



University of Management and Technology

Dr Hasan Murad School of Management (HSM)

Course Title: Accounting Software
Course Code: AF-350 / AC-240
Resource Person:
Department: Banking and Finance

HSM Vision

HSM envisions its success in the sustainable contribution that it will make to the industry, academia and research in public and private sector. HSM will lead by providing professionally competent and ethically conscious human resources engaged in the global and local context to foster socio-economic growth and sustainability for the society. HSM envisages having faculty with high research potential and a deep desire for cutting edge research including collaboration with national and international partners.

HSM Mission

Being a research-oriented and student-centric business school, we emphasize research publications in impact journals as well as state-of -the-art learning methodologies. We will prepare our students to become the future ethical business leaders and the guiding post for the society, while equipping them with the knowledge and skills required by world-class professionals. We will be the leading choice for organizations seeking highly talented human resource. HSM will foster internationalization with key stakeholders and actively work to exchange best practices with business schools across Pakistan through collaborations, workshops, conferences and other means.

Program Objectives

This unique, professionally-oriented course has been designed to provide strong foundation to participants in finance, accounting and taxation it aims to equip participants with knowledge and competence in the field of business and commerce to pursue a professional carrier and to provide an environment that challenges the participants mind through competitive education that emphasizes on inculcating values then transforming them into socially responsible mangers and business leaders.

Moreover, the qualification further emphasizes the participant to meet the needs of entering into middle-level management for being placed as executives in various departments of the company such as finance, auditing, accounting, and taxation. It will provide you with a fast track to an accountancy qualification.

Course Objectives

This course explores the use of computer technology in performing the basic accounting cycle. A General Ledger, Sage50 Complete Accounting software package is used for journalizing transactions, posting and generating summary reports including Income Statement, Balance Sheet and Cash Flow Statement. It also demonstrates proper management of accounts receivable, accounts payable, merchandising inventory, employees' payroll, and fixed assets. This course will also be used to make participants familiar with spreadsheet software like MS Excel etc. currently used in corporate sector.

Learning Objectives

After studying this course the participants should be able:-

- To use computer technology with an understanding of accounting principles.
- To utilize general ledger software in recording financial transactions and preparing internal and external reports for sole proprietorships, partnerships, and corporations.
- To utilize fixed assets, payroll, and perpetual inventory costing systems for recording transactions and preparing appropriate financial reports.
- To transfer data from accounting software to a spreadsheet program and performing additional operations on the data.
- To convert a manual accounting system into a computerized system and performing all required accounting setup procedures.
- To conduct horizontal, vertical, and ratio analysis of financial data with the help of accounting software.

Learning Outcomes

After studying this course, the participants should be able:

- What is Risk component in the organization?
- How to diagnose and manage the risk?
- Evaluating the risks associated with different types of investment.
- What is the investment process and how the risk is involved in this process?
- How the financial and non-financial risks involved in the banking organization.
- Remedial Measures for the risk.

Teaching Methodology (List methodologies used –example are given below)

Interactive Classes
Case based teaching
Class activities
Applied Projects
Experiential Learning

STUDENTS ARE REQUIRED TO READ AND UNDERSTAND ALL ITEMS OUTLINED IN THE PARTICIPANT HANDBOOK

Class Policy:-

- **Be On Time**
You need to be at class at the assigned time. After 10 minutes past the assigned time, you will be marked absent.
- **Mobile Policy**
TURN OFF YOUR MOBILE PHONE! It is unprofessional to be texting or otherwise.
- **Email Policy**
READ YOUR EMAILS! You are responsible if you miss a deadline because you did not read your email. Participants should regularly check their university emails accounts regularly and respond accordingly.
- **Class Attendance Policy**
A minimum of 80% attendance is required for a participant to be eligible to sit in the final examination. Being sick and going to weddings are absences and will not be counted as present. You have the opportunity to use 6 absences out of 30 classes. Participants with less than 80% of attendance in a course will be given grade 'F' (Fail) and will not be allowed to take end term exams. International students who will be leaving for visa during semester should not use any days off except for visa trip. Otherwise they could reach short attendance.
- **Withdraw Policy**
Students may withdraw from a course till the end of the 12th week of the semester. Consequently, grade W will be awarded to the student which shall have no impact on the calculation of the GPA of the student. A Student withdrawing after the 12th week shall be automatically awarded "F" grade which shall count in the GPA.
- **Moodle**
UMT -LMS (Moodle) is an Open Source Course Management System (CMS), also known as a learning Management System (LMS). Participants should regularly visit the course website on MOODLE Course Management system, and fully benefit from its capabilities. If you are facing any problem using moodle, visit <http://oit.umt.edu.pk/moodle>. For further query send your queries to moodle@umt.edu.pk
- **Harassment Policy**
Sexual or any other harassment is prohibited and is constituted as punishable offence. Sexual or any other harassment of any participant will not be tolerated. All actions categorized as sexual or any other harassment when done physically or verbally would also be considered as sexual harassment when done using electronic media such as computers, mobiles, internet, emails etc.
- **Use of Unfair Means/Honesty Policy**
Any participant found using unfair means or assisting another participant during a class test/quiz, assignments or examination would be liable to disciplinary action.
- **Plagiarism Policy**
All students are required to attach a "Turnitin" report on every assignment, big or small. Any student who attempts to bypass "Turnitin" will receive "F" grade which will count towards the CGPA. The

participants submit the plagiarism report to the resource person with every assignment, report, project, thesis etc. If student attempts to cheat "Turnitin", he/she will receive a second "F" that will count towards the CGPA. There are special rules on plagiarism for final reports etc. all outlined in your handbook.

- **Communication of Results**

The results of quizzes, midterms and assignments are communicated to the participants during the semester and answer books are returned to them. It is the responsibility of the course instructor to keep the participants informed about his/her progress during the semester. The course instructor will inform a participant at least one week before the final examination related to his or her performance in the course.

Course Outline

Course code FN-680

Course title Financial Risk Management

Program	BS Accounting / B.Com (H)
Credit Hours	Three (3)
Duration	15 weeks (3 hours/week)
Prerequisites (If any)	Student must have covered core subjects as per University requirements Financial Accounting
Resource Person Name and Email	
Counseling Timing (Room#)	
Contact no.	
Web Links:- (Face book, Linked In, Google Groups, Other platforms)	

Chairman/Director Program signature.....Date.....

Dean's signature.....Date.....

Grade Evaluation Criteria

Following is the criteria for the distribution of marks to evaluate final grade in a semester.

Marks Evaluation	Marks in percentage
Quizzes	10%
Assignments	15%
Mid Term	20%
Attendance & Class Participation	5%
Term Project	15%
Presentations	-
Final exam	35%
Total	100%

Recommended Software

- Sage 50
- MS Excel - Spreadsheets

Reference Books:

No	Topics to be covered in the course	Learning Objective of this topic	Expected Outcomes from Students	Teaching Method	Assessment Criteria	Deadlines and Homework
1	Introduction to a computerized accounting system Complete accounting cycle for service and merchandising businesses Voucher, general journal, general ledger, trial balance & financial statements – Practical example	To create awareness about impact of accounting systems	To know impact of accounting systems on corporate environment and efficiency	Market Data	Quiz 1	One Week
2	Create new company, finalization of accounting year Preparation of chart of account, coding of accounting heads (Local/International Environment)	To provide participants with hands-on knowledge about Sage 50 usage in both local and international environment	To know how to setup a company in Sage 50 including Chart of Accounts in most parts of the world	Market Data & Hand-on Training	E-Assignment 1 & Quiz 2	
3	Full Accounts Payable Process	To equip participant with end to end AP process	To be able to handle full AP Process	Market Data & Hand-on Training	E-Assignment 2	Week 8
4	Full Accounts Payable Processcontdcontd	Market Data & Hand-on Training	E-Assignment 2	One Week
5	Full Accounts Receivable Process	To equip participant with end to end AR process	To be able to handle full AR Process	Market Data & Hand-on Training	E-Assignment 3	Week 8
6	Full Accounts Receivable Processcontdcontd	Market Data & Hand-on Training	E-Assignment 3	
7	Extracting general ledger, trial balance, financial statements Viewing different reports for planning purpose and analyzing	To make participants learn about financial reporting and analyses	To be able to generate financial data and statements and their significance on a financial environment for a sustainable business	Hand-on Training	E-Assignment 4 & Quiz 3	Week 8
8	Mid-term on computer	Reflection	Reflect the learning			

9	Bank Reconciliation in Sage 50	To equip participant with end to end reconciliation process	To be able to identify missing items on both parties' statements and do reconciliation process	Hand-on Training	E-Assignment 5	Week 14
10	Adjustments and post adjustment trial balance – Full Accounting Cycle	To make participants learn about adjusting entries	To be able to identify and post adjusting entries	Hand-on Training	E-Assignment 6 & Quiz 4	Week 14
11	Adjusting entries including accrual, deferral, depreciation, provision of bad debts and their effects on Income Statement, Balance Sheet and Cash Flow Statements.	To make participants learn about adjusting entries and their impact on Full Accounting Cycle	To know the impact of the adjusting entries on all financial statements	Case Study	E-Assignment 7	Week 14
12	Comprehensive problem for a merchandising business with chart of accounts and use of a voucher system	To provide participants with hands-on experience on Full Accounting Cycle and controls	To be able to reflect learning of inputting transactional data and controls in place	Hand-on Training & Case Study	Term Project	Week 14
13	MS Excel Introduction to spreadsheets. Preparation of worksheet of a Ltd. Company on spreadsheets Payroll sheet	To create awareness about worksheet utilization and payroll control	To know about spreadsheets and payroll sheets and their usefulness	Market Data	E-Assignment 8	Week 14
14	Data Handling and Analysis in MS Excel for efficiency and sustainability of company	To equip participants with data handling and analysis	To be able to handle big data and extract relevant information out of it and determine if firm is sustainable	Market Data	E-Assignment 9	Week 14
15	Conclusion and Revision	Concluding digital era Accounting	To be fully equipped with digital accounting needs of a business			