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| Title | **Maintain accounts/ book keeping** |
| Level | **2** | **Credits** | **27** |

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| Purpose | The module explores the basic accounting principles, main financial statements including the profit AND loss account and the balance sheet and the everyday adjustments that have to be made. On completion of the module, the learner is expected to provide assistance in making financial reports for businesses and organizations. |

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| Classification ISCED | 0611 Computer use |

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| Available grade | Competent / Not yet competent |

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| Modification history | N/A |

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| **Competency Unit** | **Performance Criteria** | **Knowledge and Understanding** |
| **D1. Develop Familiarity with fundamental core concepts of Bookkeeping** | **The trainee should be able to:****P1**. Classify basic accounting terminologies and important principles such as credit, debit, revenue, expense, taxation, invoice, receipt, capital, assets, liabilities, equity, journal, ledger, trail balance, income statement, balance sheet matching, market value etc.**P2**. Execute how to record, close and post entries into relevant files.**P4**. Define assets types e.g. fixed, current, etc.**P5**. Define the depreciation, and its techniques. | **K1**. Get knowledge of credit, debit, revenue, expense, taxation, invoice, receipt, capital, assets, liabilities, equity, journal, ledger, trail balance, income statement, balance sheet.**K2**. Learn to Implement the steps to categorize assets in fixed or current**K3**. Learn the steps to apply depreciation on assets.**K4**. Learn the stages of an accounting life cycle e.g. Journal, Ledger, Trial Balance, Income/Profit & Loss report, and Balance Sheet etc.**K5.** Get knowledge of recording, closing and posting entries.**K6**. Learn the difference between credit and debit entries. |

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| **D2. Know introduction to account reporting** | **The trainee should be able to:****P1**. Record the daily business transactions (Revenue, Expense, etc.) details in worksheet (e.g. Microsoft® Excel) from day book.**P2**. Calculate Balance amount (either credit or debit) of petty cash (Treasury) after each and every business transaction.**P3**. Explain and Implement CoA (chart of accounts)e.g. A-1017 means repair and maintenance of wood furniture**P4**. Apply the credit and debit rules on CoA**P5**. Provide due assistance to Subject Matter Experts to create financial reports.**P6**. Provide due assistance to Subject Matter Experts to launch IPO (Initial Public Offering) or Security (Stock) instruments.**P7**. File the electronic Tax return and deposit the remaining Tax in scheduled banks and on Federal Board of Revenue Website.**P8**. Post data in the form of credit and debit in a template (structure of Journal) with unique Invoice / Receipt reference.**P9**. Design and get approval from competent Authority on organizational CoA. | **K1**. Learn the different regulation imposed by company- nature (e.g. Private limited) Government regulation body (e.g. SECP) including but not limited to From-29.**K2**. Understand the steps to generate financial report either manual or automated e.g. trial balance, income statement, balance sheet, etc.**K3**. Learn some basic information about checking (auditing) procedure and reporting of findings.**K4**. Know the basic information about checking (auditing) procedure and reporting of findings. |

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|  | **P11**. Apply computational actions (Add, Subtract) on credit and debit entries to calculate available Balance amount. |  |

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| **Competency Unit** | **Performance Criteria** | **Knowledge and Understanding** |
| **D3. Learn Spread Sheet computations** | **The trainee should be able to:****P1**. Apply basic formulas/functions on any set of data. Applied formulas/functions are error free. E.g.=(A1 + D24) \* X39**P2**. Apply different logical functions.**P3**. Use different logical formulas.**P4**. Use different mathematical formulas.**P5**. Use different statistics formulas. **P6**. Use different financial formulas. **P7**. Plot column data in charts.**P8**. Edit worksheet.**P9**. Select different Currency styles. | **K1**. Learn the difference between formula and functions.**K2**. Learn the Logical operations Equals (=)Less than (<)Less than or equal to (<=) Greater than (>)Greater than or equal to (>=) Not equal to (<>)**K3**. Define Logical formulas=IF(condition, value if condition is True, value if condition is False)AND, FALSE, IFERROR, NOT, OR, TRUE**K4**. Elaborate Mathematical formulasABS, PRODUCT, SUM, AVG, MIN,MAX, LOG, MODE, POWER |

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|  | **P10.** Perform Logical operations e.g. Equals (=)Less than (<)Less than or equal to (<=) Greater than (>)Greater than or equal to (>=) Not equal to (<>)**P11.** Draw different Charts e.g. line, bar, pie chart etc. with labels and colours.**P12**. Use Text editing features available on mouse right click on a cell.**P13**. Execute cell editing by short cut keys e.g. Alt+Enter to add a row in a cell. | **K5**. Learn about Statistics formulas =MEDIAN(A1:A10),=AVERAGE(A1:A10), =MODE(A1:A10), =VAR(A1:A10) STDEV.P/S/A**K6**. Learn Financial formulas PV,FV,RATE,NPV,IRR**K7**. Learn the procedure of protecting an excel document with a particular password. |