

PG AND RESEARCH DEPARTMENT OF COMMERCE ST. MARY'S COLLEGE (AUTONOMOUS) (Re – accredited with 'A+ ' Grade by NAAC) THOOTHUKUDI-628001





# CAREER ORIENTED COURSE ON CHARTERED PUBLIC AUDITOR - Level 1

**Duration: 30 hours** 

Session: 2p.m. – 4p.m.

**Teaching Methodology: Hands on Training** 

**Course Instructor:** Advocate. Mr. Muthu Kumar Raja, Founder, The Institutes of Chartered Public Auditors, Thoothukudi

**Days: 15** 

Mode: Offline

# **CHARTERED PUBLIC AUDITOR – LEVEL 1**

### **Objective:**

To prepare the students to be self –employed.

#### **Outcome of the Course:**

To enrich the students to choose their career with confidence.

# Part I - Introduction

Introduction to Professional Practice - Commerce Graduates as GST Practitioner -Commerce Graduate as Income Tax Practitioner

### Part II - Income Tax Practice

Direct Taxes at a Glance - Basic Concept of Income Tax & Computation of Income under Various Heads - Income Tax Accounting Preparation for Proprietorship, OPC, LLP, Partnership Firm, Limited Companies, Trust, Society - Income Tax E filing System & Procedural Compliance PAN TDS TCS SAT Refund - Income Tax Assessment, Appeals & Revision - Income Tax Practitioner (ITP) Registration

# Part III - Goods and Services Tax Practice

Basic of Goods and Services Tax (GST), Concept of Time, Value & Place of Taxable supply - Input Tax Credit & Computation of GST Liabilities - Procedural Compliance Under GST- Debit Note Credit note, E Way Bill, and Refund - GST E Filing GSTR 1, 2A,3B, 4, and 9 Forms ,(Monthly ,Quarterly and Annual Returns) - GST Account s Preparation, and GST Audit - GST (Registration Certificate) Registration & Goods and Services Tax Practitioner Registration

#### Part- IV - Business Organization / Constitution Formation System

One Person Company Formation - Partnership Firm Registration to Firm Registrar & Limited Liability Partnership Registration - Private Limited and Public Limited Company Registration- Trust, Society, Union Registration

#### **Part V Labour Law Practice**

Basic Concepts of Labour Laws - EPF, ESI Laws - EPF, ESI Registration & Monthly Returns- EPF, ESI Accounts, Audit and Appeals

#### Part VI Business Registration Department Wise Procedures

GST Registration - Micro, Small and Medium Enterprises Registration - Import and Export Code Registration- Foods Safety and Standard Authority of India Registration.

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# PG AND RESEARCH DEPARTMENT OF COMMERCE

III B.Com-Career Oriented Course

Chartered Public Accountant Course

S.No	Date	Cumulative Hrs
1.	10.08.2022	2 hrs
2.	12.08.2022	4 hrs
3.	02.09.2022	6 hrs
4.	05.09.2022	8hrs
5.	07.09.2022	10 hrs
6.	09.09.2022	12 hrs
7	12.09.2022	14 hrs
8.	14.09.2022	16 hrs
9.	16.09.2022	18 hrs
10.	28.09.2022	20 hrs
11.	07.10.2022	22 hrs
12.	10.10.2022	24 hrs
13.	12.10.2022	26 hrs
14.	17.10.2022	28 hrs
15.	19.10.2022	30 hrs

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