



**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
Income Tax	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	4
	Applicability of TDS & TCS	
	How to calculate TDS & TCS	
	Due dates and Remittance of TDS & TCS	
	Filing of TDS & TCS returns	

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