



**DEPARTMENT OF DISTANCE & CONTINUING EDUCATION,
SCHOOL OF OPEN LEARNING,
CAMPUS OF OPEN LEARNING, UNIVERSITY OF DELHI**

Certificate Course in Finance Executive Course

Structure Of Lesson Plan

Course Structure: It is a 90 Hours (MEP/N1214) and the following topics would be covered in it:

| Topic | Sub-Topic | Hours |
|---|--|-------------------|
| GST | How to take GST Temporary Registration (TRN) | 1 |
| | How to take GST Registration (GSTIN) | 4 |
| | How to file Nil GSTR-1 & 3B | 2 |
| | How to generate E-Way bill | 3 |
| | How to file GSTR-1 B2B details B2C details B2C Large Documents issued Debit notes and credit notes | 8 |
| | How to File CMP 08 (Composition) | 2 |
| | How to file GSTR 1 & 3B Auto populated sales details from GSTR-1 Auto populated ITC from GSTR-2B View GSTR-2B for availing input tax credit (ITC) | 8 |
| | Income Tax | How to take E-PAN |
| How to register PAN in income tax portal | | |
| How to File Income Tax return (ITR-1) Gross Salary, Allowances and perquisites Allowances which are exempted from salary Income from House property Income from other sources Deductions from gross total income Calculation of Tax, interest and penalty | | 11 |
| TCS & TDS | Tax Deducted at Source & Tax Collected at Source Applicability of TDS & TCS How to calculate TDS & TCS Due dates and Remittance of TDS & TCS Filing of TDS & TCS returns | 4 |

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|---------------------------------|---|----|
| Employee Provident Fund | EPF How to register Establishment in EPFO How to update Establishment Details How to update Key management Details How to update employment and Employee details How to update branch/Division | 3 |
| Employee State Insurance | ESI How to register Establishment in ESI How to update Establishment Details How to update Key management Details How to update employment and Employee details How to update branch/Division | 3 |
| DSC | Digital Signature Certificate What is Digital Signature How to apply for a digital signature | 2 |
| MSME | How to obtain Udyog Aadhar | 2 |
| MCA | MCA Business User Registration Name application of Company Application of DIN (Form DIR-3) Update DIR-3- KYC Verification of DIR-3 – KYC web Appointment of Directors (DIR – 12) Changing designations of Directors (DIR – 12) Cessation of Directors (DIR – 12) | 6 |
| Accounting tools | Accounting Basics Introduction and basic concepts Recording of transaction | 10 |
| | Banking How to do banking Loans, interest and EMI Reconciliation of bank Statement | 5 |
| | Preparation of Financial Statements Trading, Profit and Loss Account Balance Sheet Cashflow Statement | 15 |