

CERTIFICATE IN ACCOUNTING - QUICKBOOKS

Duration: 16 Hrs

The course is specially tailored to impart the students with the knowledge in manual accounting and basic computerized accounting – QuickBooks

- › Introduction to Accounting Standards
- › Accounting rules
- › General Journal entry transactions
- › Company creation in QuickBooks
- › General Journal entries
- › Purchase and sales management
- › Order Management
- › Inventory management
- › Report management



G-TEC
FINANCE & BUSINESS
MANAGEMENT ACADEMY



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let's play with Facts & Figures

ADVANCED CERTIFICATE IN ACCOUNTING - QUICKBOOKS

Duration: 20 Hrs

A course tailored to mould a novice to professional accountant who can manage and organize financial transactions of a small/medium scale organization. The final project links the academy to industry.

- › Introduction of Foreign Accounting and its concept
- › Brief explanation of various Foreign Accounting Software Available
- › Interface the QuickBooks Premier Accounting
- › Managing Chart of Accounts
- › Vendor Management
- › Customer Management
- › Inventory Management
- › Assembly process
- › Final Process



CERTIFICATE IN ACCOUNTING - MYOB

Duration: 16 Hrs

The course is specially tailored to impart the students with the knowledge in manual accounting and basic computerized accounting – MYOB

- › Introduction to Accounting Standards
- › Accounting rules
- › General Journal entry transactions
- › Company creation in MYOB
- › General Journal entries
- › Purchase and sales management
- › Order Management
- › Inventory management
- › Report management



ADVANCED CERTIFICATE IN ACCOUNTING - MYOB

Duration: 20 Hrs

A course tailored to mould a novice to professional accountant who can manage and organize financial transactions of a small/medium scale organization. The final project links the academy to industry.

- › MYOB Accounting Interface
- › Managing List of Accounts
- › Vendor Management
- › Customer Management
- › Inventory Management
- › Final Process



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G-TEC COMPUTER TRAINING CENTRE QATAR

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CERTIFICATE IN PRACTICAL ACCOUNTING

Duration: 10 Hrs

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 covers the real time entry in original books of accounts.

- › Introduction to Accounting Standards
- › Accounting rules
- › Recording transactions in Day book
- › Managing Three column ledger book
- › Managing Registers
- › Stock Management
- › Prepare Income statement & Final Accounts



ADVANCED CERTIFICATE IN INTERNATIONAL COMPUTERISED ACCOUNTING - IAB (UK)

Duration: 72 Hrs

An advanced certification program to make you an expert in manual, Practical and computerized accounting. The course strides through the Accounting concepts & standards, then leads to Practical accounting and ends with computerized accounting packages – Tally & Sage 50

- › Basic Accounting Standards
- › Practical Oriented Professional Accounting
- › Tally ERP-9
- › Sage 50



CERTIFICATE IN ACCOUNTING - TALLY ERP

CERTIFICATE IN ACCOUNTING - TALLY ERP

Duration: 16 Hrs

The course is specially tailored to impart the students with the knowledge in manual accounting and basic computerized accounting – Tally ERP 9

- › Introduction to Accounting Standards
- › Accounting rules
- › General Journal entry transactions
- › Company creation in Tally
- › Manage Accounting & Inventory Masters
- › Basic Transactions through Payment, Receipt, Contra and Journal vouchers
- › Purchase and sales management
- › Order management
- › Manage Tracking numbers and rejection notes



ADVANCED CERTIFICATE IN ACCOUNTING - TALLY ERP

Duration: 20 Hrs

The course is tailored for a student who has a basic knowledge in manual accounting standards. The course covers the practical oriented Tally programming.

- › Introduction to Tally
- › Basic features of Tally
- › Managing Masters (Accounting & Inventory)
- › Basic voucher entries
- › Manage Accounting features
- › Manage Inventory features
- › Statutory & Taxation
- › Tally Configurations
- › Report Printing



Certification Course in GCC VAT-Tally

Duration: 108 Hrs

This course, from the house of Tally, one of the World's most favourite business management software company, is a comprehensive course to understand the concepts of GCC VAT and its application using Tally.ERP 9. This course is highly recommended for working professionals to update themselves with GCC VAT compliance and candidates who aspire to build a successful career in Finance and Accounts or as entrepreneurs in GCC region.

- › Understand VAT system in GCC Countries.
- › Printing of VAT invoice.
- › Managing of exports and imports within and outside GCC countries.
- › Accounting of advance receipts.
- › Accounting of purchase of capital goods.
- › Accounting of supply on profit margin
- › Maintaining inclusive of tax transactions.
- › Filing of VAT returns.

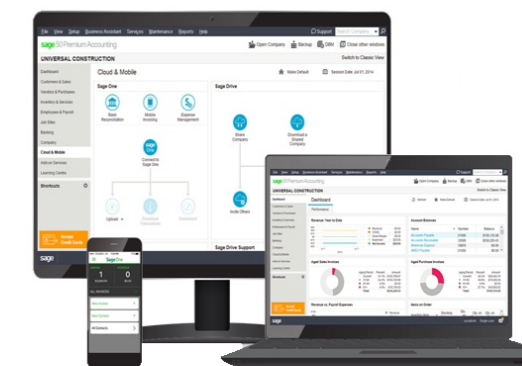


CERTIFICATE IN ACCOUNTING - SAGE 50

Duration: 16 Hrs

The course is specially tailored to impart the students with the knowledge in manual accounting and basic computerized accounting – Sage 50

- › Introduction to Accounting Standards
- › Accounting rules
- › General Journal entry transactions
- › Company creation in Sage 50
- › General Journal entries
- › Purchase and sales management
- › Order Management
- › Inventory management
- › Report Management



ADVANCED CERTIFICATE IN ACCOUNTING - SAGE 50

Duration: 20 Hrs

A course tailored to mold a novice to professional accountant who can manage and organize financial transactions of a small/medium scale organization. The final project links the academy to industry.

- › Introduction of Foreign Accounting and its concept
- › Brief explanation of various Foreign Accounting Software Available
- › Interface the Sage 50 Accounting Software
- › Managing Accounting & Inventory Masters
- › Managing Transactions with Sage 50 Accounting
- › Sage 50 Security System
- › Import and Export
- › Display Report