

INDIRA TECHNICAL EDUCATION SOCIETY, NASHIK

CERTIFICATE COURSE COMPUTERISED TAXATION (C.TAX)

EXAM SCHEME: THEORY PAPER 100 MARKS – 3 HRS.
PRACTICAL 100 MARKS – 2 HRS.

[C. TAX / DTBM – I]

THEORY SYLLABUS

1) TAX ADMINISTRATION

Topic1

Advance entries in Accounting Master, Configuration of Tally, Bill-wise details, Activating F11 Features. Additional cost on Purchase, Multiple Godown. Entries in Invoice Mode, accounting allocation, Inventory allocation. Central Sale tax entries, Vat, Vat From, TDS Form, Tax on Services and Tax Challan. Entries with discount column, Zero Value Entries in voucher.

Topic2

Introduction to Tax Structure in India, Direct & Indirect Tax. Orientation to Income Tax, Provision of Income Tax, Heads of Income, Forms & Return, and Tax Deducted at Source, Exemptions, Orientation to Sales Tax, and Orientation to Central Excise ACT.

Topic3

Provisions of Income Tax, Form & Returns of S.T., Schedules of Goods, Liability & Rate of Tax, Drawback & Set off, Tax Management & Planning. Computerized Forms of Tax.

Topic4

Single Point Levy of Tax, Turnover Tax on Schedule 'C' Goods, Tax at Reduced Rate, No deduction from turnover Except on Declarations, Purchase Tax on Purchase, Surcharge Drawback, set-off, Refund Etc,

Topic5

Computation of Turnover & Tax, Introduction, Excise V/s Sales Tax, Scope of BST Act, Definitions, Incidence of Tax, Tax Liability, Tax-free Goods, Declared Goods, Applicability of the law, Tax Structure.

Topic6

Important Definitions, Principals of Determining Interstate Sales & Purchase, Liability of tax, Rate of Tax

GUIDELINE FOR PAPER SETTER

- Q. 1. : Compulsory and objective type. 20 Marks.
Q. 2. to Q. 7. : Candidate has to solve any Five out of these Six. 16 Marks each

WEIGHTAGE

Topic 1,2: 30%

Topic 3,4 : 30%

Topic 5,6 : 40%

2) BUSINESS MANAGEMENT

(DTBM – II)

Topic1

Meaning and Nature, Types of Organization, Why Organization ?, An Organization Structure, Proprietary Firms, Partnership Firms, Private Limited Companies, Public Limited Companies.

Topic2

Define Authority & Responsibility, Sources of Authority, The limits of Authority, Authority V/s Responsibility

Topic3

Principles of Business Management, Case Study

Topic4

Introduction of International Trade & Business, Checklist for Foreign Collaboration, Key Issues of Tax Planning & Corporate Structuring, Checklist for Partner Evaluation, Comparative Country Assessment for foreign Collaborator Search, Country Risk Assessment Format, Country Competitiveness Assessment Format, Joint Venture Agreement

Topic5

Introduction to Communication, Process of Communication, Principle of Communication, Purpose of Communication

Topic6

Formal Communication, Informal Communication, Methods of Communication, Principles of Good Communication

Topic7

E-revolution & Its Effect on Business, E-business: the growth opportunity, E-commerce: what is needed, The NASSCOM E-commerce Survey, E-commerce means Business, Business to Business Segment for India, Enablers of E-business growth, Cyber Laws in India.

GUIDELINE FOR PAPER SETTER

Q. 1. : Compulsory and objective type. 20 Marks.

Q. 2. to Q. 7. : Candidate has to solve any Five out of these Six. 16 Marks each

WEIGHTAGE

Topic 1,2: 30%

Topic 3,4: 30%

Topic 5,6: 30%

Topic 7: 10%

