

Business Accounting Technician

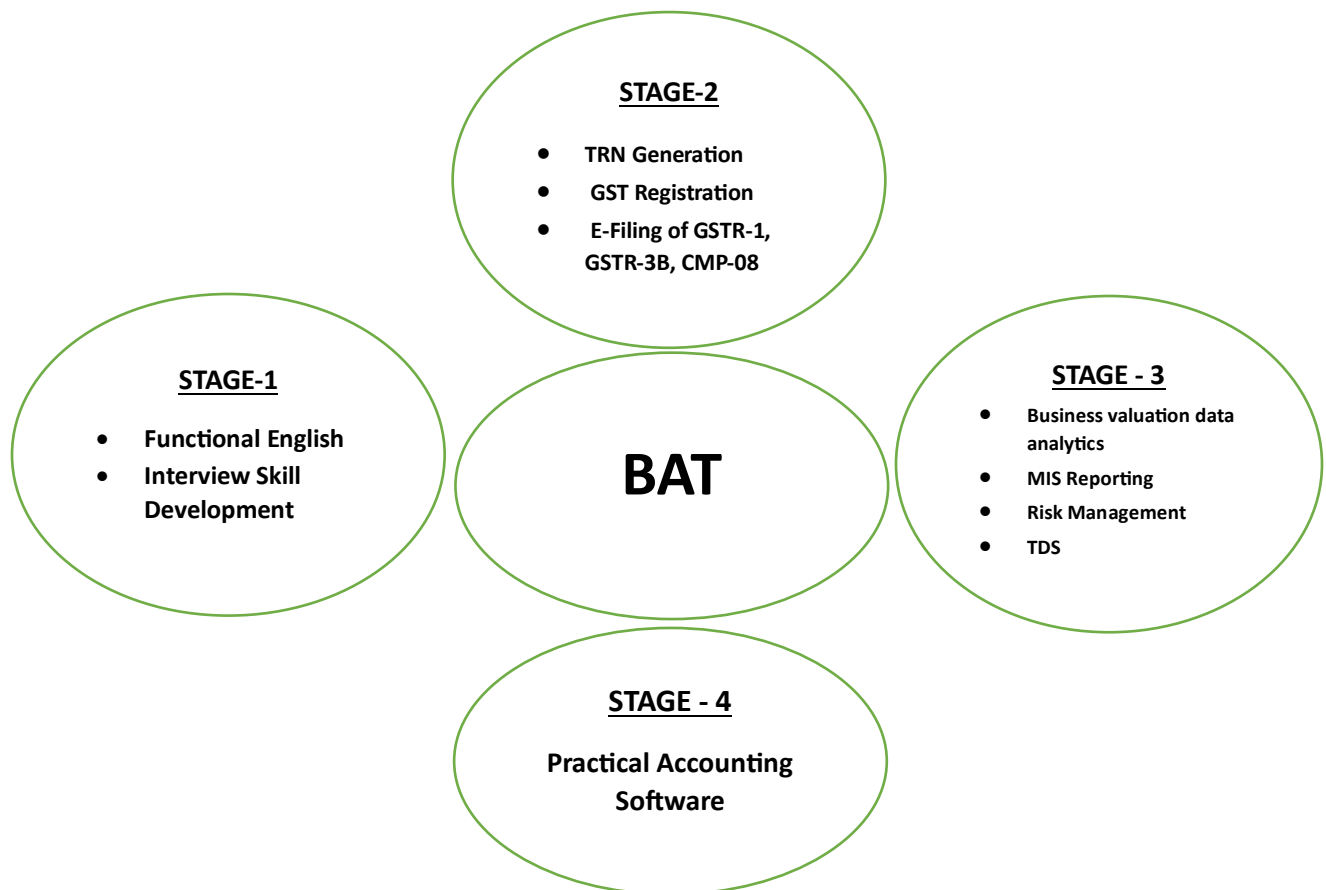
The BAT (Business Accounting Technician) course is a comprehensive program designed to equip participants with a diverse skill set in business accounting and management. With a focus on practical applications, this course covers key areas essential for a successful career in accounting and finance.

BAT

Duration: 3 Months

Eligibility: +2 Any stream

Exam: Practical



STAGE -1

Functional English:

- Enhance communication skills with a focus on business and professional contexts.
- Develop proficiency in written and verbal communication.

Interview Skill Training

- Tailored training to excel in job interviews for accounting and finance roles.
- Mock interviews and personalized feedback for continuous improvement.

STAGE -2

TRN Generation:

- Learn the process of Taxpayer Registration Number (TRN) generation.
- Understand the significance and requirements for TRN.

GST Registration:

- In-depth insights into the GST registration process.
- Step-by-step guidance on completing the GST registration form.

E-Filing of GSTR-1:

- Hands-on training in electronically filing GSTR-1 for outward supplies.
- Practical application of filing details of sales transactions.

E-Filing of GSTR-3B:

- Comprehensive understanding of GSTR-3B for monthly tax returns.
- Practical sessions on accurate e-filing of GSTR-3B.

E-Filing of CMP-08:

- Guidance on filing of GST Composition Scheme returns (CMP-08).
- Practical exercises for accurate and timely CMP-08 submissions.

STAGE -3

Excel Advanced:

- Advanced Excel skills for data analysis, reporting, and financial modeling.
- Practical application of Excel functions in a business context.

Business Valuation Data Analytics:

- Explore techniques for business valuation and financial data analytics.
- Analyze real-world case studies to understand valuation methodologies.

TDS (Tax Deducted at Source)

- Comprehensive knowledge of TDS regulations and compliance.
 - Practical training in preparing TDS returns and compliance documentation.

MIS Reporting:

- Learn to generate Management Information System (MIS) reports for decision-making.
- Utilize data visualization tools for effective reporting.

Risk Management:

- Understand principles of risk management in financial operations.
- Case studies and simulations for practical application.

STAGE -4

- Tally
- QuickBooks
- Peach tree

WHY BAT

- Acquire practical skills highly sought after in the accounting and finance industry.
- Enhance employability with a comprehensive understanding of diverse topics.
- Opportunity to pursue a career as a Business Accounting Technician in various industries.