3D EDUCATORS
Trainers & Consultants

RTC
International Management Research & Technology Consortium

MANUAL ACCOUNTING

Training Program

100,000+ Students have been Trained

since 1997

Who can do?

- Graduates & Under Graduated and Intermediate Pass Candidates and like to pursue a career in Accounting.
- Already working and interested to switch over to field in Accounting.
- Already work as an accountant and like to excel in terms of better position and compensation.
- Already working as an accountant in Companies and want to get the certification in International market

Program is offered by

3D EDUCATORS - INT

22 Years of Excellence in Training & Development

Invest in People the only Asset that Appreciates

www.3dedudcators.com
info@3deducators.com

MANUAL ACCOUNTING TRAINING PROGRAM

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MANUAL ACCOUNTING TRAINING PROGRAM

Program Details

Inauguration

The Training Program will be inaugurated by a senior member of 3DEducators

Program Structure

No of classes per week	**01 Class**
Duration of each class	**02 - Hour**
Total Duration	**48 Hours**

Other Learning Activities

Classroom Assignments	**6**
Presentations by Trainees	**1**
Hands on Training with Labs	**16**

About the Program Instructor

The "MANUAL ACCOUNTING" Program has been designed and will be conducted the Senior Accounts Mangers who has Ten years' experience in Accounting and Audits.

The Person are qualified and certified ACCA

At present, faculty is working at senior position in the good reputable multi located over the world. he has also involved in training and development for last fifteen years.

In Affiliation with

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COURSE CONTENT:

FINANCIAL ACCOUNTING

1. Basic Accounting Concepts — **1st DAY**

2. Book Keeping — **1st DAY**

a. Chart of Account
b. Types of Vouchers
c. General Ledger
d. Preparation of Vouchers
e. Posting of Vouchers in accounting books
f. Posting in General Ledgers
g. Analysis of General Ledger
h. Posting the Balances in Trial Balance from Ledgers
i. Monthly Adjustments
j. Yearend Adjustments

3. Control Accounts — **2nd DAY**

a. Types of Subsidiary Ledgers
b. Posting in subsidiary Ledgers
c. Analysis of subsidiary Ledgers

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4. Book of Prime Entries — 2nd DAY

a. Sales Day Book
b. Sales Return Day Book
c. Purchase Day Book
d. Purchase Return Day Book
e. Cash Book
f. Petty Cash Book
g. Journal

5. Accounting For Bad debts — 3rd DAY

a. Direct Method
b. Provision Method

6. Sales Procedures — 3rd DAY

a. Sales Quotations
b. Sales Order
c. Delivery Order
d. Invoicing
e. Recording of Invoices in accounting book
f. Accounting of Sales
g. Provisions related to sales accounting (Accounts Receivable Control Account)
h. Reports

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7. Purchase procedure — 4th DAY

a. Purchase Requisition
b. Purchase inquiry
c. Quotation
d. Comparative Statement from quotations
e. Purchase Order
f. Receiving of Material / Goods
g. Accounting of Purchases
h. Accounts Payable Control Account

8. Fixed Assets — 4th DAY

a. Classification of Fixed Assets
b. Maintain Assets Register
c. Methods of Depreciation
d. Calculation of Depreciation
e. Landed Cost of Imported Fixed Assets
f. Disposal of Fixed Assets
g. Accounting of Depreciation
h. Accounting on Gain/Loss on Sale of Fixed Assets

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9. Payroll — 5th DAY

a. Types of Payroll
b. Preparation of Payroll
c. Designing of Balance Salary Structure
d. Deductions from payroll
e. Compensation Benefits
f. Provident Funds
g. Accounting Related to Payroll and Benefits

10. Preparation of Financial Statements — 6th, 7th & 8th DAY

a. Profit & Loss Account
b. Balance Sheet
c. Cash Flow Statement
d. Statement of changes in Equity
e. Notes

11. Sales Tax — 9th DAY

a. What is Sales Tax?
b. Sales Tax Registers
c. Accounting Related to Sales Tax
d. Sales Tax Returns (Practical Assignment)
e. Overdraft

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12. Banking — 9th DAY

a. Types of Bank Account
b. Types of Banking Instruments
c. Types of Letter of Credit (LC)
d. Overdraft

13. Bank Reconciliation — 10th DAY

a. Practical Assignment on Preparation on Bank Reconciliation
b. Accounting Related to Bank Reconciliation

14. Others — 10th DAY

a. Withholding Tax and Reports
b. Prepaid Expenses
c. Advertising Expenses
d. Other Income
e. Financial Charge

15. Practical Assignment

a. Preparation of vouchers
    i. Petty cash Voucher
    ii. Receipt Voucher
    iii. General Voucher
b. Preparation of Trial Balance
c. Preparation of Balance Sheets
d. Preparation of Profit/Loss Account
e. Computation of taxable income
f. Computation of Tax Liability
g. Accounting tax and Retained Earnings

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ADVANCED ACCOUNTING

1. Accounting Concepts

1st Day

- Business Entity Concept
- Prudence Concept
- Accruals Concept / Matching Concept
- Materiality Concept
- Timeliness Concept
- Consistency Concept
- Going Concern Concept

2. International Accounting Standards (IAS)

2nd, 3rd 4th DAY

- IAS 1
- IAS 2
- IAS 7
- IAS 8
- IAS 16
- IAS 18
- IAS 36
- IAS 37

3. Installment Sales

5th DAY

- Installment Sales V Hire Purchases
- Deferred Gross Profit
- Profit Percentage
- Realized Gross Profit
- Calculation of Defaulters (Loss OR Gain)

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4. Branch Accounting — 6th DAY

- Dependent Branch V Independent Branch
- Accounting For Dependent Branches
- Accounting For Independent Branches
- Reconciliation

5. Accounting for Issue Of Shares & Debentures — 7thDAY

- Par Value
- Market Value
- Cash Dividends
- Stock Dividends
- Shares V Debentures
- Treatment of Premium on Redemption
- Treatment of Loss On Redemption

6. Accounting by Bank — 8thDAY

General Journal Entries in Banks
Accounts Maintained By Banks
Registers Kept by Banks

7. Financial Statement Analysis Ratio — 8th DAY

- Current Ratio
- Quick Ratio
- Debtors Turnover Ratio
- Inventory Turnover Ratio
- Working Capital

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TERMS & CONDITIONS

WITHDRAWAL FROM THE DIPLOMA/CERTIFICATION

Students are not allowed to withdraw from the Diploma. If a student cannot continue the Diploma his/her fee will be forfeited.

CONDUCT AND DISCIPLINE

A disciplinary action, leading to rustication, will be taken against students whose conduct is found objectionable at any time during the course of study. Reference will be made to 3D Educators code of conduct.

EVALUATION AND GRADING

The performance of students is evaluated through continuous observation of a student's performance in the Diploma – class participation, submission of assignments, quizzes and exercises.

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The student will be examined through three hourly exams conducted at the midterm and a final exam at the end of the program. Total marks for passing the Diploma will be 60 out of a total of 100.

Students who do not meet the attendance or any other eligibility criteria will not be allowed to appear in the final examination.

The following grading plan will be applicable for the Diploma:

A	87 - 100
B+	81 -86
B	72 - 80
C+	66 - 71
C	60 - 65
F	below 60

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Students who are unable to appear for the final exam are required to submit a written application stating the reason for not appearing for the exam. 3D Educators reserves the right to approve or deny such applications. If approved, the student will be allowed to sit for the exam within one month. Failure to do so, the student will be resubmit the examination fee and sit the future schedule exam. Without passing of the exams no certification will be awarded.

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ONLINE LIVE CLASSES FACILITY AVAILABLE

- Instructor Led Training
- Real Time Presentations
- Interactive Classes
- Complete Notes and Other Stuff shall be provided through our Secure Student Login Member's Area
- For Online Live Classes, you may please download the Admission Form through our website http://www.3deducators.com. Fill it properly and attached the required document along with Picture and send back to info@3deducators.com with scanned fee submitted voucher in the bank.
- For Pakistan you may submit the fee at any MCB Branch with the title of "3D EDUCATORS-TRAINERS & CONSULTANTS".
- If you are outside Pakistan then you may transfer via Bank to Bank or any western union, Fast Track, Money Gram or else International Transfer Body.
- After Admission, if you don't have GMAIL Account then you are requested to kindly make one GMAIL Account and shared it info@3deducators.com. Then further correspondence shall be made by our institute official.
- Extra Bandwidth Charges shall be incurred.

DISTANCE NOT MATTER

You can join in the live classes Sessions of 3D EDUCATORS – TRAINERS & CONSULTANTS from anywhere of the world.

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PRECAUTIONARY MEASURES

- ✓ During Classes, you are requested to make sure that you are in isolated room, where no noise should be there except your voice.
- ✓ Kindly Switch Off your Cell Phone during the class, because it will disturb the quorum of class.
- ✓ If you have taken the admission in the course online lonely, then ethically it is recommended and suggested that you alone in the class.
- ✓ Recording of Lectures are not allowed at your end.

This world is emerging and growing in the 21st Century very rapidly because of latest and remarkable technologies and its advancement. Due to advancement of technology, we 3D EDUCATORS offer Live Interactive class sessions

3D EDUCATORS believe on Information Technology and its systems. Now you can also avail this facility at your home.

CONTACT US

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