



THE INSTITUTE OF PROFESSIONAL ACCOUNTANTS

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Duration -6 Months (150 Hours)
Minimum Qualification 12th Standard

SIX MONTHS 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

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)