



# CCA

Certified Corporate Accountant



## WHAT IS ACCOUNTING ?

Accounting is the process of recording, classifying, analyzing and interpreting the business transactions which can be measured in terms of money in such a way that it helps stake holders in taking decisions.

## INDUSTRY EXPECTATIONS FROM ACCOUNTANTS:

- To correctly & accurately account for all Monetary transactions
- To follow all accounting principles, standards & norms
- To cater to the information requirements of all stake holders
- To act as a watch dog for financial propriety
- To comply with all statutory requirements bearing on book keeping

## SCOPE AFTER CCA:

On successful completion of the course, the following career opportunities will be available to the students:

In Accounts/Audit/Taxation/Finance Functions-  
As an Executive, Officer or Assistant  
with a scope to assume higher positions as  
Manager/Head for value creation  
in respective functions



“Munimji” is a specialized Accounting Training Academy which provides organized, formal and practical training on Accounting and creates the “Best Accountants”. At Munimji, we teach Accounting, the practical way, to make students adapt to the ever changing dynamics of business and industry.

We comprehensively encompass all aspects and topics of the accounting field followed by adequate practical training with the ultimate objective of purposeful placement. We, at Munimji aim to provide the skilled resources to Industry and thus fill the dearth of skilled and professional accounting experts that exists today.

## **MODULE I: FUNDAMENTAL OF ACCOUNTING**

- Fundamental of accounting
- Books of accounts and Journal Entries
- Account Reconciliation & Ledger Scrutiny
- Depreciation Accounting
- Finalization of Accounts

## **MODULE II: DIRECT TAX (INCOME TAX)**

- Fundamentals of Income Tax
- Categories of Income Tax
- Computation of Total Income & Tax Liability
- Statutory Tax Audit & Audit Processes
- TDS: Concepts, Provisions and Filing requirements
- Online payment of TDS & Advance Tax
- E-return Filing

## **MODULE III: INDIRECT TAX (SERVICE TAX, VAT & EXCISE)**

- Fundamentals of Service Tax, VAT & Excise
- Maintenance of Records
- Calculations, e-payment & e-filing of returns
- Online application of Service tax and VAT registration

## **MODULE IV: PAY ROLL –PROF. TAX, PF & ESI**

- Fundamentals of Prof. Tax, PF and ESI
- Maintenance of Records, Calculations & e-payment
- Payroll Processing

## **MODULE V: BANKING & COMPANY LAW**

- Fundamentals of Banking
- Types of Bank Deposits & Bank Loans
- Banking Instruments - Cheques, DD, RTGS & NEFT
- Letter of Credit & Bank Guarantee
- Company Law-Process of Registration of Company and other ROC procedures
- MCA-21 initiatives

## **MODULE VI: SOFT SKILLS AND PERSONALITY DEVELOPMENT**

- Personal Interview skills
- Professional Body Language
- Professional & Work place Etiquettes
- E-mail Correspondence
- Knowledge of Advance Excel Formulas

**\*The first four modules include Practical Training on TALLY ERP 9.**

## FEATURES :

- Lectures by experts and experienced faculty team
- Extensive coverage of all practical aspects of accounts and taxation
- Personal Interaction with every Faculty Member
- Special Doubt Clearing Lectures
- Comprehensive, well researched and updated Course Material
- Regular e-mail updates about changes in Taxation
- Computer Lab & Library facility
- Limited Batch size for Personal Attention
- Regular Performance Monitoring by conducting Tests across all Subjects
- Certification on course completion
- Guest Lectures conducted by Industry Professionals
- 100% Job Guarantee

## OUR SUCCESS STORIES :

### Usha Prasad

Joining Munimji has been one of my finest decisions ever. Expectations were not just met, but were always exceeded at Munimji. Quality of study material is unmatched and faculty members are highly qualified and capable. The best thing about Munimji is that, it does not expect all to be through with the Accounting basics. They walk you through the basics by a cleverly designed module and make sure that no student is missing out, due to lack of clarity in it.

### Parth Kothari

"Creating Best Accountants", to a probable student superficially seems just as another smart marketing tagline that you see everyday. But, when you step in for your first lecture, you realize it is a "cult" that is followed here with extreme rigor. Above all, the unique "study & fun" culture is also a great facet of Munimji. It has been a privilege being part of this institute.

### Bhupendra Prajapati

Being a part of Munimji was a wonderful and a fruitful experience. The kind of dedication the faculties have to the cause of students is unheard of and has to be experienced to realize. Munimji has made me a Complete Accounting Professional. Now, I have multiple job offers with me. So guys, better be late than never; MUNIMJI is there for you to make your career safe and secure.



---

323, Devpath Complex, B/h Lal Bunglow, Off. CG road, Ahmedabad  
www.munimji.co.in | eMail:info@munimji.co.in  
Contact No. : 079-65236622, Mob. : 9558556622