

CBSE | DEPARTMENT OF SKILL EDUCATION

CURRICULUM FOR SESSION 2021-2022

TAXATION (SUBJECT CODE -822)

Job Role: Assistant Tax Consultant / GST Accounts Assistant

CLASS – XII

OBJECTIVES OF THE COURSE:

Following are the main objectives of this course:

- To acquaint the learners with basic principles underlying the provisions of tax laws
- To develop a broad understanding of the tax laws and accepted tax practices
- To introduce practical aspects of income tax filing of return
- To introduce aspects of tax planning as an important managerial decision making process
- To expose learners to real life situations involving taxation and equip them for taking tax-sensitive decisions

SALIENT FEATURES:

- Focus on conceptual knowledge on current tax laws
- Learning through practical exposure
- Building confidence to start work life by gaining required knowledge in Taxation domain
- Providing scope to pursue Taxation as specialization in higher studies after senior secondary
- Tapping ample placement opportunities in Government and private sector

LIST OF EQUIPMENT AND MATERIALS:

The list given below is suggestive and an exhaustive list should be prepared by the vocational teacher. Only basic tools, equipment and accessories should be procured by the Institution so that the routine tasks can be performed by the students regularly for practice and acquiring adequate practical experience.

Teaching/Training Aids :

1. Computer
2. LCD Projector
3. Projection Screen
4. White/Black Boards
5. Flip Charts
6. Video and audio recorders

CAREER OPPORTUNITIES:

Taxation is a very dynamic field and therefore has immense career opportunities after pursuing 12th in commerce. After 10th, a student can opt for commerce stream in senior secondary schooling. Government jobs in the field of taxation are quite well-paid and offer immense stability. Otherwise too, people with tax knowledge often find stable and well-paid jobs in accounts departments of corporate houses or CA firms. Tax consultancy can also generate revenue to the individual by advising their own friends and relatives and by filing their tax returns.

The Staff Selection Commission also organizes examination for graduates for Tax Assistant post every year leading to appointments at a Group 'C' Non-Gazetted ministerial post in various Commissionerates of Central Board of Direct Taxes (CBDT) and Central Board of Excise & Customs (CBEC).

VERTICAL MOBILITY:

After 12th grade in commerce, a student can opt for graduation in commerce and take taxation as specialization; following career options are available in field:

- Chartered Accountancy
- Diploma in Taxation
- Post-Graduation with taxation as specialization
- PhD in Taxation
- Some of the specializations popular in the field of taxation are:
 - Business tax consultancy: Handles all tax issues business persons grapple with on a day-to-day basis.
 - Income tax consultancy: Helps people in filing income tax returns. The clients may range from individuals to corporate.
 - GST tax consultancy: Requires proficiency in GST and tax related issues

CURRICULUM:

This course is a planned sequence of instructions consisting of Units meant for developing employability and Skills competencies of students of Class XI and XII opting for Skills subject along with other subjects.

TAXATION (SUBJECT CODE - 822)
CLASS – XII (SESSION 2021-2022)
Total Marks: 100 (Theory-60 + Practical-40)

	TERM	UNITS	NO. OF HOURS for Theory and Practical 260	MAX. MARKS for Theory and Practical 100
Part A	Employability Skills			
	TERM I	Unit 1 : Communication Skills-III	13	5
		Unit 2 : Self-Management Skills-III	07	
		Unit 3 : ICT Skills-III	13	
	TERM II	Unit 4 : Entrepreneurial Skills-III	10	5
		Unit 5 : Green Skills-III	07	
		Total	50	10
Part B	Subject Specific Skills		Theory (In Hours)	Marks
	TERM I	Unit.-1: Deductions from Gross Total Income	40	25
		Unit.--2: Computation of Tax Liability of an Individual • Basic rules related to computation of tax liability • Practical Problems	60	
	TERM II	Unit.-:2 Computation of Tax Liability of an Individual • Alternate Minimum Tax (AMT) on all persons other than companies [section 115JC to 115JF]		25
		Unit.--3: TDS and Advance Payment of Tax.	20	
		Unit-4: Goods & Service Tax (GST)	30	
		Total	150	50
Part C	Practical Work		Practical (In Hours)	
		Project	60	10
		Viva		05
		Practical File		15
		Demonstration of Skill competency via Lab Activities		10

				40
		GRAND TOTAL	260	100

NOTE: Detailed Curriculum/ Topics to be covered under Part A: Employability Skills can be downloaded from CBSE website.

Session - 2021-2022

PRACTICAL GUIDELINES FOR CLASS XII

Assessment of performance:

The two internal examiners, assigned for the conduct and assessment of Practical Examinations each in **Secondary School Curriculum (Under NSQF)**. Question for the viva examinations should be conducted by both the examiners. Question to be more of General nature, project work or the curriculum. Investigatory Project especially those that show considerable amount of effort and originality, on the part of the student, should get suitable high marks, while project of a routine or stereotyped nature should only receive MEDIOCRE marks.

Procedure for Record of Marks in the Practical answer-books:

The examiner will indicate separately marks of practical examination on the title page of the answer-books under the following heads:-

Project -10 marks

Projects for the final practical is given below. Student may be assigned

Viva based on Project -05 marks

The teacher conducting the final practical examination may ask verbal questions related to the project, if any, done by the student. Alternatively, if no project has been assigned to the students, viva may be based on questions of practical nature from the field of subject as per the Curriculum

Practical File -15 Marks

Students to make a power point presentation / assignment / practical file / report. Instructor shall assign them any outlet to study the elements in taxation.

Suggested list of Practical –

1. Contact to five persons and find out their investment which can qualify for deduction.
2. Contact to any three persons who are having taxable Income and determine their taxable Income and compute estimate tax liabilities.
3. Visit any firm or company which are having 10 or more employees and identify how the provision of TDS are applied to them.

4. Visit any firm trading/ business firm and find out the easiness of their business through the GST provisions.
5. Visit any professional or firm who are involved in providing services and find out the easiness of their business through the GST provisions.
6. Visit any firm or company and identify how the provisions of payment of advance Tax are applied to them.
7. Contact to any three persons who are having taxable Income from business and determine their taxable Income and compute estimate tax liabilities.
8. Login to any account registered with www.incometax.gov.in; See the various types of forms and returns from the menus available on the website.
9. Open any government of India Tax calculator. Feed the values for a salaried employee and see the deductions and tax calculations.
10. Identify and collect the different forms of return of GST which are applicable to a sole trader.

Demonstration of skill competency in Lab Activities -10 marks

Guidelines for Project Preparation:

The final project work should encompass chapters on:

- a. Introduction,
- b. Identification of core and advance issues,
- c. Learning and understanding and
- d. Observation during the project period.