DIPLOMA IN FINANCIAL ACCOUNTING
DFA

G-TEC EDUCATION
— G-TEC Group of Institutions —
www.gteceducation.com

G-TEC
FINANCE & BUSINESS
MANAGEMENT ACADEMY

DURATION: 6 MONTHS/ 216 HRS.

OBJECTIVE

The course modules are designed in such a way as to convert a novice to an expert in financial accounting using any of the accounting software of his/her choice. The course starts with basics of computer, advance through MS Office packages and enter into the world of accounting through Manual and Computerized accounting. The course is concluded with ONE of the most prestigious and most used accounting software available today.

COURSE OUTLINE

❖ Computer Basics

❖ Fundamental of Operating system Windows

❖ MS Office

❖ Introduction to Accounting Standards (Manual Accounting)

❖ Tally ERP 9

COMPUTER BASICS

➤ **Hardware & Software**

➤ **Basic Applications of Computer**

➤ **Components of a computer**

   system

MICROSOFT WINDOWS

- **Introduction to Windows**

- **Operating windows**

- **Desktop Management.**

- **Files & Folders**

- **Basic components of Windows**

- 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 graphical objects and media clips that can be added to the slide

- Creating photo album.

MANUAL ACCOUNTING

- Understanding Fundamentals of Accounting

- Book Keeping & Accounting

- Basic terms used in Accounting

- Principles or Rules of Accounting

- Journal Transactions

- Ledger Posting

- Adjustment entries

- Account Finalization

EXIT PROFILE

- Able to Operate Computer with ease

- Good Knowledge in MS Word

- Create and Amend Documents in MS Word

- Create and Maintain Spreadsheets in MS Excel

- Use Functions in MS Excel

- Create Presentations in MS PowerPoint.

- Understand the basic principles of Accounting

- Understand the Accounting Terminologies

- Get a thorough knowledge in accounting software Tally

CAREER PATH

- Front Office Manager

- Personal Secretary

- Accounting Executive

- IT Educator (Tally & MS office)

- Accountant

MANDATORY CERTIFICATE

Thank you!