



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 & Taxation

“Junior Accountant” (12 Months)

Topics:-

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) Office Management /(MIS)

- Training on Computerized Typing software
- Letter writing skills and office correspondence course cum Training
- Day to day business correspondence and office administration skills

3) 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

4) Computerized Accounting Software

- Tally ERP Accounting software
- Busy Software

5) Income Tax

- Introduction to Income Tax,
- Residential Status of an assessee,
- Various Heads of Income including
Salary, Income under the head House
Property, Profit & Gains from Business
and Profession, Income from Capital
Gains & other Sources,
- Return Filing under Income Tax, Filing
online Application for PAN,
- E-Filing of Income Tax return,
- Concept of TDS,
- Computation and Payment of TDS,
Generating TDS Challans and Filing of
TDS Returns.
- How to prepare Form 16 online and
manual How to fill up Form 49A , 49B
- Preparation of Challan 281 and 280
manual and computerized both

6) Provident fund /labour laws

- How to file for Provident Fund
registration and ESI Registration
- How to file Provident Fund Challan cum
return, ESI Challan
- How to file various Provident fund
related registers Provident Fund
Returns and various labour law
formalities.



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7) Auditing

- Types of Audit
- Statutory Audit , Internal Audit, Cost Audit How to prepare Audit Reports of Companies Tax Audit and its impact

GST Returns:-

- GSTR-1
- GSTR-2
- GSTR-3

8) 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
- Payment of Taxes,
- Consequences of non –compliance and
Compliance Rating,

9) GST –Goods & Service Tax

- Goods and Service Tax indirect Tax for the whole India
- Overview of Goods & Service Tax,
- Registration under GST (Regular and Composition)
- Both Central and State will control GST, Center will collect (CGST) and State will collect (SGST) for interstate goods movement Center will collect (IGST)
- GST Registration Process:- Tax payers will register with ID - GSTIN registration number based on PAN number
- Electronic payment process, through net banking, RTGS/ NEFT/ Debit Card/