

Certified Tax Professional Program

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

Certificate jointly issued by ICA and Shri Shikshayatan College

| Service Tax | TDS | VAT |
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| <p>Course Objective: To enable the participants understand the concepts of Service Tax and undergo LIVE & Practical Filing Experience of Service Tax Returns.</p> | <p>Course Objective: 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>Course Objective: 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>Course Outline:</p> <ul style="list-style-type: none"> • Introduction to Service Tax • Taxable Services • Service Tax Rates (including calculation) • Registration • Penalties and Interest • Accounting for Service Tax • Valuation of Service - An Overview • Abatement • Service Tax Credit • Overview of GST • Filing Service Tax Return (Practical Filing experience using ICA's proprietary online simulation software) | <p>Course Outline:</p> <ul style="list-style-type: none"> • Introduction to TDS • Why TDS • TDS Rates (including calculation) • Online Payment of TDS • When to deduct • Accounting entries • Certificate • View Tax Credit • Filing TDS Return | <p>Course Outline:</p> <ul style="list-style-type: none"> • Introduction to VAT • Registration • Specific Transactions • VAT Liability • E-payment and e-Filing of VAT returns • Documentation • State wise VAT (WB-VAT) |

Certified Tax Professional Program (Cont'd)

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