



PROFESSIONAL GULF ACCOUNTANT PGA



**G-TEC
FINANCE & BUSINESS
MANAGEMENT ACADEMY**



DURATION: 8 MONTHS/ 288 HRS.





OBJECTIVE

A very simple but authentic course to make you a professional accountant recognized globally. The course starts with the very fundamentals of Computer, MS Office 2016, Advance Excel and strides to manual accounting, computerized accounting, ERP & E - Accounting and reaches up to IFRS. You would experience the whole evolution of Accounting on your fingertips with PGA.

COURSE OUTLINE

- ICT FUNDAMENTALS
- MS WORD
- MS EXCEL
- MS POWERPOINT
- ADVANCED EXCEL
- MANUAL ACCOUNTING
- TALLY ERP 9
- SAGE 50 ACCOUNTING
- E-ACCOUNTING
- IFRS



ICT Fundamentals



Working with Computers



Understanding Functional units



Using OS Effectively













Understanding Files, folders and structure








MS OFFICE



- ❑ MS WORD
- ❑ MS EXCEL
- ❑ MS POWERPOINT











-  Tools And Windows
-  Creating A New Word Document
-  Saving A Word Document
-  Applying Basic Formatting
-  Applying Styles
-  Applying Bulleted And Numbered List
-  Printing A Word Document
-  Working With Graphics And Tables
-  Designing And Reviewing A Word Document
-  Mail Merge

-  Creating a new Excel Workbook
-  Saving an Excel workbook
-  Cells, Columns and Rows
-  Rows and Columns Operations
-  Inserting, Deleting, Cut, Copy and Paste
-  Working with Tables and Charts
-  Formulas and functions
















-  Creating and saving a presentation
-  Basics of presentation
-  Setting up and running a slide show
-  Packaging a presentation
-  Enhancing PowerPoint presentations
-  Layouts of a slide
-  Basic objects and media clips to slides
-  Creating photo album

ADVANCED EXCEL



-  **Financial & Logical Functions**
-  **V-Lookup and H-Lookup**
-  **Mathematical, Statistical & Text Functions**
-  **Cell & Worksheet reference**
-  **Use Range Names and Labels in Formulas**
-  **Troubleshoot Formulas**
-  **Filter a to Find Records That Match Criteria**
-  **Create a Chart with the Chart Wizard**
-  **Understand PivotTables**
-  **Insert Excel Objects in Word Documents**
-  **Insert PowerPoint Objects in Worksheets**

MANUAL ACCOUNTING

- 📁 Book Keeping & Accounting Basics
- 📁 Terminologies
- 📁 Principles
- 📁 Journals Transactions
- 📁 Ledgers Posting
- 📁 Adjustments
- 📁 Account finalization

Handwritten accounting notes on a ledger page:

Revenue in Inc. Sa

Cash Sales	124 500	Telephone	900
		Drawings	10000
		Purchases	8980
		c/d	600
	<u>125000</u>		<u>125000</u>

Trade Payables			
Balance Brought Forward	90 525	c/d	7200
	5600	Purchases	88245
	<u>96125</u>		<u>96125</u>

↑ Credit

Total Purchases = 88245 + 8980 = 97225

Inventory (4th April) 9000

Sales (3800 x 0.75) 2850

Purchases 2850

Inventory (31st March) 2850

↑ Closing Inv

Sales x 25% = Gross Profit

C.O.S = Sales x 75%

TALLY.ERP 9

- Company Creation Techniques
- Account Information
- Inventory Management
- Transaction through vouchers
- Payroll Management
- Job Costing
- Statutory Taxation (GCC VAT)
- Tally Features
- Tally Configuration
- Company information

The logo for TALLY FOR VAT, featuring the word 'TALLY' in a sans-serif font, a large white checkmark symbol, and the word 'FOR' in a smaller sans-serif font above the word 'VAT' in a large, bold, sans-serif font.

SAGE 50 ACCOUNTING

sage 50

- Company creation techniques
- Accounts & inventory
- Order management
- Payroll Management
- Job costing process
- Statutory Taxation
- Manufacturing
- Reconciliation
- Back up/ Restore
- Import / Export Process
- Closing current year process

E-Accounting

- Enterprise Resource Planning
- Business Modules In ERP Systems
- ERP Market Place
- Introduction to E- Business
- eCRM – New concept in Marketing
- e- Banking
- e-Filing



IFRS

- Basics of Financial Reporting
- Assets Based Accounting Standards
- Revenue and Liability based Accounting Standards
- Preparation of Single Entity Financial Statement

EXIT PROFILE



- Work on Computers with Ease**
- Will be able to perform tasks on MS Word, Excel and PowerPoint**
- Basic Knowledge in Advanced Excel**
- Perform Manual Accounting and Book Maintenance**
- Able to operate Computerized Accounting – Tally & Sage 50**
- Understand ERP Concepts and Features**
- Understand and perform basic E-Accounting functions**
- Get a Basic Knowledge in IFRS**

CAREER PATH



- Become a Professional Accountant
- IT Educator- Accounting Division
- Accounting Executive
- Gulf Job as Accountant

Thank
you!