



CAT Syllabus

Summary of the Course:

CAT COURSE PART-I (150 Hrs)

Paper I	:	Fundamentals of Financial Accounting- (40 Hours)
Paper II	:	Applied Business and Industrial Laws – (40 Hours)
Paper III	:	Financial Accounting – 2- (30 Hours)
Paper IV	:	Statutory Compliance- (40 Hours)

Delivery Strategy

Class Room oral coaching

Learning Strategy

Class Room Learning

On-line/off-line self paced studies through Online self assessment/study module.

ASSESSMENT STRATEGY

Periodical self-assessment

Course end examination- Multiple Choice Questions

CAT Course Part-II (180 Hours)

- Computer Fundamentals by Microsoft – **45 Hours**
- Computerized Accounting- Tally ERP 9.0— **45 hours**
- Employability Skills – **30 hours**
- eFiling by experts – **30 hours**
- Introduction to Costing Principles &Preparation of Cost Statements- **30 hours**



CAT COURSE PART-I

Paper I: Fundamentals of Financial Accounting

Objectives:

To provide an insight into the fundamentals of financial accounting and its principles.

Learning Aims

The Syllabus aims to test the student's ability to:

- Understand and explain the conceptual framework of Accounting
- Prepare Accounts for various entities under different situations

Skill set required

Level A: Requiring the skill levels of knowledge and comprehension

CONTENTS
Fundamentals of Financial Accounting-(Accounting Paper I)
1. Process of Accounting
2. Reconciliation Statement
3. Accounting for Depreciation
4. Preparation of Final Accounts
5. Cash and Fund Flow Statements
6. Ratio Analysis

Section A: Fundamentals of Financial Accounting

(A) Process of Accounting:

- Basic Accounting Formulas and Accounting Terminologies
- Capital and Revenue transactions- capital and revenue expenditures, capital and revenue receipts
- Measurement, Valuation and Accounting estimates
- Double entry system, Books of prime entry, Subsidiary Books
- Recording of Cash and Bank transactions
- Voucher preparations
- Preparation of Ledger Accounts
- Preparation of Trial Balance- interpretation and usefulness
- Rectification of Errors



(B) Reconciliation Statements:

- Bank Reconciliation Statement
- Receivables / Payables Reconciliation Statement

(C) Accounting for Depreciation:

- Methods, computation and Accounting treatment

(D) Preparation of Final Accounts:

of a Profit making concern (for sole proprietorship concern and partnership firm only)

- Preparation of Trading Account, Profit & Loss Account and Balance Sheet
- Accounting treatment of bad debts, reserve for bad and doubtful debts, provision for discount on debtors and provision for discount on creditors

of a Non – Profit making concern

- Preparation of Receipts and Payments Accounts
- Preparation of Income and Expenditure Accounts
- Preparation of Balance Sheet

(E) Cash and Fund Flow Statements

(F) Ratio Analysis



Paper II: Applied Business and Industrial Laws

Syllabus Structure

Objectives:

To gain basic knowledge in Laws and Ethics to understand the concepts of legal compliance requirements from entry level executives.

Learning Aims:

The syllabus aims to test the student's ability to:

- Acquire adequate knowledge of the basic concepts of laws
- Understand the basic knowledge of legal compliance and requirements

Skill sets required

Level A: Requiring the skill levels of knowledge and comprehension

Note: Subjects related to applicable statutes shall be read with amendments made from time to time.

Section A : Fundamentals of Applied Commercial Laws	70%
1. Laws of Contracts	
2. Laws relating to Sale of Goods	
3. Banking and Insurance Laws and operations	
4. Partnership Act & Limited Liability Partnership	
Section B: Fundamentals of Applied Industrial Laws	30%
5. Factories Act, 1948 & Shop and Establishment Act	
6. Payment of Wages Act, 1936 and Minimum Wages Act, 1948	
7. The Employees' State Insurance Act, 1948	
8. Provident Fund Act	
9. Payment of Bonus Act	
10. Payment Gratuity Act	
11. Companies Act	
12. Ethics	



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Section A: Fundamentals of Applied Commercial Laws

1. Laws of Contracts:

- Essential elements of a contract, offer and acceptance
- Void and voidable agreements
- Consideration, legality of object and consideration
- Capacity of Parties, free consent
- Quasi-contracts, contingent contracts, termination or discharge of contracts

2. Laws relating to Sale of Goods:

- Definition
- Transfer of ownership
- Performance of the Contract of Sale

3. Banking and Insurance Laws and operations:

- Basics of Banking and Insurance laws and regulations
- Concept of working capital and term funds
- Banking procedures and negotiable instruments
- Rights and liabilities of Parties
- Small Payment Banks, Finance Banks and Co- operative Banks
- MSME Act

4. (I) Partnership Act:

- Nature of Partnership
- Rights and Liabilities of Partners
- Dissolution of Firms

(II) Limited Liability Partnership:

- Features
- Difference between Partnership and LLPs
- Difference between LLPs and Companies



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Section B: Fundamentals of Industrial Laws

5. Factories Act, 1948 & Shop Act:

- Objective, Scope
- Applicability of Factories Act, 1948

6. Payment of Wages Act, 1936 and Minimum Wages Act, 1948:

- Objective, Scope
- Applicability of Payment of Wages Act, 1936 and Minimum Wages Act, 1948

7. The Employees' State Insurance Act, 1948:

- Objective, scope
- Applicability of ESI Act, 1948

8. Provident Fund Act:

- Objective, scope
- Applicability of PF Act

9. Payment of Bonus Act:

- Objective, scope
- Applicability of Bonus Act

10. Payment of Gratuity Act:

- Objective, scope
- Applicability of Gratuity Act, 1948

11. Companies Act

12. Ethics



Paper III: Financial Accounting– 2

Objectives: To train the students on Pay Roll Accounting, Store Accounting, Sales Accounting and Asset Accounting enable them to gain skills in these areas.

SL. No	Course	Weight age
A	Pay Roll Accounting	20%
B	Store Accounting	20%
C	Sales Accounting	20%
D	Asset Accounting	20%
E	Accounting for Special Transactions	20%

(A) Pay Roll Accounting:

- Concept of Pay Roll Accounting
- Process of Pay Roll Accounting
 - Pay/Salary, Gross-earnings, deductions- statutory and non-statutory deductions-responsibility of the employers
- Statutory Deductions- EPF/ESI/Income Tax/Professional Tax/other and its accounting.
- Accounting of Bonus and Gratuity

(B) Store Accounting:

- Pricing of purchase of materials
- Issue of materials from stores.
- Pricing of returned materials
- Issue of materials to other formations
- Issue of materials for disposals

(C) Sales Accounting:

- Recognize revenue items at the proper time on the income statement.
- Account for cash and credit sales.
- Compute and interpret sales returns and allowances, sales discounts, and bank credit card sales.
- Manage cash and its importance to the company.
- Estimate and interpret uncollectible accounts receivable balances.
- Assess the level of accounts receivable.
- Develop and explain internal control procedures.

(D) Asset Accounting:

- Meaning of Asset Accounting
- Current Asset Accounting
- Fixed Asset Accounting
- Project Accounting



(E) Accounting for Special Transactions:

- Bills of Exchange
- Consignment
- Joint Venture
- Sale of goods on approval or return basis



Paper IV: Statutory Compliance

Objectives:

To gain understanding and to provide working knowledge of procedures, records and returns under tax laws and companies act.

Learning Outcomes

On completion of their studies students should be able to:

- Know the basic principles underlying direct as well as indirect taxes.
- Know various records and returns under tax laws.
- Know statutory compliance under companies act.

(A) Concept of Taxation:

- Constitution of India
- Taxation under Constitution
- Direct and Indirect Taxes
- Constitutional Amendment
- Taxes to be subsumed under GST
- Information on Website

(B) Goods and Services Tax:

- Introduction to Goods and Services Tax (GST)
- Key Concept
- GST Council
- Salient Features of GST
- Benefit of GST
- Ease of Doing Business
- Taxes Under GST
- Central Goods and Services Tax (CGST)
- State Goods and Services Tax (SGST)
- Union Territory Goods and Services Tax (UTGST)
- Integrated Goods and Services Tax (IGST)
- Registration
- Threshold for Registration
- Regular Taxpayer
- Composition Taxpayer
- Non-Resident Taxable Person
- Unique Identification Number
- Registration Number Format
- Structure of GSTIN
- Supply



- Time of Supply
- Value of Supply
- Place of Supply
- Concept of Place of Supply
- Place of supply of goods
- Place of Supply of Services
- Input Tax Credit
- Input Tax Credit Process
- Negative List of Input Tax Credit
- Input tax credit utilization under GST
- Input Tax Credit Reversal
- Payment of Taxes
- Electronic Liability Ledger
- Electronic Credit Ledger
- Electronic Cash Ledger
- Unique Identification Number
- Returns

(C) Customs:

- Introduction
- Scope of Custom Laws
- Important Definition
- Functions of Custom Department
- Taxable event for Import/Export of Goods
- Different Types of Custom Duty
- Basic Custom Duty
- Significance of IGST
- Anti-Dumping Duty
- Safeguard Duty
- Protective Duty
- Valuation
- Transaction Value
- Convert Transaction value into Indian Currency
- Self-assessment of Custom Duty
- Import Procedure
- Export Procedure
- Baggage
- Exemptions
- Refunds

(D) Income Tax:

- Origin and Basic Concept
- Origin of the Statute and Act in vogue
- Basic Concepts
- Income-tax Liability



- Assessment Year
- Previous Year
- Person
- Assessee
- Income
- Calculation of Income-tax
- Residential status
- Income Exempted from Tax
- Exemptions under the head Salary
- Exemptions under the head Income from House Property
- Exemptions under the head Profits and Gains of Business or Profession
- Exemptions under the head Capital Gains
- Exemptions under the head Other Income
- Exemption to EOU/SEZ
- Miscellaneous
- Salary Income
- Income under the head 'salary'
- Elements of Salary
- Exemptions
- Valuation of perquisites.
- Income from House Property
- Profit and Gains of Business and Profession
- Capital Gains
- Income from Other Sources
- Assessments
- Tax Deduction at Sources (TDS)
- Returns

(E) Tax Invoice, Credit and Debit Notes:

- Invoice under GST
- Importance of Tax Invoice under GST
- Contents
- Contents of Tax Invoice
- Contents of Bill of Supply
- Contents of Receipt Voucher
- Contents of Refund Voucher
- Contents of Payment Voucher
- Contents of Revised Tax Invoice
- Provisions regarding Tax Invoice in special cases given under Rule 54
- Provisions of Transportation of Goods without issue of Invoice
- Interest is Applicable under GST
- Provisions Pertaining to Collection of Tax and its Indication in Invoice [Secs. 32 and 33]
- Credit and Debit Notes
- Basic Features of GST Return Mechanism
- Matching, Reversal and Reclaim of Input Tax Credit
- Electronic Liability Ledger
- Electronic Credit Ledger



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- Electronic Cash Ledger
- Types of Assessments
- Penalties Under GST
- Audit In GST



CAT COURSE PART-II

Objectives:

The Courses under CAT Course Part II will enable the students to have application-oriented learning and enhance their skill sets in managing the functions of entry level accounting and other related areas.

Delivery Strategy:

Class Room Training and hands on Training on Computers

Learning Strategy:

Class Room Learning

On-line/off-line self paced studies

ASSESSMENT STRATEGY:

On line periodical self-assessment

Course end on-line assessment.

(A) Computer Fundamentals by Microsoft (45 Hours)

Computer Hardware and Concepts:

- (A) Common computer terminology
- (B) Types of devices
- (C) Computer usage

Operating System Basics:

- (D) What is an OS and what does it do?
- (E) Manage computer files and folders
- (F) Manage computer configuration, Control Panel, OS drivers

Applications Software (Common Application Features):

- (G) Common Features and Commands
- (H) Formatting
- (I) Navigating
- (J) Working with multimedia files

Microsoft Word:

- (K) Organizing data
- (L) Layout

Microsoft Excel:

- (M) Spreadsheet Layout
- (N) Data Management



Microsoft Power Point:

- (O) Inserting content
- (P) Slide Management
- (Q) Slide Design

(B) Computerized Accounting- Tally ERP 9.0: (45 Hours)

- (R) Accounting with Tally-ERP 9
- (S) Getting Started with GST
- (T) Data Management in Tally – ERP 9
- (U) Security Management in Tally ERP 9

(C) Employability Skills (30 Hours)

- Financial Literacy
- Communication Skills
- Self – Management
- Working with Others
- Dealing with Customers
- Preparing for Employment
- Striking Opportunities in the Job Market

(D) E-Filing by experts (30 hours)

- Online PAN Application
- E- Filing of Return Income Tax
- E- Filing of Tax Deducted at Source / Collected at Source (TCS / TDS)
- GST (Goods & Service Tax)
- E- Filing Duty of – Customs Duty
- E- Filing of Return – ESIC
- E- Filing of Return – PF
- Digital Signature

(E) Introduction to Costing Principles &Preparation of Cost Statements (30 hours)

- Cost Data collection, Cost Sheet formats,
- Preparation of Cost Sheets (historical cost sheets and estimated cost sheets)
- preparation of cost sheets leading to project Accounting/controls)
