

CERTIFICATE COURSE IN BUSINESS ACCOUNTING AND TAXATION



**CHHOTU RAM ARYA COLLEGE,
SONIPAT-131001**

2017

Course Designed by:

1. Dr. Naresh Rathee, Associate Professor of English
2. Dr. Anu Rathee, Associate Professor of English
3. Mr. Rajroop Singh Chahal, Associate Professor of Commerce
4. Mr. Satish Kumar, Lect. in Commerce

Programme Overview

This programme has been developed in collaboration with the **SPACE INSTITUTE** and **C.R. A College, Sonipat**. The programme is intended to provide basic knowledge and technical skills in the areas of **Accounting and Taxation**. The programme also aims to develop human resource in the area of accounting and taxation. The knowledge imparted shall facilitate better understanding of business accounting and taxation issues in scientific lines which in turn will improve their scope of employability.

About the Programme:

Business accounting and taxation have been one of the most important aspects of a successful business. This aspect is important for all types of business organizations irrespective of their nature and size of operation, these organizations may be small, medium or large size, can be service of manufacturing. The demand for skilled professional in accounting and taxation are huge and this programme is most sought by the student with commerce background. This course is a remunerative as well as job creating both in rural and urban areas. This course will play a significant role in the eliminating un-employment and under-employment among the rural and urban masses. However, due to lack of latest knowledge of accounting and taxation practices and tools most of the commerce students remain unemployed and not able to make fuller use of their potential. This course is designed in such a way that it will increase their skills and provide employment.

Objectives:

The main objective of the programme is intended to:

1. Develop and strengthen Human Resource by imparting knowledge and skill in Business accounting and taxation;
2. Create awareness about the opportunities of employment and livelihood in Business accounting and taxation; and
3. Impart basic knowledge and technical proficiency in Business accounting and taxation.

Programme Structure :-

1. Module 1: Introduction to Double Entry Accounting Systems
2. Module 2: Golden Rules of Accounts
3. Module 3: Tally - Introduction, History, Advantages
4. Module 4: Tally Prime
5. Module 5: Income Tax & TDS
6. Module 6: GST & GST Portal Concepts
7. Module 7: 10 days Internship

Eligibility: 12th Pass

Programme Duration

The duration of the course is 17 days. Seven Days Theory classes and 10 days Practical internship at **Satish Kumar and Associates, Company Secretary, Sonipat.**

Registration

The registration dates for this programme run and manage by the college and are updated timely on the college website.

Job Opportunities:

The students who have completed this course have the both options of employment and of own business. Those who want employment in other organizations can work in the following capacity:-

- Auditing Assistant
- Tax Assistant
- Accounting Assistant
- Tax Accountant
- Finance Accounting Executive etc

Counselling sessions:

The programme has theoretical and practical components. An equal weightage has been given to theory and practical components. The participation in the practical session is an integral part of the programme. 75% attendance in the theory component is compulsory to appear in the practical component. The theory sessions will be held in the college premises and the practical session will be conducted at the premises of our knowledge partner.

Additional Information:

The additional information about the programme and the admission details are available at college website – www.cracollegesonepat.org and with our knowledge partner Space Institute

For further information, kindly contact:

Name:- Sh. Satish Kumar

Designation: Programme Coordinator

Established in 1951