

CERTIFICATE IN COMPUTERISED ACCOUNTING

(Duration: 3 Months Program)

CCA

3 Months = Days-91, Working Days=70 Days, Teaching/ Practical=Hrs 1 Hrs / Day

Project / Assignment

Three Month

PAPER	TOPIC	Hrs	Day	MARKS
CCA101	Basics of Computerized Accounting	20	20	25
	Introduction with Tally Software and Company / Profile Creation	20	20	--
CCA102	Working With Tally Software	20	20	25
	Elements of Tally Software & Practicing	20	20	--
CCA103	Integration of Accounts with Inventory	15	15	25
	Data Entry and Financial Transaction	15	15	--
CCA104	Taxation	15	15	25
	Report Analysis and Generation	15	15	--
ASG101	Assignment based on Accounting Principal & Financial Statements	--	--	20
PRG101	Project on Accounting Practices on real data of a company.	--	--	30
Total		140	140	150

CCA Course Details

CCA101: Basics of Computerized Accounting

Meaning of Accounting, Characteristics of Accounting, Objectives of Accounting, Functions of Accounting, Accounting Cycle, Branches of Accounting, Differences between Book Keeping & Accounting, Meaning of Accountancy, Limitations of Accounting, Methods of Accounting, Meaning, Definition and Types of Assets, Liability, Capital, Expense and its types, Incomes, Expenditure and its types, Revenue, Debtors and Creditors, Goods, Purchase and Sales, Stock, Profit & Loss, Gain, Discount and its Type, Drawings Meaning, Features, Advantages and Disadvantages of Computerised Accounting System, Comparison of Manual and Computerised Accounting System, Types of Accounting Software's and its uses, Meaning and Format of Journal, Classification of Accounts and Rules of Journalising, Recording of Entries in Journal, Meaning, Format and Importance of Ledger, Distinction between Journal and Ledger, Ledger Posting From Journal, Subsidiary Books and Cash Book, Explanation of Financial Accounts, Trail Balances and Balance sheet.

CCA102: Working With Tally Software

Meaning of Tally Software, Version History of Tally, General Features of Tally Erp9, Screen Introduction of Tally Erp9, Tally Erp9 Shortcuts & Functions Introduction, Company Creation, Selecting / Loading Company, Altering Company, Backup & Restore, Shut / Close Company, Split Company Data, Customizing The Company, Accounting Features, Inventory Features, Statutory & Taxation Introduction, Meaning of Account Masters & Groups, Types of Groups, Explanation of Groups, Creating / Displaying / Altering Groups, Meaning of Ledger, Creation of Ledgers, Displaying / Altering Ledgers

CCA103: Integration of Accounts with Inventory

Introduction, Predefined Vouchers, Types of Accounting Vouchers, Creating Stock Groups Single / Multiple, Altering Stock Groups, Stock Items, Creating Stock Items, Creating Unit of Measures, Godowns, Displaying / Altering Godowns, Types of Inventory Vouchers

CCA104: Taxation

Meaning of Tax, Types of Taxes, Meaning of Goods & Service Tax (GST), Advantages & Disadvantages of GST, Activation of GST in Tally, Types of GST'S, Calculation of GST, Creating GST Ledgers CGST-SGST-IGST in Tally Erp9, Creating Sales / Purchase Ledgers for GST, Creating Party Ledgers such as Suppliers, Customers, Updating Stock Items & Stock Groups for GST in Tally, Setting Up GST Rates, Recording Local Purchase (Within State) under GST in Tally Erp9, Recording Local Sales (Within State) under GST in Tally Erp9, Recording Inter-State Purchase (Outside State) under GST in Tally Erp9, Recording Inter-State Sales (Outside State) under GST in Tally Erp9, Nil-Rated Sales on GST, Exempt Sales on GST, Ledgers for Any Indirect Expenses & Incomes, Recording Journal Vouchers for Interest, Penalty, Late fees & Other Dues in GST in Tally Erp9

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