

## **PRACTICAL TRAINING COURSES (LEGAL AND ADMINISTRATOR STAFF)**

### **About The Training Courses**

- Review of the basic laws of Vietnam legal system (LABOUR LAW, TAX LAWS, INVESTMENT LAW, ENTERPRISE LAW, .....)
- Instructed to do customer questions about the above rules follow certain sequence
- Mastering the skills to set up the details on the excel spreadsheet (payroll, tax spreadsheets,.....)



### **Participants**

- Junior - senior in law, human resources and business management of the University, College and Intermediate.
- Staff are working in other majors would like to switch to legal industry consulting, HR.



### **Course Duration**

- Weekdays: 2 sessions / week



## Curriculum and Course Fees

Course Content	Course Duration	Course Fees
<b>SECTION 1: LABOR AND WAGES</b>		
<ul style="list-style-type: none"> <li>● Payroll</li> <li>● Calculate social insurance</li> <li>● Personal Income Tax</li> <li>● The declaration procedure labour and salary</li> <li>● Tabulated track cash</li> </ul>	<b>4 Days</b>	
<b>SECTION 2: MAKE AND CHECK THE TYPE OF CONTRACT</b>		
<ul style="list-style-type: none"> <li>● Contract labor</li> <li>● Sale of Goods Contracts</li> <li>● Contract service providers</li> <li>● Business Cooperation Contract</li> </ul>	<b>6 Days</b>	
<b>SECTION 3: THE EXAMINATION AND RESEARCH CASE STUDY</b>		
<ul style="list-style-type: none"> <li>● Labor Law</li> <li>● Commercial law, civil, enterprise ...</li> </ul>	<b>6 Days</b>	
<b>Total</b>	<b>16 Days</b>	<b>500.000 VND</b>

## The Reason for Choosing to Study at DPTC

1. As relevant parts of **Dong Du International Consulting Group**.
2. Dedicated faculty enthusiasm include experts with experience of teaching and practical work experience in the domestic and foreign enterprise.
3. Care Practitioners carefully and friendly.
4. The teaching focuses on the actual work done
5. Class size is limited.
6. Tuition fee competition
7. Participation in extracurricular activities center on academic topics, foreign languages .....
8. Candidates scoring advantage of the program will have the opportunity to Dong Du International Consulting Group introduces a suitable job for customers FDI in Vietnam.



**Registration and Study: DPTC Ho Chi Minh City**

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