

Business Accounting Process(BAP) - Professional

Interactive, Job oriented, skill development course that enables students to learn and practice the accounting processes performed across enterprises in India. It helps users in understanding process steps and documentation requirements to complete multiple and complex corporate transactions. The course also covers basic understanding of Tally and Microsoft Office. Upon completion of the course, the student would have confidence in facing interviews and ready to take up an assignment in an accounting environment.

Benefits to the Student

- Industry relevant curriculum created by industry experts.
- Gain complete process knowledge by doing the course.
- Perform 60+ basic accounting process covering over 400+ transactions.
- Practice and gain internship experience equivalent to 6 months.
- Learn each process in detail including process steps, documents that initiate processes, documents referenced during process execution, worksheets created and output documents
- Learn about the roles of various persons involved in execution of the process.
- Get hints/Reports/FAQs.to identify and improve on mistakes.
- Have chance to repeat the process till it is completed successfully without mistakes.
- Receive a Certificate upon successful completion of the course.
- Learn basics of Tally
- Learn basics of Microsoft Office (Word / Excel / Powerpoint)

Eligibility & duration

- Students pursuing or completed B.Com / M.Com / BBA /BBM/ MBA/ or Students pursuing CWA/ CA/ CS or accountants aspiring to improve skills in finance and accounting.

Course Content

Investments and loans into business	Includes Accounting for Capital and Loans received.
Purchase booking	Includes Accounting for Vendor Advance payment, Raw material and capital goods purchases & purchase return.
Invoicing and sales booking	Includes Accounting for receipt of advance from customer, credit sales & sales return.
Banking transactions	Includes Accounting for fund transfer between banks.
Receipts	Includes Accounting for collection from customers against sales.
Payments	Includes Accounting for payment to supplier against purchases.
Overheads recording	Includes accounting for overhead expenses such as Interest, commission etc.
Period closure	Includes bank reconciliation, accounting for provisions, depreciation.
Payroll	Includes payroll, payments to employees, Employee Loans and Advance Payment, Reimbursement of bills etc..
Statutory compliance	Includes accounting for payment of statutory dues such as sales tax, service tax and TDS.
Tally	Company creation, Group & ledger creation, Vouchers creation, Accounting entries, Payables & Receivables, Trail Balance, Profit & Loss Account, Balance Sheet
Microsoft Office	Word / Excel / Power point
Introduction to Soft skills Communication Skills Personal Effectiveness Skills Interview Skills	