

VINOBA BHAVE UNIVERSITY

Course Curriculum

Certificate Course in

Accounting Software (CCAS)- Tally ERP

Why this Course:

Business world is changing very fast due to rapid use of and reliance on technology. In order to keep pace with this change, different domains of business like Accounting, Purchasing, Payables & Receivables is also changing. So those days are gone where conventional method of accounting was used and everything was manual. Now a day every business irrespective of size uses information technology for day to day accounting work & MIS reporting. There are tremendous opportunities for a person who has successfully completed Certificate Course in Accounting Software (CCAS). There has been huge demand for accountants who are well versed in accounting packages like Tally . And with recent tax reforms like GST even small traders and businessman needs to keep data in systematic manner for which Tally is widely accepted as an accounting software.

About this course:

The course has been divided into five modules. Each module contains sections/chapter.. And each section contains specific topics. After completion of each Module assessment of candidate will be done through Question& Answer session.

Only after passing final assessment Certificate will be provided to successful candidates.

Duration of this course

The duration of this course is Six Month. Classes will be held two days in a week i.e on Sunday & Saturday. Each class will be of three hour. After successful completion candidates will have to go through six month industrial exposure either with any firm or Company.

Module 1: Financial Accounting

Module 2: Invoicing & Inventory

Module 3: Tax Accounting

Module 4: Payroll Accounting

Module 5: Appendices

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