

GOVERNMENT OF THE PUNJAB

**TECHNICAL EDUCATION & VOCATIONAL
TRAINING AUTHORITY**



CURRICULUM FOR
COMPUTERIZED ACCOUNTING
(6-Month Course)

CURRICULUM SECTION
ACADEMICS DEPARTMENT

96-H, GULBERG-II, LAHORE

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TRAINING OBJECTIVES

Information technology is rapidly growing in Pakistan. Organizations are continuously changing their systems and processes by adoption of advanced technology for survival in a very competitive environment. Accounts & finance department is the most important part of a company. Most of the decisions are based on the financial and management reports, which include Management information Report (MIR), Management Information system (MIS), Cost Analysis Report, profit & Loss Account, Balance Sheet, and Cash Flow Statement etc. In past these reports were prepared on manual basis but now many Government and Private Organizations are shifting their systems from manual to computerized basis. The companies are working on computerized Accounting system like Oracle Accounting, Quick Books, MS Office Accounting and MYOB Accounting plus etc.

Through the training of this Computerized Accounting course, students will be able to work with such environment. They will be able to enter all business transactions in computerized Accounting system.

CURRICULUM SALIENTS:

| | | | |
|-------------------------|---|-----|--|
| Name of Course: | Computerized Accounting (6-Month course) | | |
| Entry Level: | Matric with Computer Literate (3-Months Course) | | |
| Duration of Course: | 6-Months | | |
| Total Training Hours: | 360 Hours | | |
| Training Hours per Day: | 03 Hours | | |
| Training Methodology: | Practical | 60% | |
| | Theoretical | 40% | |
| Medium of Instruction: | English | | |

SKILL PROFICIENCY DETAILS

1. Know the fundamentals of implementation of Computerized Accounting.
2. Record all business transactions relating to Revenue, Expense, Assets, Liabilities, Equity in any Accounting software.
3. Data Entry through Bank Receipt, Bank Payment, Cash Receipt , Cash Payment and Journal Voucher of all above stated business transactions.
4. Manage the accounts of vendors, employees and customers.
5. Maintain inventory control system.
6. Data entry of sale transactions and maintain sales control system.
7. Data entry of purchase transactions and maintain purchase control system.
8. Data entry of payroll transactions and maintain payroll control system.

KNOWLEDGE PROFICIENCY DETAILS

1. Know the types of Business and its nature
2. Know the Accounting Equation and rules of debit & credit.
3. Knowledge of Computerized Accounting Software's.
4. Chart of accounts
5. Accounting cycle/ financial statements including profit and loss account, Balance sheet
6. Voucher and its types.
7. Fundamentals of Inventory system
8. Accounting for Purchases and allied control/subsidiary accounts.
9. Accounting for Sales and allied control/subsidiary accounts.
10. Accounting for Payroll and subsidiary reports.

CURRICULUM DELIVERY STRUCTURE

| Week | Course Delivery | Make up Session | Revision | Co Curricula Activities / Vacations | Final Test | Total |
|-------------|------------------------|------------------------|-----------------|--|-------------------|--------------|
| | 1-20 | 21-22 | 23-24 | 25 | 26 | 26 |
| | 20 | 2 | 2 | 1 | 1 | |

Internal Assessment

- One day for midterm test of 3-hours for theory after one hundred hours teaching.
- One day for midterm test of 3-hours for Practical after two hundred & sixty hours of practical work.

Final Examination

- 3-hours for theory paper 40% marks.
- 3-hours for practical paper 60% marks.

SCHEME OF STUDIES

Computerized Accounting (6-Months Course)

| Sr. No | Main Topics | Theory Hrs. | Practical Hrs. | Total Hrs. |
|--------------------|--|--------------------|-----------------------|-------------------|
| 1. | Business Forms | 03 | - | 03 |
| 2. | Basics of Accounting and Accounting Equation | 09 | - | 09 |
| 3. | Accounting Cycle | 60 | - | 60 |
| 4. | Voucher | 06 | - | 06 |
| 5. | Bank Reconciliation Statements | 12 | - | 12 |
| 6. | Inventory Systems | 03 | - | 03 |
| 7. | Sales Systems | 03 | - | 03 |
| 8. | Payroll Systems | 03 | - | 03 |
| 9. | Computerized Accounting | 06 | 18 | 24 |
| 10. | Chart of Accounts | 06 | 18 | 24 |
| 11. | Periodic Reports | 06 | 21 | 27 |
| 12. | Date Entry Systems | 09 | 51 | 60 |
| 13. | Maintain the Inventory Items | 06 | 36 | 42 |
| 14. | Maintain the Record of Customers | 06 | 36 | 42 |
| 15. | Maintain the Record of Vendors/Suppliers | 06 | 36 | 42 |
| Total Hours | | 144 | 216 | 360 |

DETAIL OF COURSE CONTENTS**Computerized Accounting
(6-Months Course)**

| Sr. No. | Subject main Topic | Theory Hours | Practical Hours |
|----------------|--|---------------------|------------------------|
| 1. | Business Forms 1.1 Sole Proprietorship, 1.2 Partnership 1.3 Corporation 1.4 List of Stakeholders 1.5 Nature of business(manufacturing 1.6 Trading and servicing) | 03 | - |
| 2. | Basics of Accounting& Accounting Equation 2.1 Concepts of Accounting 2.2 Types of Accounting 2.3 Accounting Heads (Assets, Liabilities, Equity, Income, Expense) 2.4 Concepts of Debit & Credit. | 09 | - |
| 3. | Accounting Cycle 3.1 Transactions 3.2 General Journal 3.3 Ledger 3.4 Trial Balance 3.5 Income Statements 3.6 Balance Sheets 3.7 Accrual Concepts of Accounting 3.8 Matching Principle 3.9 Adjustments in final accounts 3.10 Capital & Revenue expenditure. | 60 | - |
| 4. | Voucher 4.1 Voucher & Types of Voucher 4.2 Bank Payment Voucher 4.3 Bank Receipt Voucher 4.4 Cash Payment Voucher 4.5 Cash Receipt Voucher 4.6 General Voucher. | 06 | - |
| 5. | Bank Reconciliation Statements 5.1 Introduction of bank 5.2 customer transaction with banks 5.3 cashbook and bank statement 5.4 Reasons for difference between cash book and bank statement 5.5 bank reconciliation statement. | 12 | - |

| | | | |
|------------|--|----|----|
| 6. | Inventory Systems 6.1 Introduction of inventory/stock / merchandise / goods 6.2 Inventory 6.3 systems periodic and perpetual 6.4 Inventory methods FIFO 6.5 LIFO and Average. | 03 | - |
| 7. | Sales Systems 7.1 Sales 7.2 Types of Sales 7.3 Entries for Sales 7.4 Discount (quantity discount and cash discount) 7.5 Record of Debtors/Customers. | 03 | - |
| 8. | Payroll Systems 8.1 Employees 8.2 Entries for salaries and wages 8.3 Regular pay 8.4 Bonus pay and Overtime pay | 03 | - |
| 9. | Computerized Accounting 9.1 Concepts of Computerized Accounting 9.2 Computer Accounting Software 9.3 Creating a Corporation in Computerized Accounting in Peachtree/Oracle Accounting. | 06 | 18 |
| 10 | Chart of Accounts 10.1 Charts of Accounts 10.2 Update Chart of accounts 10.3 Charts of accounts Beginning Balances 10.4 Organizational codes 10.5 Editing charts of accounts. | 06 | 18 |
| 11. | Periodic Reports 11.1 General Journal 11.2 Ledger, Trial Balance 11.3 Income Statements 11.4 Balance Sheets 11.5 Cash flow statement 11.6 Inventory report 11.7 Account Receivable report 11.8 Account Payable report | 06 | 21 |
| 12. | Date Entry Systems 12.1 Voucher and Entry of vouchers 12.2 Sales Entries 12.3 Purchase Entries 12.4 Cash Receipts Entry | 09 | 51 |

| | | | |
|--------------|---|------------|------------|
| | 12.5 Cash Payments 12.6 Entries for Bank transactions. | | |
| 13. | Maintain the Inventory Items 13.1 Inventory 13.2 Quotation for purchase of material 13.3 purchase order 13.4 Receiving report 13.5 Payment of purchase bill 13.6 Maintain inventory records 13.7 Inventory report | 06 | 36 |
| 14. | Maintain the Record of Sales & Customers 14.1 Quotations to customers 14.2 Sales orders 14.3 Sales Invoices 14.4 Sales receipts 14.5 Record of Customers 14.6 Sales report 14.7 Customer Report. | 06 | 36 |
| 15. | Maintain the Record of Purchases Vendors / Suppliers 15.1 Preparing the Quotations 15.2 Purchase orders 15.3 Payments to vendors 15.4 Record of vendors 15.5 Electronically Bills Payable 15.6 Purchase Report 15.7 Vendors Report. | 06 | 36 |
| Total | | 144 | 216 |

LIST OF MACHINERY / EQUIPMENT / TOOLS

(For a class of 25 students)

| Name of Course | Duration of Course |
|-------------------------|--------------------|
| Computerized Accounting | 6- Months |

| Sr. No. | Nomenclature of Machines | Quantity Nos. |
|---------|---|---------------|
| 1. | Computers (At Least P4, One computer for each Student) with Installation of Accounting Software | 25 |
| 2. | Multimedia Projector | 01 |
| 3. | Internet Connection | 01 |
| 4. | Printer | 01 |

REFERENCE BOOKS

User Manual of Accounting & Budgeting Software System Prepared by TEVTA

- 1 Robert F.Meigs & Walter B. Meigs (Accounting-The Basis for business decisions)
- 2 Mr. Sohail Afzal & M. Arif (Pinciples of Accounting)
- 3 M.A.Ghani & EJaz Ahmad(Pinciples of Accounting)

MINIMUM QUALIFICATION OF INSTRUCTOR

- M.Com/equivalent accounting qualification with the knowledge of Computerized Accounting.
- Qualified professional of local OR International Accounting bodies.

EMPLOYABILITY OF GRADUATES

After the successful completion of this course trainee will be able to work on the following positions/Tasks: (Industry, Trading sector, Service Sector, NGO's and other non profit organizations like schools and colleges

- 1 Data Entry/Accounts Clerk
- 2 Sales and Account Receivable Assistant
- 3 Purchase and Account Payable Assistant
- 4 Inventory Clerk
- 5 Cashier

**STANDING OPERATING PROCEDURE FOR EVALUATION OF SHORT COURSE
STUDENTS AGREED BY PBTE. WIDE NO. PBTE/ACD/2002/6585 DATED 09-12-2002**

Following procedure will be followed for the evaluation of students of short courses: -

1. Admitted students will be registered with the Punjab Board of Technical Education Lahore within one month after the last date of admission.
2. The testing of the students shall be carried out as follows: -

a. Grading System (Theory & Practical).

| | |
|---|--|
| A+ | Grade from 80% and above. |
| A | Grade from 70% to 79%. |
| B | Grade from 60% to 69% |
| C | Grade from 50% to 59% |
| F | Less than 50%. |
| Fail | Below 40% in Theory & 50% in Practical |
| • Candidate has to pass both Theory & Practical | |

b. Attendance.

Students below 80% attendance will not be admissible to appear in examination.

c. Examining Body.

Punjab Board of Technical Education, Lahore will be the Testing and Evaluation Authority.

d. Testing.

1. **Conduct.** The testing shall be conducted in respective institutions under overall supervision of PBTE.

2. **Methodology.**

Following testing methodology will be adopted:-

| | | | |
|-----|--|---|-------------|
| (a) | Class attendance / participation | = | 10% |
| (b) | Sessional Performance (Practical exercises/ quizzes / assignments). | = | 40% |
| (c) | Final Exams. | | |
| | I Theory | = | 10% |
| | II Practical. | = | 40% |
| | Total | = | <u>100%</u> |

3. The concerned institute will forward the result of students to Punjab Board of Technical Education Lahore on TEV/CURR/F-1 form (Attached) within seven days of termination of course.
4. Punjab Board of Technical Education will process the result carrying out its scrutiny / vetting and issue certificate to successful candidates as per specimen attached.
5. The secretary PBTE will sign the certificate.
6. Miscellaneous
 - a. **Registration Fee**
No registration fee will be taken from short course students for the time being.
 - b. **Examination Fee**
An examination fee of Rs. 50/- per student will be charged.

**TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY
INDIVIDUAL EVALUATION PROFORMA**

| | | | | | | |
|---|--|--|--|-----------------|--------------------|----------------|
| Name of Institution _____ Zone _____ District _____ | | | | Training Hours | | |
| Trade _____ Session _____ From _____ to _____ | | | | Theory | Practical | Total |

| Sr. No. | Roll No. | PBTE Registration No. | Name | Father's Name | Attendance | Sessional | Final Evaluation | | Total Mark | Grade | Pass / Fail | Sr.No. of Certificate / Diploma |
|-------------|----------|-----------------------|--|--|--|-----------|------------------|-----------|------------|-------|-------------|---------------------------------|
| | | | | | | | Theory | Practical | | | | |
| | | | | | 10 | 40 | 10 | 40 | 100 | | | |
| 1 | | | | | | | | | | | | |
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| 12 | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | |
| Prepared By | | | All entries in this sheet checked and corrections made where necessary | In case of any difference, actual marks of all the above elements are to be adjusted as per above allocation | Number of Candidates passed | | | | | | | |
| Check by: | | | Name and Signatures of Scrutinizers with date: | <u>Controller of Examinations</u> <u>PBTE</u> | Number of Candidates failed | | | | | | | |
| Principal | | | 1 _____ 2 _____ | | Grading Criteria A+ 80% above A 70-79% B 60-69% C 50-59% F Less than 50% | | | | | | | |