



The Institute of Professional Accountants (Govt. Regd.)

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

Tel. 011-22041221, 9213855555, Website: www.tipa.in

Diploma in E- Accounting, Finance, Banking, E- Taxation Payroll (Duration 18 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

5) Goods & Service Act (GST)

- ❖ What is GST
- ❖ Registration (Regular/Composition)
- ❖ CGST, SGST , Meaning & Scope of Supply
- ❖ Time of Supply
- ❖ Value of Supply
- ❖ Tax Rate structure
- ❖ Input Credit, Reverse Charge
- ❖ E Invoice
- ❖ GST Payment/ Challan
- ❖ Invoicing under GST regime,
- ❖ Payment of Taxes,

4) Income Tax

- ❖ Introduction to Income Tax,
- ❖ Residential Status
- ❖ Income Tax computation
- ❖ Heads of Income
 - Salary Head
 - House Property,
 - Profit & Gains from Business
 - Capital Gains
 - Other Sources,
- ❖ Income Tax Return Filing Filing
- ❖ PAN Application
- ❖ TAN Application
- ❖ Tax Deposit
- ❖ Introduction to Income Tax portal and credit statements
- ❖ Concept of TDS,
- ❖ Computation of TDS,
- ❖ Generating TDS Challans
- ❖ TDS Returns Filing Techniques
- ❖ TDS Certificates Form 16
- ❖ Challan 281 and 280
- ❖ From 26 AS
- ❖ Tax Audit – Form 3CD
- ❖ Assessment Procedure u/s 143

❖ GST Returns:-

- GSTR-1
- GSTR-2
- GSTR-3
- GSTR-4
- GSTR-5
- GSTR-6
- GSTR-8
- GSTR-9



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6) Live Industrial Projects

- ❖ Live projects on Accounts
- ❖ Live projects on Income Tax
- ❖ Live projects on GST

7) Provident fund /labour laws

- ❖ PF Registration
- ❖ ESI Registration
- ❖ Provident Fund Challan
- ❖ ESI Challan
- ❖ Provident fund registers
- ❖ Provident Fund Returns
- ❖ Zoho Payroll Software
- ❖ ESI for claims Provident Fund scrutiny cases

8) Auditing

- ❖ Statutory Audit
- ❖ Internal Audit
- ❖ Tax Audit
- ❖ Cost Audit How to prepare Audit
- ❖ How to prepare Audit report under Companies Act.

9) ROC "Registrar of Companies

- ❖ Registration of Comany
- ❖ Memorandum of Association & Articles of Association.
- ❖ Formation of Company Statutory
- ❖ Minutes
- ❖ Board Meeting
- ❖ Annual Return

10)E - Commerce, Banking

- ❖ Internet Banking
- ❖ E commerce website and its functions
- ❖ Online Payment of Taxes
- ❖ Online Payment Procedures
- ❖ Concept of Payment Gateways
- ❖ Concept of Cheque and its implications
- ❖ How to receive Money online
- ❖ Introduction to Indian Banking System
- ❖ Functions of Reserve Bank of India
- ❖ Different Types of Accounts, NEFT, RTGS
- ❖ How to open and operate Savings Accounts
- ❖ Current Account Over Draft Account

11) Capital Market & share trading.

- ❖ Concept of Share Trading,
- ❖ Demat Account
- ❖ Technical Indicators
 - RSI
 - MACD
 - SMA
- ❖ Portfolio Management Service
- ❖ Share Investment Techniques
- ❖ Trading on Broking Platform



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12) Advance MS Excel

- ❖ Formulas (CONCATENATE, UPPER, LOWER,
- ❖ PROPER,
- ❖ DATE, MOD, MODE, TODAY, NOW)
- ❖ Use of Go to Feature
- ❖ Use of ? to Join data
- ❖ Logical formula (IF function and its use)
- ❖ Conditional Formatting
- ❖ Logical Complex Formulas (IF, OR, AND & IFERROR)
- ❖ (TEXT, CLEAN,
- ❖ TRIM, , COUNT, COUNTBLANK, COUNTIF, (RIGHT, LEFT, LEN, FIND, COLUMN,LOOKUP, VLOOKUP, HLOOKUP,
- ❖ SUMPRODUCT SUMIF & SUMPRODUCT) Financial Formulas
- ❖ Formulas (CELL, ADDRESS, ROW,
- ❖ SUBTOTAL)
- ❖ (PMT, PV, DISC, DB, IRR, NPV)

13) SAP FICO

- ❖ Create Company and company code
- ❖ Alter company
- ❖ Credit control Area
- ❖ Function Area
- ❖ Profit Center
- ❖ Fiscal year and Fiscal year variant
- ❖ Posting period and Variant
- ❖ Tolerance group
- ❖ Chart of A/c
- ❖ A/c Group
- ❖ G/L A/c creation
- ❖ Field status Group
- ❖ Blocking A/C
- ❖ Document Types
- ❖ Number Range

14) Personality Development/ English

- ❖ Time Management Techniques
- ❖ Interview Techniques
- ❖ Self Introduction
- ❖ Resume Bio-Data Preparation
- ❖ English Speaking skills
- ❖ Business English skills