



## The Institute of Professional Accountants (Govt. Regd.)

E-54, Main Vikas Marg, Laxmi Nagar, Delhi-110092

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### Diploma in E- Accounting, Finance, Banking, E- Taxation Payroll (Duration 6 Months)

#### Topics:-

#### 3) Computerized Accounting Software

- Tally ERP Accounting software
- Busy Software
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#### 1) Basic Computer Course

- Knowledge of Basic compute
- Windows Operating system
- MS Word 2010 Training
- MS Excel Training
- MS Power point Training Internet Training
- Email internet

#### 2) Manual Financial Accounting

- Voucher Preparation Daybook writing  
Cash book Preparation Ledger writing  
Journal Register
- Stock Register , Purchase Register  
Preparation, Sales Register Preparation  
Invoice Preparation
- Purchase order , Sales Order ,  
Quotation preparation Fixed Asset  
Register Preparation
- Preparation of Trading and Profit &  
Loss
- Preparation Account Balance Sheet  
preparation Rectification Entries  
Depreciation Entries
- Preparation of Bank reconciliation
- Cheque Preparation and Deposit slips
- Balance Sheet Review/ analysis