

## Certified Tax Professional Program

Conducted for B.Com Second (2<sup>nd</sup>) Year Students by The Institute of Computer Accountants (ICA)

*Certificate jointly issued by ICA and Shri Shikshayatan College*

Service Tax	TDS	VAT
<p><b>Course Objective:</b> To enable the participants understand the concepts of Service Tax and undergo LIVE &amp; Practical Filing Experience of Service Tax Returns.</p>	<p><b>Course Objective:</b> To enable the participants have an understanding of the concepts of TDS and gain a working knowledge on TDS.</p> <p>Participants will undergo Practical Filing Experience of TDS Returns.</p>	<p><b>Course Objective:</b> The objective of the course is to teach delegates the principles of Value-Added Tax in a practical way practice e-payment of taxes and e-filing of returns.</p>
<p><b>Course Outline:</b></p> <ul style="list-style-type: none"> <li>• Introduction to Service Tax</li> <li>• Taxable Services</li> <li>• Service Tax Rates (including calculation)</li> <li>• Registration</li> <li>• Penalties and Interest</li> <li>• Accounting for Service Tax</li> <li>• Valuation of Service - An Overview</li> <li>• Abatement</li> <li>• Service Tax Credit</li> <li>• Overview of GST</li> <li>• Filing Service Tax Return (Practical Filing experience using ICA's proprietary online simulation software)</li> </ul>	<p><b>Course Outline:</b></p> <ul style="list-style-type: none"> <li>• Introduction to TDS</li> <li>• Why TDS</li> <li>• TDS Rates (including calculation)</li> <li>• Online Payment of TDS</li> <li>• When to deduct</li> <li>• Accounting entries</li> <li>• Certificate</li> <li>• View Tax Credit</li> <li>• Filing TDS Return</li> </ul>	<p><b>Course Outline:</b></p> <ul style="list-style-type: none"> <li>• Introduction to VAT</li> <li>• Registration</li> <li>• Specific Transactions</li> <li>• VAT Liability</li> <li>• E-payment and e-Filing of VAT returns</li> <li>• Documentation</li> <li>• State wise VAT (WB-VAT)</li> </ul>

## Certified Tax Professional Program (Cont'd)

MS Excel	MS PowerPoint	MS Word
<p><b>Course Objective:</b> To enable the participants use MS Excel in an effective way by exploring the power of Excel and reduce time taken in day to day tasks.</p>	<p><b>Course Objective:</b> To enable participants learn how to create effective business presentations – from slides to masterpieces</p>	<p><b>Course Objective:</b> To help participants understand some key advanced concepts to create documents better.</p>
<p><b>Course Outline:</b></p> <ul style="list-style-type: none"> <li>• Array</li> <li>• Charting</li> <li>• Consolidation of Data</li> <li>• Data Analysis</li> <li>• Data Validation</li> <li>• Date and Time applications</li> <li>• Formatting (Conditional, Table, Cell, Number)</li> <li>• Formula Auditing</li> <li>• Grouping</li> <li>• Logical Functions</li> <li>• Macros (Recording)</li> <li>• MS query</li> <li>• Naming Cell</li> <li>• Pivot Table</li> <li>• Printing (advanced)</li> <li>• Protection</li> <li>• Text to Columns</li> <li>• Themes and Styles</li> <li>• V Lookup, H Lookup</li> <li>• New Features of MS Excel 2013 e.g. Power Pivot etc.</li> </ul>	<p><b>Course Outline:</b></p> <ul style="list-style-type: none"> <li>• Master Slide Creation</li> <li>• Custom Animations</li> <li>• Slide Transitions</li> <li>• Themes and Templates</li> <li>• Sound</li> <li>• Video</li> <li>• Trigger Effect</li> <li>• Header and Footer</li> <li>• Printing</li> <li>• How to make an effective Presentation – some useful tips</li> </ul>	<p><b>Course Outline:</b></p> <ul style="list-style-type: none"> <li>• Creating a Table of Contents</li> <li>• Creating and Using Bookmarks</li> <li>• Creating Hyperlinked Text</li> <li>• Creating Symbol Shortcuts*</li> <li>• Document Protection</li> <li>• Importing Files in Other Formats</li> <li>• Inserting Objects</li> <li>• Inserting Watermarks</li> <li>• Mail Merge</li> <li>• Review in Word</li> <li>• Saving as PDF</li> <li>• Using Comments and Changes</li> <li>• Using Document Templates</li> <li>• Using Styles</li> <li>• Using Tables</li> </ul>