

CAREER IN ACCOUNTING & TAXATION

DBAT

Practical knowledge helps to
grow in your career path



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"Feel the difference, Nobody does it better"



CAREER IN ACCOUNTING & TAXATION

Not only for Commerce Students, but also for Arts & Science Students.

Finding a job in the accounting field is a smart decision. Accounting is a field that will always be in demand with great career growth. Careers in accounting can range from entry level positions to executive level.

The accounting scenario has changed considerably in the last few years. Many are not able to or adequately equipped to cope with the modern trends in accounting. The theories studied in college class rooms do not help in most real time situations. This is where practical accounting methods learned from actual accounting professionals than academicians come to help.

HORIZON INSTITUTE OF ACCOUNTS & TAX STUDIES



is an authorized training centre (ATC) of STED COUNCIL, (Scientific & Technical Education Development Council) is an Autonomous Body and a National Level Educational Organization since 2005 registered under Govt. of Kerala and Indian NGO under District Central, National Capital Territory (Govt. of N.C.T) New Delhi, Govt of India.

We congratulate you for your wise decision to choose **HORIZON INSTITUTE OF ACCOUNTS AND TAX STUDIES** for your future education. We hope you will fully use the facilities and skills offered by the centre to advance your career.

Horizon offers internationally accepted and highly job-oriented accounting courses which enable students to get prestigious job positions in national and multinational companies. This may be the only institute that trains even Arts & Science students to become professional accountants.

ADBAT & DBAT PROGRAMMES

ADBAT & DBAT programmes provide training in industry design course curriculum which is more advanced than the decade-old curriculum. These prepare candidates not for a job but provide them much needed practical exposure to grow in their career as Accountants and Taxation Professionals. Since candidates understand and apply various practical aspects that an accountant deals with, the training brings them at par with experienced professionals. These programmes give the opportunity to practically understand from scratch and apply the same in real situations at the workplace. Therefore, candidates are assigned an accountant role where they will do A to Z of what an actual accountant does.

These courses will enable you to:

- ❖ Maintain the books of accounts of any company from scratch
- ❖ Finalisation of accounts
- ❖ Prepare and present MIS report to management
- ❖ Work independently on return filing, taxation and statutory compliances



ADBAT (ADVANCED DIPLOMA IN BUSINESS ACCOUNTING AND TAXATION)

Duration: **12 Months**

- ◆ Accounting Basics
- ◆ Accounting using Tally
- ◆ Advanced Accounting
- ◆ Advanced Accounting using Tally
- ◆ GST Theory
- ◆ GST using Tally
- ◆ Income Tax
- ◆ Bank Reconciliation
- ◆ MIS using Excel
- ◆ Project Work
- ◆ Practical Accounting
- ◆ Payroll using Excel and Tally
- ◆ Quickbooks
- ◆ English Communication and Presentation Skills
- ◆ C V Preparation
- ◆ Interview Skills
- ◆ GST Online Return Filing
- ◆ TAX Simulation Software (GST, VAT, Income Tax)
- ◆ SAP
- ◆ Cash Flow
- ◆ Advanced Excel
- ◆ Soft Skill Training
- ◆ MS word
- ◆ Zoho Books



DBAT (DIPLOMA IN BUSINESS ACCOUNTING AND TAXATION)

Duration: **6 Months**

- ◆ Accounting Basics
- ◆ Accounting using Tally
- ◆ Advanced Accounting
- ◆ Advanced Accounting using Tally
- ◆ GST Theory



- ◆ GST using Tally
- ◆ Bank Reconciliation
- ◆ Project work
- ◆ Payroll using Excel and Tally
- ◆ C V Preparation
- ◆ GST Online Return Filing
- ◆ English Communication and Presentation Skills
- ◆ Income Tax
- ◆ MIS using Excel
- ◆ Practical Accounting
- ◆ QuickBooks
- ◆ Interview Skills

CCAAT (CERTIFICATE COURSE IN ADVANCED ACCOUNTING AND TAXATION)

Duration: **4 Months**

- ◆ Manual Accounting
- ◆ Accounting using Tally
- ◆ Advanced Accounting
- ◆ Advanced Accounting using Tally
- ◆ GST
- ◆ GST using Tally
- ◆ Excel
- ◆ Income Tax



CCT (CERTIFICATE COURSE IN TAXATION)

Duration: **3 Months**

- ◆ Manual Accounting
- ◆ GST
- ◆ VAT
- ◆ Income Tax
- ◆ Accounting using Tally
- ◆ GST using Tally
- ◆ VAT using Tally

CERTIFICATE COURSE IN FOREIGN ACCOUNTING

Duration: **5 Months**

- ◆ Manual Accounting
- ◆ VAT
- ◆ Quickbooks
- ◆ Word
- ◆ SAP
- ◆ Accounting using Tally
- ◆ VAT using Tally
- ◆ Excel
- ◆ Communicative English
- ◆ Zoho Books

CCA (CERTIFICATE COURSE IN ACCOUNTING)

Duration: **2 Months**

- ◆ Manual Accounting & GST
- ◆ Accounting using Tally

CCCOM (CERTIFICATE COURSE IN COMPUTERISED OFFICE MANAGEMENT)

Duration: **2 Months**

- ◆ Word
- ◆ Excel
- ◆ Power Point



FOR THE ATTENTION OF THE STUDENTS

In order to become really effective to reap full benefits of the training, certain rules are to be followed by every student.

Aspiring students have to submit the application form duly filled up in capital letters in own hand writing with 2 recent passport size photos and copies of relevant certificates of qualification.

You are requested to read the rules thoroughly that should be followed and strictly maintained to upkeep your dignity and decorum of the institution.

- ▼ Students will not be permitted to absent themselves without leave letter from parents or guardian. 90% attendance of the total number of actual working days will be regarded as satisfactory. Those who have less than 90% of attendance will not be eligible for appearing for the examination and they may not be considered for any job placement assistance.
- ▼ Every student should check and satisfy the necessary information about the Centre before taking admission.
- ▼ Fee once paid to the Centre by DD, MO, Cheque, Cash or bank transfer will not be refunded and adjusted under any circumstances.
- ▼ Students must be neat and maintain discipline.
- ▼ Students must obey all instructions given by the Centre whether oral or written.
- ▼ Use of mobile phones are strictly not allowed inside the Centre.
- ▼ Students must pay their tuition fee on or before the due date in each month and obtain fee receipt from the Centre.
- ▼ Regular and punctual attendance is compulsory. Absentees must submit the leave letter to the Centre.
- ▼ Students can collect his / her respective certificates from the Centre after the period of 1 month from the date of final examination.
- ▼ Downgrading of the selected course is strictly not permitted.
- ▼ Course upgrading is allowed (for example: A student pursuing 3 months course can upgrade to 6 moths / one year course and so on)

Step in to a rewarding career!



Horizon Institute of Accounts & Tax Studies is backed by professionals with decades of experience in practical accounting as well as training accountants and executives at various levels.

Seven specially designed courses are offered at Horizon to help accountant aspirants to become professional accountants.

frontline, CIt 9847001365

HORIZON



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