

Certificate in Accounting Technicians(C.A.T.)

- **Foundation Course (Entry Level) Part-I**
 - Organization and Management Fundamentals
 - Accounting
 - Economics and Business Fundamentals
 - Business Mathematics and Statistics Fundamentals

- **Competency Level Part II**
 - Financial Accounting
 - Applied Statutory Compliance

- **Trainings**
 - Type of Trainings : Duration**
 - Computer Training:60 Hours(On Tally ERP9)
 - Practical Training:6 Months
 - Orientation Training:15 days
 - Eligibility & Course Duration: 1 year for XII passed// 6 months for Graduate/CPT/PCC cleared.
 - Fees: Orientation Fee Rs 500/-
 - Registration Fee Rs 50/-
 - Complete Course Fee Rs 8600/-
 - Direct Admission to Competency level Course Fee Rs 8500/-
 - Note: Available in English and Hindi Medium both.

- **Scope**
 - As Junior Accountants or Accountants in small & Medium Enterprises
 - BPO/KPO/Retail sectors
 - Import & Export documentation
 - Income Tax/Service Tax return preparation
 - Filing of Returns under Companies Act, Income Tax, VAT, Central Excise, Custom Act.