

COURSE PLAN

DURATION: 1 YEAR

SYLLABUS OF

DIPLOMA IN ACCOUNTING AND TAXATION (DAT)

Semester-I

| | |
|--------|--|
| DAT 01 | Basic Concept of Accounting-Journal, Ledger, Trial Balance |
| DAT 02 | Final Accounts. |
| DAT 03 | Introduction of Tax. |
| DAT 04 | Basic Understanding of Direct & Indirect Tax. |
| | Tax Legislation. |

Semester- II

| | |
|--------|--|
| DAT 05 | Basic knowledge of partnership |
| DAT 06 | Amalgamation, Internal Reconstruction and Holding company. |
| DAT 07 | Issue, forfeiture and Re-issue of shares. |
| DAT 08 | Computation of Tax for Individual |
| | Tax Legislation. |

Diploma in Accounting and Taxation (DAT)

Semester- Ist

1. DAT 01: Basic concept of accounting:

- Definition of Account need and scope of Account,
- Book keeping and accounting,
- Branches,
- Accounting convention,
- Accounting standards (only Outlines),
- IFRS
- Rules of credit and debit,
- Journal, ledger
- Trial Balance.

2. DAT 02: Final Accounts:

- Manufacturing account,
- Trading and profit/loss account,
- Balance Sheet,
- Adjustment Entries.

3. DAT 03: Introduction of Tax:

- Income,
- Agricultural income,
- Casual income,
- Assessment year,
- Previous year,
- Gross total income,

- Total income person,
- Tax evasion,
- Avoidance
- Tax Planning.
- Residential Status
- Income exempt from TAX

4. **DAT 04: Basic understanding of direct and Indirect Tax:**

- Income Tax,
- Wealth Tax,
- Corporation Tax
- Sales Tax,
- Service Tax,
- Excise duty,
- GST

5. **DAT 05: Tax Legislation:**

- Tax Deduction at source (TDS)
- Procedure for obtaining PAN
- Issue of Form 16 and Form 16A
- **Project Work**

Semester.- II

1. DAT 06: Basic knowledge of partnership:

- Characteristics of partnership,
- Partnership deed,
- Change in profit sharing ratio,
- Admission of a Partner.
- Death of a partner..

2. DAT 07: Amalgamation, Internal Reconstruction and holding Company:

- Introduction of Company.
- Nature of purchase and merger,
- Purchase consideration,
- Reconstruction of company,
- Minority Interest
- Consolidated Balance Sheet.

3. DAT 08: Issue, forfeiture and Re-issue of Shares:

- Share,
- Types of Share Capital,
- Issue,
- Forfeiture and reissue,
- ESOP,
- Bonus share,
- Right share,
- Sweat share.

4. DAT 9: Computation of Tax for Individual:

- Salary,
- House Property,
- Capital gain,
- Bus. Prof and other sources.

5. DAT 10: Tax Legislation:

- Schedules and Tax Rates
- E-filing Tax Return
- Time Limit for filing of Returns/Revised returns.
- Principal Penalties under IT Act
- Basic of assessment and Appeal Procedure
- **Project Work**