

Certificate Course in
Business Accounting and Taxation



CHHOTU RAM ARYA COLLEGE

SONIPAT- 131001

2016

Course Designed by:

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3. Mr. Rajroop Singh Chahal, Associate Professor of Commerce
4. Mr. Satish Kumar, Assistant Prof. of Commerce

Programme Overview

This program provides a clear pathway to becoming a Business and Taxation Accountant (BTA). Any Under Graduates can apply to BTA's Professional Education Program (PEP). The programme is intended to provide basic knowledge and technical skills in the areas of Accountancy and Taxation. The programme also aims to develop human resource in the area of Accounting and Taxation. This gives the chance to gain valuable work experience and showcase your accounting skills to potential employers. A part-time, evening option to complete the required preparatory courses is also available. The knowledge imparted shall facilitate better management of accounting Business and Taxation in scientific lines which in turn will improve their productivity and increase their income.

About the Programme:

The Indian economy has witnessed rapid growth in the past few years and this has led to an increased demand for accountants in the country. Every organization, medium, big or small requires financial accountants to maintain their balance sheets, auditing, budget plans, business liabilities, and financial turnovers. The best accounting courses in India aim to impart knowledge and skills in the different areas of accounting and finance. There are many accounting courses in India that can be pursued by an individual after the completion of Higher Secondary or Graduation. The career of an Accountant in India is extremely lucrative as it offers areas of growth and well-paid salary prospects. Best accounting courses help the students learn the basics of accounting and taxation after which he/ she may venture into the different domains of financial and business accounting.

Objectives:

The main objective of the programme is intended to:

1. To help students in building their confidence level
2. To remove the word "Hesitation" from the students lives.

3. To make student genuine personalities and career independents.
4. To help students enhancing their Talent, Qualities and confidence to the front.
5. To root out tension and depression from students lives completely.
6. To make our college, city, state and country full of smart well disciplined, intelligent, skilled, and talented person.

Eligibility: 12th Pass

Programme Duration: The duration of the course is 1 (One) month.

Programme Structure:-

MODULE: 1 ACCOUNTING

Accounting Principles & Standard.

Preparation of Journal, Ledger, Trial Balance

BRS: Rectification of errors, Reserves & Provision: Capital & Revenue

Preparation of Final Accounts

MODULE: 2 TAXATIONS

Direct Taxes: Income Tax:

Basics of Income Tax Business and Professional Capital Gains

Income from Other Sources Deductions

TDS / Advance Tax / Assessments & Wealth Tax

Indirect Taxes: GST

a) GST Registration / Return Filling / Assessment / GST computation

b) Custom Tax

MODULE: 3 COMPUTER BASICS

PC Hardware Overview

Operating System DOS & Windows MS Office

a) MS Word

b) MS Excel

c) MS Access

d) Power Point

Database Management

Fox Pro. DBMS

MODULE: 4 ‘e’ ACCOUNTANCY

Income Tax and ‘e’ Filing of Return

TDS and ‘e’ filing of TDS Returns

VAT and ‘e’ filing of VAT Returns

Company Law and ‘e’ filing of ROC Returns under MCA

Registration

The registration dates for this programme run and manage by the college and with our knowledge partner SPACE INSTITUTE OF ACCONTS.

Job Opportunities

After completion of this course any student can serve in industry on capacity of following:

- Auditors
- Accountant
- Accounts Receivable Clerk
- Bookkeeper
- Auditing Clerk
- Financial Consultant
- Professional Accounting Associate
- Certified Public Accountant
- Directors of Account
- Forensic Professional Accounting

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 of Accounts, Sonipat.

For further information, kindly contact:

Name:- Mr. Satish Parashar

Designation: Programme Coordinator



Established in 1951