



G-TEC EDUCATION

— G-TEC Group of Institutions —

www.gteceducation.com



CAMP

(CERTIFIED ACCOUNTING & MANAGEMENT PROFESSIONAL)



OBJECTIVE

The course is tailored for those who want to upgrade their skill set and perform as a successful Accountant or even a Finance Manager. The module covers Practical Accounting and Management of Men, Material and Portfolio and also covers the very essentials of Share Trading and Financial laws.



COURSE OUTLINE

- Introduction to Accounting
- Importance of Accounting and its type
- Accounting equation, concepts and conventions
- Review of accounting cycle – Journal
- Sub- division of Journal
- Review of accounting cycle – Ledger posting and Trial balance



COURSE OUTLINE

- Review of accounting cycle – Bank Reconciliation Statement.
- Preparation of Final Accounts
- Company Financial statements
- Depreciation accounting
- Receipt and Payment account and Income and Expenditure account



COURSE OUTLINE

- Portfolio Management
- Men & Material Management
- Import & Export
- Fundamentals of Share Trading
- Government Laws in Finance

HR & BUSINESS MANAGEMENT



PRACTICAL ACCOUNTING

- Introduction to Accounting Practically
- Sub division of Journal
- Prepare Day Book
- Prepare Cash Book and Bank Book
- Prepare Purchase & Sales Register
- Prepare Debit note & Credit note
- Review of Accounting cycle – Leger Posting
- Review of Accounting cycle – Trial Balance
- Bank Reconciliation Statement
- Prepare Final Accounts with adjustments
- Depreciation Accounting

A photograph showing three business professionals in a meeting. A woman in a dark suit and light blue shirt is shaking hands with a man in a dark suit and tie. Another man is partially visible on the left. They are gathered around a dark wooden table with a blue folder on it.

EXIT PROFILE

- Able to understand accounting standards
- Able to work as an accountant with practical knowledge in accounting
- A good knowledge in Portfolio Management
- A good knowledge in HR Management
- A good knowledge in Import & Export
- Knowledge in Share Trading
- Knowledge in Government Laws related with Finance

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CAREER PATH

- **Finance Manager**
- **IT Educator- Accounting Division**
- **Accountant**



SUPPORTING DOCUMENT

Course Manual

WITH COURSE STRUCTURE AND CURRICULUM

Assignment Book

FOR PRACTICAL WORKS AND TRAINER REFERENCE



THANK YOU