

Schedule of Business Corporate Accountant Course - 1st July'22

Module	Name	Fees	Start Date	End Date	Days	Weeks
Module 1	GST - 40 Hours	12000	7/1/2022	7/28/2022	28	4
Module 2	Accounts and Tally - 40 Hours	12000	8/1/2022	8/23/2022	23	5
Module 3	Income Tax - 40 Hours	12000	9/20/2022	10/17/2022	28	5
Module 4	Advance Excel - 10 Hours	5000	11/7/2022	11/12/2022	6	1
Module 5	Export & Import - 10 Hours	3000	11/14/2022	11/19/2022	6	1
Module 6	Banking Module - 10 Hours	3000	11/21/2022	11/26/2022	6	1
Module 7	PF Module - 10 Hours	3000	11/28/2022	12/3/2022	6	1
	Total	50000			103	18

Combo offer	Discount
Any 1 module	15%
Any 2 module	25%
Any 3 module	30%
Any 4 module	35%
Any 5 module	40%
Any 6 Module	45%
All 7 Module	50%

Installment for All 7 Module	50,000	40%	30,000
1st Installment			15,000
2nd Installment			7,500
3rd Installment			7,500

A. Detail Content for GST - 30 Hours

Time - 9 PM to 10.30 PM (Monday to Friday)

Faculty - CA Arun Chhajer & CA Rishab Parikh

S.No	Date	Topic	Duration	Detailed Coverage
Module A - Basic GST				
1	Friday, 1 July, 2022	GST Basics	1.50 Hours	Concept of GST like Supply, ITC Concept of Forward Charge and Reverse Charge with Example Concept of Double Taxation - Comparison pre GST era vs GST Quick Round of Q&A
No Class on Saturday and Sunday				
2	Monday, 4 July, 2022	GST Basics	30 Minutes	Concept of Inter State Supply and Intra State Supply with Example Number of GST Act with difference between State and Union Territory Computation of GST and Calculation of Tax Payable with Example Overview of GSTR 3B - Outward Supply, RCM, ITC, Block Credit etc Quick Round of Q&A
		Registration in GST	1 Hour	Practical Exposure on how to take registration Requirement of Registration in GST Calculation of Agg Turnover with Examples Mandatory Registration – Section 22 Exemption from Registration – Section 23 of CGST State / UT wise Registration Requirement Quick Round of Q&A
3	Tuesday, 5 July, 2022	Registration in GST	1 Hour	Mandatory Registration – Section 24 Amendment and cancellation of registration Practical Exposure on how to take registration Quick Round of Q&A
		Composition Levy	30 Minutes	Eligibility of Composition Restriction and limitation How to make application for composition levy Intimation to Department in CMP-01/CMP-02/CMP-03/CMP-04 Quarterly and Yearly Compliance - CMP-08 and GSTR 04 Annual Return Quick Round of Q&A
4	Wednesday, 6 July, 2022	Time of Supply	1.50 Hours	Time of Supply of Goods (Section 12 of CGST Act) Time of Supply of Services (Section 13 of CGST Act) Time of Supply in case of change in Rate of Taxes (Section 14 of CGST Act) Quick Round of Q&A
5	Thursday, 7 July, 2022	GST Taxable Event - Supply (Part 1)	1.50 Hours	What is the Taxable Event in Pre GST vs Post GST Detailed understanding of Supply (Section 7 of CGST Act) Discussion of following schedule – Schedule I – Supply without Consideration Quick Round of Q&A
6	Friday, 8 July, 2022	GST Taxable Event - Supply (Part 2)	30 Minutes	Schedule II – Supply of Goods/Services Schedule III – Negative list Composite Supply vs Mixed Supply Quick Round of Q&A
		Reverse Charge Part 1	1 Hour	Concept of Reverse Charge in GST Difference and importance of Sec 9(3) and 9(4) Discussion of Goods under RCM Discussion of Services under RCM Quick Round of Q&A
No Class on Saturday and Sunday				
7	Monday, 11 July, 2022	Reverse Charge Part 2	1 Hour	Discussion of Services under RCM Detail Discussion on GTA and Legal Service in details Practical Example on Reverse Charge Quick Round of Q&A
		Input tax credit – Part 1	30 Minutes	What is the Eligibility and Condition for claiming ITC- Section 16 of CGST Requirement and reversal of ITC (rule 37) Concept of Claim - Reversal – Reclaim Clarification on Non Filing of GSTR1 on ineligibility for taking ITC Block ITC as per Sec 17(5) Quick Round of Q&A
8	Tuesday, 12 July, 2022	Input tax credit – Part 2	1.50 Hours	Provision of Section 17 for reversal of common ITC and meaning of Reversal as per Rule 42/43 for Input, Input Service & Capital Goods ITC in case of special circumstances - Sec 18 Other Provision - Payment of Tax, Interest, Block of ITC (Rule 86A) Quick Round of Q&A
9	Wednesday, 13 July, 2022	Payment of Tax	1.50 Hours	Rules and Provision for Offset of ITC - Case Study Interest on late payment of Tax and Wrongful ITC Other Provision - Payment of Tax, Interest, Block of ITC (Rule 86A) ITC in case of special circumstances - Sec 18 Practical Case Study on Interest, offset of liability Quick Round of Q&A
				Value of Supply as per transaction value Section 15 Inclusion in the Transaction value Sec 15(2) of CGST Act

10	Thursday, 14 July, 2022	Value of Supply – Part 1	1.50 Hours	When the Discount will be included / excluded from transaction value Sec 15(3) of CGST Act Circular 92 Quick Round of Q&A
11	Friday, 15 July, 2022	Value of Supply- Part 2	30 Minutes	Rule 32 - Margin Method Rule 33 – Pure Agent , Rule 34 and Rule 35 Practical Example on Valuation
		Place of Supply – Part 1	1 Hour	Important Definition - Inter State / Intra State Supply Place of Supply of Goods – Section 10 of IGST Place of Supply of Goods - Import/Export, Quick Round of Q&A
No Class on Saturday and Sunday				
12	Monday, 18 July, 2022	Place of Supply – Part 2	1.50 Hours	Place of Supply of Services when Location of Supplier and Location of recipient both are in India (Sec 12 of IGST) Section 13 of IGST Act → POS of Services when either the Location of Supplier or Location of recipient is out of India Case Study and Practical Examples Import/ Export of goods vs Import of services Deemed Export , Merchant Export, Concept of Letter of Undertaking Quick Round of Q&A
Module B - Import, Export and Return filling				
13	Tuesday, 19 July, 2022	Import/Export and Refund - Part 1	1.50 Hours	Application in GST Portal for LUT Quick Round of Q&A Practical Example on Inverted Duty Structure Refund in case of Zero Rated Supply on Payment of IGST Refund In case of Intra State considered as Inter along with recent changes Time limit for refund application GST Portal Overview for Refund application Quick Round of Q&A
14	Wednesday, 20 July, 2022	GSTR Return Basic Concept and New QRMP Scheme	1.50 Hours	1. Basic About GST Return 2. Details of Outward Supply / Inward Supply / Monthly Return / Final Return / Annual Return 3. Categorise wise GST Return <u>New QRMP scheme of GST Return</u> a. What is IFF, Method of payment (Fixed Sum or Self assessment), PMT-06 b. opt in Facility and live how to take in GST Portal Practical Live on GST Portal Quick Round of Q&A
15	Thursday, 21 July, 2022	GSTR 1	1.50 Hours	GSTR 1 - Table Wise discussion - New Addition Impact on GSTR 3B Most common error for each table with solution Practical Experience Live on GST Portal Quick Round of Q&A
16	Friday, 22 July, 2022	GSTR 1	1.50 Hours	GSTR 1 - Table Wise discussion - Amendment Tables Comparison Table showing all Fields of GSTR 1 Impact on GSTR 3B Quick Round of Q&A
No Class on Saturday and Sunday				
17	Monday, 25 July, 2022	GSTR 3B	1.50 Hours	GSTR 3B - Table Wise discussion - Outward Supply GSTR 3B - Table Wise discussion - Input Tax Credit GSTR 2A and GSTR 2B Impact of RCM Transaction and Reporting Quick Round of Q&A
18	Tuesday, 26 July, 2022	GSTR 3B	1.50 Hours	Reporting of Ineligible Credit Late Fees and Interest calculation in GSTR 3B with Examples Practical Live on GST Portal Quick Round of Q&A
19	Wednesday, 27 July, 2022	GSTR 4 & CMP_08	1.50 Hours	Return for composition levy Table wise discussion of GSTR 4 Table wise discussion of CMP-08 Other compliance of Composition
		Invoice, Accounts and Record		Discussion of Important Concept of Tax Invoice, Bill of Supply, Revised Invoice, Delivery Challan etc. Accounts and Record to be maintained by all Registered Person Location, Electronic Form, Period of retention of books
		GST Portal Overview		GST Portal - Overview GST Portal - Various Matching Reports Quick Round of Q&A
20	Thursday, 28 July, 2022	E Way Bill in GST	1.50 Hours	What is the various provision of E Way Bill in GST Situation where part B is not require to be updated Where Movement can be happen without E Way Bill Practical Exposure on how to make EWAY Bill Quick Round of Q&A
No Class on Saturday and Sunday				
Total (A+B+C)		Total (A+B+C)	30	

Exam Preparation

1	Saturday, 30 July, 2022	Govt Exam	1.50 Hours	GST Certificate Exam
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Detail Content of 40 Hours Accounting Tally Certificate Course

Weekdays Evening

Time - 7.30 PM to 9.30 PM (Monday to Friday)

S.No	Date	Topic	Duration	Detailed Coverage
Module A - Financial Accounting				
1	Monday, 1 August, 2022	Introduction	2 Hours	Introduction Accounting Accounting Terms, Assumptions, Concepts and Principles The Three core Financial Statements Practical Problems
2	Tuesday, 2 August, 2022	Basics of Accounting	2 Hours	Rules of debit & credit : for Assets, Liabilities, Capital, Revenue, Golden Rules of Accounting Source Documents for Accounting Practical Problems
3	Wednesday, 3 August, 2022	Trial Balance	2 Hours	Preparation of Ledgers Balancing of Accounts Trial Balance Practical Problem
4	Thursday, 4 August, 2022	Financial Statement of Sole Proprietorship	2 Hours	Trading and Profit & Loss Account Balance Sheet Practical Problem
5	Friday, 5 August, 2022	Financial Statement of Partnership	2 Hours	Financial Statement of Partnership Provision of partnership Act in absence of Partnership Deed Sec 40b of Income tax act Practical Problem
No Class on Saturday and Sunday				
6	Monday, 8 August, 2022	Financial Statement of Corporates	2 Hours	Financial Statement of Corporates Schedule VI of companies Act Practical Problem
7	Tuesday, 9 August, 2022	Rectification of entries	2 Hours	Rectification of entries Bank Reconciliation Vendor/Customer Reconciliation Practical Problem
8	Wednesday, 10 August, 2022	Adjustment Entries	2 Hours	Adjustment Entries Depreciation (AS-10) (Diff. rate as per companies Act & I.T Act) Reserves & Provisions Baddebts Practical Problem
9	Thursday, 11 August, 2022	Adjustment Entries	2 Hours	Valuation of Closing Stock (AS-2) Cash Flow Statement Borrowing Cost (AS-16) Revenue Recognition (AS-9) Prior Period Items (AS -4 & 5) Practical Problems
Module B - Tally Prime				
10	Friday, 12 August, 2022	Introduction to Tally	2 Hours	Introduction to Tally Prime Downloading & Installation of Tally Prime Company Creation Migration Tally. ERP9 Data to Tally Prime
No Class on Saturday and Sunday				
11	Monday, 15 August, 2022	Creation of Ledgers	2 Hours	Chart of accounts Ledger Creation, Group Creation and Deletion of Ledgers and Group Creating Inventory Masters Creation of Stock Group, Stock Item, Unit of measurement Practical Problem
12	Tuesday, 16 August, 2022	Type of Vouchers	2 Hours	Recording Accounting Vouchers with bill-wise details in Tally Prime. Purchase Voucher, Purchase Return Voucher And Payment to Vendor Sales Voucher, Sales Return Voucher And Payment Receipt Various MIS reports in Tally Prime Practical Problem
13	Wednesday, 17 August, 2022	Order Processing	2 Hours	Purchase Order Processing Sales Order Processing Cost Centres and Cost Categories Allocation of Expenses and Incomes Using Cost Centres Practical Problem
14	Thursday, 18 August, 2022	Enabling GST and Recording GST Transaction in Tally Prime	2 Hours	Creation of Inventory Masters Hierarchy of Applying Tax Rate Details Practical Problem
15	Friday, 19 August, 2022	Enabling GST and Recording GST Transaction in Tally Prime	2 Hours	Creation of Accounting Masters enabling GST Recording GST compliant transactions Generating GST Returns in Tally Practical Problem

No Class on Saturday and Sunday				
16	Monday, 22 August, 2022	Enabling TDS	2 Hours	Enabling TDS and Recording TDS Transactions
				Creation of TDS Masters and Recording /transactions
				Practical Problems
17	Tuesday, 23 August, 2022	Export Transactiona	2 Hours	Multicurrency Transactions
				Practical Example
				Backup and Restore of Company Data Export and Import of Data
				Rounding off method
				Company's Logo on Invoice
		Total (A+B)	34 Hours	

Detail Content of 40 Hours Income Tax Certificate Course

Weekdays Evening

Time - 7.30 PM to 9 PM (Monday, Tuesday, Thursday & Friday)

S.No	Date	Topic	Duration	Detailed Coverage
Module A				
1	Tuesday, 20 September, 2022	Introduction	1.50 Hours	Basic of Tax Definition, Charging Sec of Income Tax Residential Status, Tax Incidence
2	Wednesday, 21 September, 2022	Income from House Property	1.50 Hours	Income from House Property Charging Section Computation of GAV Deduction u/s 24 Special Cases of House Property
3	Thursday, 22 September, 2022	Income from Salary	1.50 Hours	Income from Salary Charging Section & Deduction u/s 16 Taxability of Allowance Retirement Benefits Perquisite valuation Taxability of Amount invested in Provident & other Funds
4	Friday, 23 September, 2022	Income from Business & Profession	1.50 Hours	Meaning of Business & Profession Charging Section Allowable deductions
No Class on Saturday and Sunday				
5	Monday, 26 September, 2022	Income from Business & Profession	1.50 Hours	Disallowed Deductions Depreciation under Income Tax Sec 35AD, Scientific Research Exps Sec 35D, DDA, Donations under Business Head
6	Tuesday, 27 September, 2022	Income from Business & Profession	1.50 Hours	Sec 44AA Maintenance of Books Sec 44AB Tax Audit Presumptive Income Sec 44Ad, ADA, AE Procedural Provisions
7	Wednesday, 28 September, 2022	Income from Capital Gains	1.50 Hours	Charging Section Format discussion Capital Asset Transfer Full Value of Consideration Cost of Acquisition
8	Thursday, 29 September, 2022	Income from Capital Gains	1.50 Hours	Cost of Improvement Indexation Exemption under sec 10 Exemption u/s 54 Year of Chargeability
9	Friday, 30 September, 2022	Income from Capital Gains	1.50 Hours	Special Cases of Capital Gains Taxability of Joint Development Agreement Tax Rates for Long Term Capital Gain Tax Rates for Short Term Capital Gain
No Class on Saturday and Sunday				
10	Monday, 3 October, 2022	Income from Other Sources	1.50 Hours	Income from Other Sources Charging Section Deduction Allowable Deduction Not Allowable
11	Tuesday, 4 October, 2022	Misc. Topics	1.50 Hours	Taxability of Dividends Taxability of Gift Taxability of Interest Taxability of Family Pension Taxability of Undisclosed Income Clubbing Provisions Current Year Losses Brought Forward Losses Special Provisions
12	Wednesday, 5 October, 2022	Deduction under Chap - VI A	1.50 Hours	Deduction under Chap - VI A Sec 80 C, CCC, CCD Sec 80 D, DD, DDA Sec 80 E, EEA, EEB Sec 80 G, GG, GGB, GGC Sec 80 JJAA Sec 80 QQB,RRB Sec 80 TTA, TTB
13	Thursday, 6 October, 2022	Computation of Tax Liability	1.50 Hours	Computation of Tax Liability Rebate u/s 87A Surcharge
				Return Filing Provisions Due Date of Return Filing

14	Friday, 7 October, 2022	ITR & TDS	1.50 Hours	Belated Return, Revised Return Advance Tax Provisions Interest u/s 234 B & C TDS & TCS Provisions Procedure
		Total Duration (Module A)	21	
No Class on Saturday and Sunday				
Module B				
1	Monday, 10 October, 2022	TDS & TCS Practical Return Filing	1.50 Hours	Efiling of TDS Returns - 24Q, 26Q, Form 16 and Form 16A
2	Tuesday, 11 October, 2022		1.50 Hours	Efiling of TCS Return - 27EQ and Form 27D
3	Wednesday, 12 October, 2022	TDS & TCS Practical Return Filing	1.50 Hours	Rectification of Errors through Conso File and its Efiling
4	Thursday, 13 October, 2022		1.50 Hours	Other TDS Forms like 26QB, 26QC, 26QD
5	Friday, 14 October, 2022	Practical ITR Filing	1.50 Hours	ITR- 1, ITR - 2 and ITR - 4
6	Monday, 17 October, 2022		1.50 Hours	ITR - 3, ITR 5 to ITR 7
		Total Duration (Module B)	9	
		Total (A+B)	30	
Preparation Leave				
Final Exam				
1	Saturday, 22 October, 2022	Govt Exam	1.50 Hours	Final Exam

Detail Content of 10 Hours Advance Excel Course

1st Batch - Weekdays Evening

Time - 8 PM to 10 PM (Monday to Friday)

S.No	Date	Topic	Duration	Detailed Coverage
1	Monday, 7 November, 2022	Introduction to Ribbons	2 Hours	Basic Functions: Find, Replace, Formatting, Alignment, Sorting, Filter Cell Referencing, Range Concept, Define Name Sum(), Average, Count(), Counta(), Countblank()
2	Tuesday, 8 November, 2022	Mathematical Functions	2 Hours	sumif(), sumifs(), Countif(), Countifs(), Averageif(), Averageifs() Vlookup(), Hlookup(), row(), column() Max(), Min(), Large(), Small(), sqrt(), power(), round(), If (), nested if() proper(), Upper(), lower(), left(), right(), mid(), trim, len(), find(), search(), repeat(), Concatenate()
3	Wednesday, 9 November, 2022	Text Functions & Data Validation	2 Hours	Datediff(), yearfrac(), day(), month(), year(), now(), today(), weekday(), hour(), minute(), second() Sparklines, Charts (Line, Bar, column, Pie, Doughnut, Waterfall, sunburst, tree & combo), Data Validation
4	Thursday, 10 November, 2022	Pivot Table & Charts	2 Hours	Pivot Table/Chart
5	Friday, 11 November, 2022	Misc	2 Hours	Security/Protection Grouping & Ungrouping Subtotal Hyperlink, Flashfill, Text to column, Paste special

Detail Content of 10 Hours Export & Import

1st Batch - Weekdays Evening

Time - 8 PM to 10 PM (Monday to Friday)

S.No	Date	Topic	Duration	Detailed Coverage
1	Monday, 14 November, 2022	Day 1	2 Hours	Introduction to Export & Import
2	Tuesday, 15 November, 2022	Day 2	2 Hours	Export Documentation
3	Wednesday, 16 November, 2022	Day 3	2 Hours	Import Documentation
4	Thursday, 17 November, 2022	Day 4	2 Hours	Foreign Trade Policies
5	Friday, 18 November, 2022	Day 5	2 Hours	Export Incentive Schemes

Detail Content of 10 Hours Banking & Finance

1st Batch - Weekdays Evening

Time - 8 PM to 10 PM (Monday to Friday)

S.No	Date	Topic	Duration	Detailed Coverage
1	Monday, 21 November, 2022	Day 1	2 Hours	Analysis of Financial Statements
2	Tuesday, 22 November, 2022	Day 2	2 Hours	Ratio Analysis Part-1
3	Wednesday, 23 November, 2022	Day 3	2 Hours	Ratio Analysis Part-2
4	Thursday, 24 November, 2022	Day 4	2 Hours	Letter of Credit - Documentation & Process
5	Friday, 25 November, 2022	Day 5	2 Hours	CC and OD Limit - Documentation & Process

Detail Content of 10 Hours PF and ESIC

1st Batch - Weekdays Evening

Time - 8 PM to 10 PM (Monday to Friday)

S.No	Date	Topic	Duration	Detailed Coverage
1	Monday, 28 November, 2022	Day 1	2 Hours	PF AND ESIC REGISTRATION PF UAN CREATION FOR PF MEMBERS ESIC INSURANCE NO CREATION FOR EMPLOYEES
2	Tuesday, 29 November, 2022	Day 2	2 Hours	ATTENDANCE SHEET PREPARATION SALARY SHEET PREPARATION
3	Wednesday, 30 November, 2022	Day 3	2 Hours	PF MONTHLY RETURNS FILING ESIC MONTHLY RETURN PROCESSING PF CLAIM BY A MEMBER
4	Thursday, 1 December, 2022	Day 4	2 Hours	MAINTENANCE OF RECORDS REPORT PREPARATION FOR PF AND ESIC INSPECTION
5	Friday, 2 December, 2022	Day 5	2 Hours	SUMMARIZING THE PROCESS