email • Typing Speed (30 wpm) • Internet browsing • File-Folder Management • Mail Merge • G-Suite	Business Computer Application
		+	
• Accounts Executive • Accounts Officer • Accounts Associate etc.	• Verification of Various Accounting Documents • Passing Entries in Accounting Package • Prepare Various Reports Based on Business Needs • Updating Accounts Receivables & Payables • Issue Invoices & Perform Vendor / Customer Account Reconciliations • Inventory Management • Payroll Management in Tally • Banking Operations Including BRS	Proficiency in: • Accounting Concepts • Journal and Voucher Entries • Final Accounts Preparation • Bank Reconciliation Statement (BRS) • Cash Book Preparation • Tally / Busy etc. • TDS & GST Accounting	Business Accounting with TallyPrime / Busy/ Zoho
		+	
• Tax Accountant • Tax Consultant • Tax Analyst	• Income Tax Computation • ITR Filing • PAN and TAN Application • TDS/TCS Compliances and Returns • GST Reconciliations and Returns • Tax Payments • Accounting Entries Pertaining to GST Transactions	Proficiency in: • Computation of income • Deductions • TDS/TCS Computation and Return • Accounting for Purchase/Sale of Goods & Services from/to Registered/Unregistered Dealer • Input Tax Credit (ITC) • Reverse Charge Mechanism (RCM) • GST Returns	Direct Tax and GST
		+	
• Assistant Manager - Accounts • Manager - Accounts	• End to End Accounting Entries • Finalisation of Accounts • End of Year Adjustments • Provisions and Depreciation • Prepare Cash Flow & Fund Flow Statement • Reconciliation of Various Financial Statements • Coordination with Auditors	Proficiency in: • Finalisation of Accounts • Accounting for Depreciation and Provisions • Following Statutory Compliances	Advanced Accounts
		+	
• Assistant Manager - Accounts & Finance • Manager - Accounts & Finance	• Audit Closing • General Banking Operations • E-filing through MCA • XBRL & LLP	Proficiency in: • Managing End-to-End Accounting Operations • Finalising and Closing of Books of Accounts • Statutory Compliance • Knowledge of Companies Act • Return Filing with Ministry of Corporate Affairs with XBRL • Indian Accounting Standards	Banking & Auditing, MCA & IndAS

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

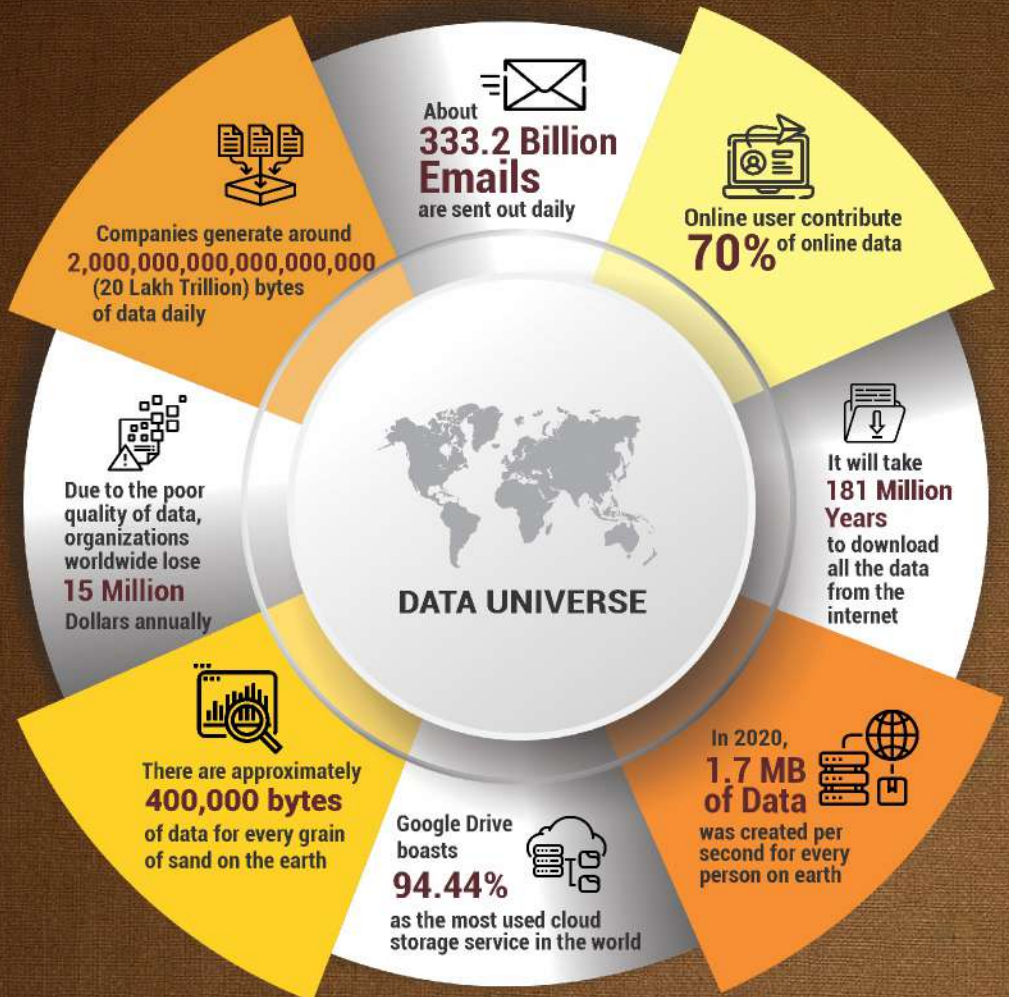|	CIA-F (Foundation)	CIA-E (Express)	CIA (Regular)	CIA + (Plus)
ica CIA⁺ CERTIFIED INDUSTRIAL ACCOUNTANT PLUS	**DURATION** 3 Months @ 3hrs./class Or 6 Months @1.5 Hrs/class	**DURATION** 4 Months @ 3 Hrs./class	**DURATION** 6 Months @ 3 Hrs./class Or 12 Months @ 1.5 Hrs/class	**DURATION** 6 Months @4.5 Hrs./Daily Or 12 Months @3 Hrs/class Or 18 Months @ 1.5 Hrs./class
COURSE FEES				

EMI Partners   BAJAJ FINSERV | neev   nucash simply known   Prospectus for ₹150 or ₹450 Extra (as applicable)

CERTIFICATE IN MIS ANALYTICS

MODULES / Eligibility	HRS.	Graduate
Advanced Excel 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	✓
VBA 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	✓
G-Suite 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	✓
SQL 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	✓
Power BI 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	✓
Data Studio Google Data Studio | Creating Charts & Graphs | Filters & Controls | Custom Fields | Chart Styling | User Management: Sharing your Reports	14	✓
Orientation on Corporate Skills	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

G-Suite
Domain-Based Email | Improved Team Collaboration | Video Conferencing | Enhanced Data Security

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**

100% JOB ASSURANCE

CAREER INSIGHTS

INDICATIVE SALARY

₹40k - 75k*

₹25k - 40k*

₹15k - 25k*

* Salary may vary with skill set and location

100%* JOB GUARANTEE

| Accounts Assistant | Senior Accountant | Chief Accountant |
| MIS Executive | Sn. Executive MIS | Data Analyst |
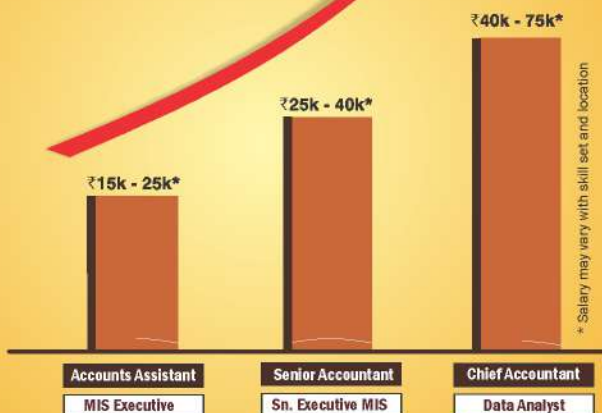
4 CERTIFICATIONS

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 proprietory training module.

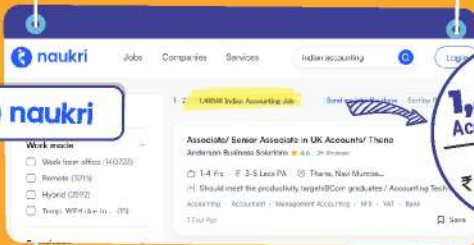## ICA EDU SKILLS PVT. LTD.

Any Time Job *Card*

CENTRE	:	CENTRE
COURSE	:	CIA+
NAME	:	PRIYA THAKUR
CODE	:	C00000123654
ADMISSION DATE	:	03/07/2020
VALID UPTO	:	03/07/2023

www.icajobguarantee.com | Toll Free : 88 2000 4000

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

CAREER OPTIONS

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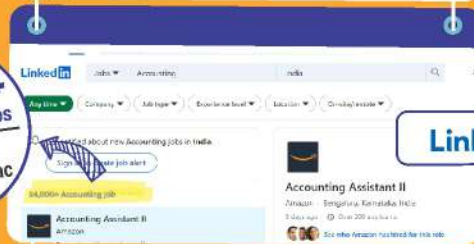- Finance Executive
- MIS Executive
- SAP FICO End User
- SAP FICO Business User
- Senior Finance Executive
- Senior Accounts Executive
- Senior Executive (in KPOs & MNCs)
- Senior Accountant
- Audit Assistant
- Assistant Manager - Accounts & Finance
- Accounts & Finance Manager
- Financial Analyst
-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

*Conditions Apply

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JOB VACANCIES IN DIFFERENT JOB PORTAL

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

VACANCIES IN ACCOUNTS & FINANCE

1,46,546 Accounting Jobs

Salary ₹ 3Lac to 15Lac per year

54,000+ Accounting Jobs

Salary ₹ 3Lac to 10Lac per year
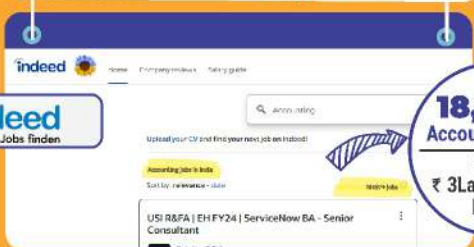
18,497+ Accounting Jobs

Salary ₹ 3Lac to 8Lac per year

VACANCIES IN MIS DATA ANALYST

46,121 Mis Data Analyst

Salary ₹ 5Lac to 12Lac per year

2,000+ Mis Data Analyst

Salary ₹ 6Lac to 12Lac per year

1,383+ Mis Data Analyst

Salary ₹ 8Lac to 10Lac per year

OUR RECRUITERS

Where our students are working

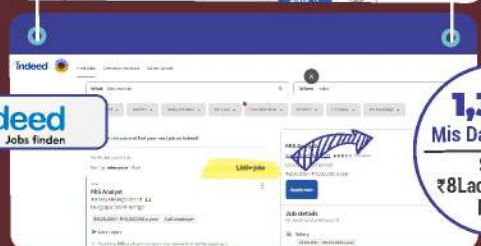|						
tcs TATA CONSULTANCY SERVICES	pwc	Capgemini	accenture	genpact	ITC ITC Limited	L&T LARSEN & TOUBRO
TATA STEEL	wipro	WNS	TANISHQ	ORACLE	airtel	Vi
Tech Mahindra	amazon	Flipkart	MAGMA Investing in the smallest dream	ADITYA BIRLA GROUP	PCJ PC Jeweller	Myntra
Atos|Syntel	pantaloons	EMC LIMITED	BAJAJ FINSERV	Muthoot Finance	IDFC FIRST Bank	policybazaar
AXIS BANK	HDFC BANK We understand your world	Bandhan Bank	ICICI Bank	Reliance Jio	BajajCapital	MANAPPURAM FINANCE LIMITED
ador WELDING	Apollo Pharmacy	paytm	Dr.Reddy's	DTDC	DELL	Manyavar
Sharekhan	SBI Life INSURANCE	MEDICA Superspeciality Hospital	Shree Cement	shalimar Group	DATAMATICS Data to Intelligence	KPMG

many more...

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

HEAR OUR STUDENTS SPEAK

Student Name : Sounakshi Ray
Placed at : Oriental Power Electrical Pvt. Ltd.

SCAN

HEAR OUR EMPLOYER SPEAK

Here's why Employer Prefer ICA Students for Placements

AWARD & RECOGNITION

EducationWorld India Higher Rankings Awards 2023-24

Best Vocational Training Provider Assocham Skilling Awards

Indian Education Excellence Awards Best Vocational Training Institute

Global Quality Award Brands Academy

Asia Education Summit & Awards Worldwide Achievers

Certificate of Partnership with NSDC

Franchise Opportunities Award Franchise India

National Education Excellece Brands Academy

Indian Education Awards Franchise India

Best Brands of The Year Brands Achiever Intiative

Education Excellence Awards Brands Academy

Certificate of Appreciation Mumbai University

- **Partners**
- **Associations**
- **Certification**

MSME · NSDC, SMALL & MEDIUM ENTERPRISES

Skill India कौशल भारत-कुशल भारत

BFSI the initiative of NSDC

ISO 9001:2015

FICCI flo The Power to Empower

ICA Edu Skills Pvt. Ltd.

ACCOUNTS | BANKING | FINANCE | TAXATION
TRAINING for PLACEMENT

YOUR RIGHT TO A JOB

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

ACADEMIC YEAR 2024-25

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 | JAMMU | JAMSHEDPUR | JORHAT | KOLKATA | LUCKNOW | MUMBAI | NAGPUR | NOIDA | PALAKKAD | PATNA | PUNE | RANCHI | RISHIKESH | SILIGURI

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