



THE INSTITUTE OF PROFESSIONAL ACCOUNTANTS

E-54, Main Vikas Marg Laxmi Nagar, Opp. Metro Pillar 44, Delhi-110092,

Tel. 011-22041221, 9213855555 , 9250755555, 9212008787, Email: info@tipa.in Website www.tipa.in

Duration -12 Months (300 Hours)
Minimum Qualification 12th Standard

ONE YEAR DIPLOMA COURSE

Basic Computer Course

- Knowledge of Basic computer, XP operating system
- MS Word 2007 Training
- MS Excel 2007 Training
- MS Power point 2007 Training
- Internet Training
- Email outlook Express internet Training

Manual Financial Accounting Based on skills as Specified by the Institute of Certified book keepers an International accounting body <http://icb.org.in/>

- Voucher Preparation
- Daybook writing
- Cash book Preparation
- Ledger writing
- Journal Register
- Stock Register update
- Purchase Register Preparation
- Sales Register Preparation
- Invoice Preparation
- Purchase order and Sales Order preparation
- Quotation preparation
- Fixed Asset Register Preparation
- Trading and Profit & Loss Account
- Balance Sheet preparation
- Rectification Entries
- Concept of Bills of Exchange and Hundies
- Depreciation Entries
- Bank reconciliation
- Ratio Analysis of Final Accounts
- Balance Sheet Review
- Concept to GAAP
- Introduction of Accounting Standards

ROC "Registrar of companies: Company Law Based on study lessons provided by the Institute of company secretaries of Indis www.icsi.in and Ministry of Corporate Affairs www.mca.gov.in

- How to create a new Company Registration process and formalities
- How to register company in India
- Formation of Company
- Statutory Record
- Recording of Board Meeting Resolutions and Minutes preparation
- How to file Registrar of Companies Annual Return with MCA software
- Ministry of corporate Affairs <http://www.mca.gov.in/> software. Drafting Techniques of Memorandum of Association & Articles of Association.
- Loan and Investment Companies, Inter Corporate Deposits formalities.

Service tax course & training as per e-learning course based on the Institute of chartered accountants of india <http://elearn.icai.org/>(Recognised all over India)

- How to obtain Service Tax Registration of companies
- What are Service Tax laws
- How to calculate Service Tax liability
- What are Service Tax assessment procedure and their compliance
- How to prepare for Service Tax appeals and Assessment procedure
- How to file Online Service Tax Returns and procedure
- Central Excise Course & Training



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- How to do Excise Registration of companies in India
- How to calculate Excise liability
- What is PLA Register and RG 23 registers and accounting entries
- What is basic excise duty and special excise duty
- How to calculate cenvat and claim it in returns
- How to fill Excise Challans
- Quarterly returns of Excise
- PLA and RG 23 implications
- How to fill Excise Forms Manually,
- How to handle Excise Assessment Procedures
- How to file Excise Appeals
- Time management techniques
- Interview Techniques
- Self Introduction
- Resume- Bio-Data preparation
- English Speaking Skills
- Business English Skills
- Business communication Skills Vocabulary

Key Board Skills & Office Management (How to improve keyboard skills ?)

- Training on Computerised Typing software
- Letter writing skills and office correspondence course cum Training
- Communication skills training through business English Course
- Business English Speaking and presentation skills Course.
- Day to day business correspondence and office administration skills

Audit Course

- Types of Audit
- Statutory Audit , Internal Audit, Cost Audit
- How to prepare Audit Reports of Companies
- Tax Audit and its impact
- How to Draft Tax Audit Report Introduction to Cost Audit
- How to prepare Audit report under Companies Act.

Computerised Accounting Software Training

- Tally ERP Accounting software Course & Training (latest version)
- Busy Software Course & Training (latest version)
- Tally Developer/ Programming Language , TDL software (optional basis)
- Tally Customization Training (optional basis)

Live Projects

- Live projects on Accounts
- Live projects on Income Tax
- Live projects on VAT, Service Tax, Excise
- Live projects on Company law

Income Tax Vat & Sales Tax Training

- Tax computation Course
- Company Registration process
- Training Students how to file Income Tax Return
- Training Students how to file E TDS return online
- Permanent Account No application and its procedure

Personality Development and English Speaking
Course Designed for working Executive based
on the Training method of
BBC<http://www.bbc.co.uk/worldservice/learningenglish/general/>



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- E TDS and TCS return filing Practical Training
- E TDS software like Taxmann Income Tax return filing techniques
- How to compute Income Tax on Salary Income.
- How to prepare Form 16 online and manual
- How to fill up Form 49A, 49 B
- Preparation of Challan 281 and 280 manual and computerized both
- Income Tax Assessment procedure and handling Income Tax cases
- Income Tax appeals and Scrutiny Cases under section 143
- Tax Audit procedure and laws practical training
- How to register company for VAT ? detail procedure and formalities
- How to file VAT return manual and online both
- VAT Assessment procedure VAT appeal procedure
- E commerce website and its functions
- Online Payment of Taxes
- Online Payment Procedures
- Concept of "Payment Gateways"
- How to obtain "Payment Gateways" from Banks
- How to take permission from CC Avenue
- and Amazon check outs
- Concept of E Cheque and its implications
- How to receive Money online
- Introduction to Indian Banking System
- Functions of Reserve Bank of India
- Different Types of Accounts
- How to open and operate Savings Account
- Current Account
- Over Draft Account
- Cash Credit Accounts
- Procedure for Long Term Loans
- CMA Data
- How to avail long Term loans
- Procedure for evaluating Working Capital Loans
- Application and formality of working capital loans
- Procedure for housing loans
- Educational Loans
- Application to loan approval for SME (Small and medium Enterprises)
- Day to day operations of Indian Banks
- Difference between Private and Public Sector Banks
- Concept of Share Trading, Demat Account
- Portfolio Management Service and Share Investment Techniques Online Portfolio Management through Bombay Stock Exchange software www.bseindia.com
- Share market back end operations and software

Provident fund and labour laws Training HR payroll accounting Management

- How to file for Provident Fund registration
- How to file Provident Fund Challans
- How to file various Provident fund related registers Provident Fund Returns and various labour law formalities
- Provident Fund scrutiny cases

E - Commerce, Banking, Capital Market & Equity share trading.

- Internet Banking
- Internet account opening
- Internet funds transfer procedure