



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

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

Tel. 011-22041221, 9213855555, Website: [www.tipa.in](http://www.tipa.in)

---

### Diploma in E- Accounting, Taxation – Junior Accountant (Duration 8 Months)

#### Topics:-

#### 1) Basic Computer Course

- ❖ Basic compute
- ❖ Windows Operating system
- ❖ MS Word
- ❖ MS Excel
- ❖ MS Power point
- ❖ Internet, Email

#### 2) Manual Financial Accounting

- ❖ Voucher Preparation
- ❖ Daybook writing
- ❖ Cash book Preparation
- ❖ Ledger writing
- ❖ Journal Register
- ❖ Stock Register
- ❖ Purchase Register
- ❖ Sales Register Cheque Preparation
- ❖ Preparation of Bank reconciliation
- ❖ Trading and Profit & Loss
- ❖ Balance Sheet
- ❖ Rectification Entries
- ❖ Depreciation Entries
- ❖ Balance Sheet Finalisation

#### 3) Computer Accounting Software

- ❖ Tally Prime Accounting software
- ❖ Busy Software