

The **BEST** Accounting Course Ever..



1 Course = 3 Great Careers

The BEST Accounting Course Ever...



* **Govt Jobs** * **Overseas A/c jobs** * **SAP A/c Jobs in Best International Firms**

1 Course, 3 Most Reputed **Qualifications**

Member
SAP Student Academy Program



**SAP, Germany
Qualification
(KA)**



International
association of
bookkeepers

**IAB, UK
Qualification
(DIFA)**



www.gteceducation.com

G-TEC DIFA Certificate with PSC Recognition for Govt Jobs.

Go Global.



Be the MOST Qualified International Accountant.

STAND SPECIAL with

“ PDIFAS ”



PDIFAS

(PROFESSIONAL DIPLOMA IN INDIAN , FOREIGN AND SAP ACCOUNTING)

DURATION: 9 MONTHS/ 324 HOURS

A very simple but authentic course to make you a professional accountant recognized globally. The course starts with the very fundamentals of Computer and strides to manual accounting, computerized accounting and reaches up to ERP Accounting in SAP. You would experience the whole evolution of Accounting on your fingertips with PDIFAS.



Course of Study



ICT Fundamentals



Working with Computers

Understanding Functional units

Using OS Effectively

**Understanding Files, folders and
structure**

Using MS Office Applications



Introduction To Microsoft Word

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

Introduction To Microsoft Excel

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

Introduction To Microsoft PowerPoint

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.





Manual Accounting

**Book Keeping & Accounting Basics, Terminologies,
Principles, Journals, Ledgers,
Adjustments, Account finalization**

Computerized Accounting



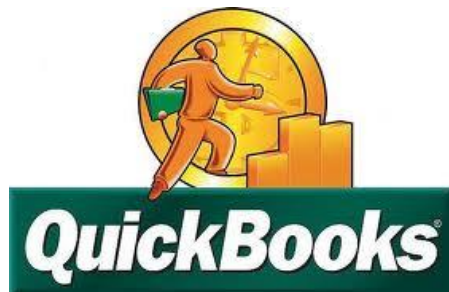
Tally

Power of Simplicity



Peachtree
by Sage

DacEasy[®]



Member
SAP Student Academy Program



Curriculum



Power of Simplicity

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



Curriculum

- **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**

Curriculum



- **Company creation techniques**
- **Accounts and inventory**
- **Order management**
- **Set Credit & Set Discount**
- **Statutory Taxation**
- **Manufacturing Process**
- **Reconciliation Process**
- **Multiple Price level**
- **Apply Finance Charge**
- **Back up/ Restore**
- **Import / Export Process**
- **Closing current year process**

DacEasy®

Curriculum

- **Company creation techniques**
- **Accounts and inventory management**
- **Order management**
- **Receivable & Payable Ledger**
- **Statutory Taxation**
- **Manufacturing Process**
- **Reconciliation Process**
- **Master Stock Item & Warehouse**
- **Apply Serial Number**
- **Back up/ Restore**
- **Import / Export Process**
- **Closing current year process**

Curriculum

- **Introduction to ERP**
- **Business Modules in ERP Packages**
- **ERP Market Place**
- **Introduction to E- Business**
- **ECRM – New concept in Marketing**
- **E- Banking & E-Filing**
- **International Business**



The Most TRENDY

**Member
SAP Student Academy Program**



SAP Accounting



SAP ACKA Finance Modules

- Introduction to SAP KA Finance
- ACKA 1- Accounts Payable Module
- ACKA 2- Accounts Receivable Module
- ACKA 4- Management Accounting Module

EXIT PROFILE



- **Work on Computers with Ease**
- **Will be able to perform tasks on MS Word, Excel and PowerPoint**
- **Perform Manual Accounting and Book Maintenance**
- **Able to operate Computerized Accounting on Indian and Foreign Accounting Packages**
- **Understand ERP Concepts and Features**
- **Understand and perform basic E-Accounting functions**
- **Able to do Accounting in SAP ERP Software**



- **Accountant – Manual Accounting**
- **Accountant – Indian Accounting Packages**
- **Accountant – Foreign Accounting Packages**
- **Accounts Payable Executive – SAP**
- **Accounts Receivable Executive- SAP**
- **Management Accounting Executive- SAP**
- **Gulf Job as Accountant**
- **Government Jobs - Accountant**



Your Qualification DO Speaks for You ..

Resume



IAB
Qualifications for business

Qualification:

Diploma Indian and Foreign Accounting, IAB, UK
SAP KA Accounting, Germany
Professional Diploma in Accounting , G-TEC

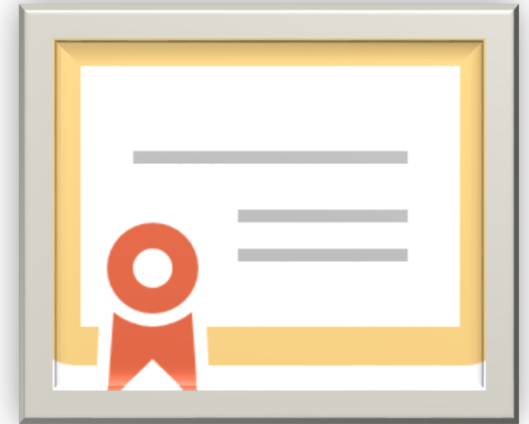
Let your CV Shine

MANDATORY CERTIFICATE

➤ TALLY ACE

➤ IAB

➤ SAP



Our Academics SPANS 7



G-TEC
HARDWARE &
NETWORKING



G - ENGLISH
ACADEMY

G MOBILE



G-TEC
FINANCE & BUSINESS
MANAGEMENT ACADEMY



G-TEC Remain **NO.1**

Member
SAP Student Academy Program



EC-Council



accredited college



Making Professionals Globally





TRANSFORMING LIVES THROUGH QUALITY EDUCATION