



**G-TEC EDUCATION**

— G-TEC Group of Institutions —

[www.gteceducation.com](http://www.gteceducation.com)

**TRANSFORMING LIVES THROUGH QUALITY EDUCATION**



G-TEC  
FINANCE & BUSINESS  
MANAGEMENT ACADEMY

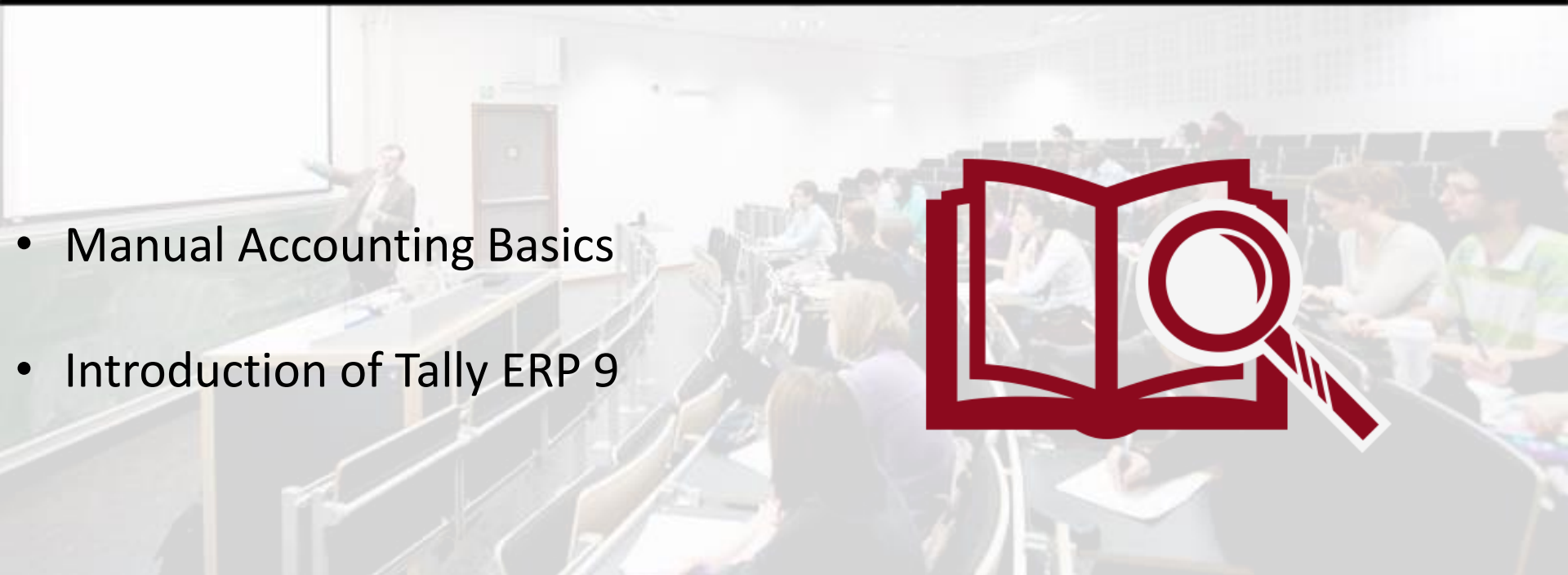


# **G-CNA**

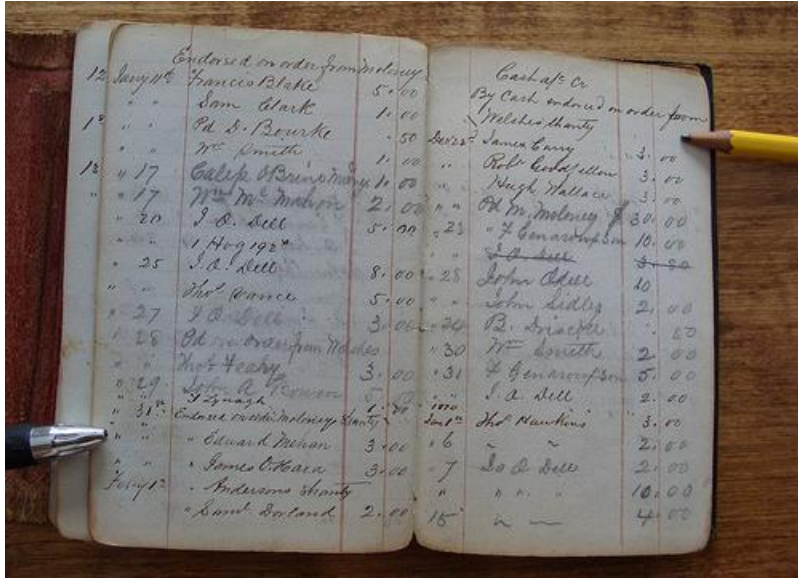
## **(G-TEC CERTIFIED NOVICE ACCOUNTANT)**

**DURATION: 15 DAYS/ 18 HRS**

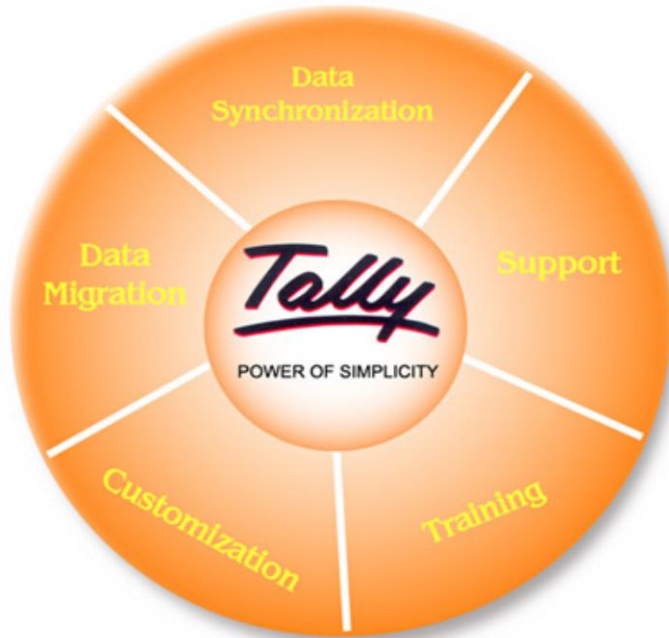
The course is specially tailored to impart the students with the knowledge in manual accounting and basic computerized accounting. The course will film over the distance from a common man to a basic accountant. The course also covers the essentials of manual accounting so that even a layman can pick up the subject and dash out into the world of accounting.



- Manual Accounting Basics
- Introduction of Tally ERP 9



- 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



- Introduction of Software Tally
- Company creation, and Alteration
- Purpose of basic Function keys
- Create, alter and delete accounting ledgers
- Create, alter and delete stock items
- Make transaction in receipt, payment, contra and journal vouchers
- Back up and restore



- Knowledge in basic accounting principles
- Able to create Journal and Ledger accounts
- Able to prepare Trial Balance
- Able to prepare Final Accounts
- Basic knowledge in Tally Accounting

- **Accounting Assistant**
- **Front Office Assistant**
- **Personal Secretary**
- **Accounting Executive**



**Course Manual**

**WITH COURSE STRUCTURE AND CURRICULUM**

**Assignment Book**

**FOR PRACTICAL WORKS AND TRAINER REFERENCE**