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Post Graduate Diploma in Business Education  
Post Graduate Diploma in Elementary Education  
Post Graduate Diploma in Early Childhood Education  
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Post Graduate Diploma in Computer Engineering

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### QuickBooks

QuickBooks is an accounting software package developed and marketed by Intuit. QuickBooks products are geared mainly toward small and medium-sized businesses and offer on-premises accounting applications as well as cloud based versions that accept business payments, manage and pay bills, and payroll functions. QuickBooks is Intuit Inc's set of software solutions designed to manage payroll, inventory, sales and other needs of a small business. The software's features include marketing tools, merchant services, product and supplies, training solutions. Made by Intuit, QuickBooks is a line of financial software designed to help small business owners stay organized. Small businesses can use QuickBooks Pro or QuickBooks Premier as a data hub for storing their vital details, including customer information, inventory specifics and income and expense reports. Among the software's many features are options for creating customized invoices with company logos, tracking sales and expenses and managing customer, vendor and employee data. It also offers opportunities for managing bills and online banking, QuickBooks is Intuit Inc's set of software solutions designed to manage payroll, inventory, sales and other needs of a small business. The software's features include marketing tools, merchant services, product and supplies, training solutions. Each solution is developed according to different industries and their needs. Intuit's products for construction contractors include the Simple Start Plus Pack, Quickbooks Pro, Quickbooks Premier Contractor and Quickbooks Enterprise Solutions: Contractor. These products are designed to meet contractor's needs based on company size. These software solutions are used to monitor expenses, create invoices and reports, track change orders and job status, and manage inventory, customers, vendors and employees. In addition to these industry specific packages and their corresponding capabilities, Intuit offers add-ons to Quickbook versions as well as third-party tools that integrate with Quickbooks in order to enhance current functions.

### Accounting or Accountancy

Accounting or accountancy is the measurement, processing and communication of financial information about economic entities such as businesses and corporations. The modern field was established by the Italian mathematician Luca Pacioli in 1494. Accounting, which has been called the "language of business", measures the results of an organization's economic activities and conveys this information to a variety of users, including investors, creditors, management, and regulators. Practitioners of accounting are known as accountants. The terms "accounting" and "financial reporting" are often used as synonyms. Accounting can be divided into several fields including financial accounting, management accounting, external auditing, and tax accounting. Accounting information systems are designed to support accounting functions and related activities. Financial accounting focuses on the reporting of an

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organization's financial information, including the preparation of financial statements, to external users of the information, such as investors, regulators and suppliers; and management accounting focuses on the measurement, analysis and reporting of information for internal use by management. The recording of financial transactions, so that summaries of the financials may be presented in financial reports, is known as bookkeeping, of which double-entry bookkeeping is the most common system. In the double-entry accounting system, at least two accounting entries are required to record each financial transaction. These entries may occur in asset, liability, equity, expense, or revenue accounts. Recording of a debit amount to one or more accounts and an equal credit amount to one or more accounts results in total debits being equal to total credits for all accounts in the general ledger. If the accounting entries are recorded without error, the aggregate balance of all accounts having Debit balances will be equal to the aggregate balance of all accounts having Credit balances. Accounting entries that debit and credit related accounts typically include the same date and identifying code in both accounts, so that in case of error, each debit and credit can be traced back to a journal and transaction source document, thus preserving an audit trail. The rules for formulating accounting entries are known as "Golden Rules of Accounting". The accounting entries are recorded in the "Books of Accounts". Regardless of which accounts and how many are impacted by a given transaction, the fundamental accounting equation  $A = L + C$  will hold, i.e. assets equals liabilities plus capital. Note that capital is at times, used interchangeably with owners' equity.

#### Accounting Software

Accounting software describes a type of application software that records and processes accounting transactions within functional modules such as accounts payable, accounts receivable, general ledger, payroll, and trial balance. It functions as an accounting information system. It may be developed in-house by the organization using it, may be purchased from a third party, or may be a combination of a third-party application software package with local modifications. Accounting software may be on-line based, accessed anywhere at any time with any device which is Internet enabled, or may be desktop based. It varies greatly in its complexity and cost.

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Business Management

Management – act of allocating resources to accomplish desired goals and objectives efficiently and effectively.

Management comprises planning, organizing, staffing, leading or directing, and controlling an organization (a group of one or more people or entities) or effort for the purpose of accomplishing a goal.

Management – act of allocating resources to accomplish desired goals and objectives efficiently and effectively.

Management comprises planning, organizing, staffing, leading or directing, and controlling an organization (a group of one or more people or entities) or effort for the purpose of accomplishing a goal. Management (or managing) is the administration of an organization, whether it be a business, a not-for-profit organization, or government body.

Management includes the activities of setting the strategy of an organization and coordinating the efforts of its employees or volunteers to accomplish its objectives through the application of available resources, such as financial, natural, technological, and human resources. The term "management" may also refer to the people who manage an organization. Management is also an academic discipline, a social science whose objective is to study social organization and organizational leadership. Management is studied at colleges and universities; some important degrees in management are the Bachelor of Commerce (B.Com.) and Master of Business Administration (M.B.A.) and, for the public sector, the Master of Public Administration (MPA) degree. Individuals who aim at becoming management researchers or professors may complete the Doctor of Business Administration (DBA) or

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Controller Training Course

Subjects:

1. Introduction to Document Control
2. The Basics of Document Control
3. Document Identification
4. Quality Management Systems - ISO 9001:2015
5. Control of document - ISO 9001:2015
6. Project filling system
7. Document Classifying, Filing & Information Security
- 7.A Project Document Control
- 7.B Unit 7-B: As-Built and Final Documentation
8. Documents Lifecycle
9. Document Distribution
10. Document Control Procedures and Specifications
11. Electronic Document Management Systems
12. Interactions with project teams, engineering teams, managers
13. Document Management: Control, Compliance, and Consistency
14. International Trade Documents
15. Documents and the International Trade Transaction

Course Syllabus

Section 1 Roles and responsibilities of document controller

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Section 2 Type of documents including drawings  
Section 3 Drawing symbols  
Section 4 Codes and standards  
Section 5 Quality Management Systems - ISO 9001:2015  
Section 6 Control of document - ISO 9001:2015  
Section 7 Master, control, uncontrolled and superseded documents  
Section 8 Company / Project documents  
Section 9 Client Documents  
Section 10 ADNOC / Saudi Aramco / SABIC project records  
Section 11 As Built drawings including Red marking  
Section 12 Project filing system  
Section 13 Preparation of Final QA / QC Documentation / Project QC Dossiers  
Section 14 Overview of Electronic Document Management Systems – EDMS  
Section 15 Storage, Retrieval Protection , Retention and Disposition Documents

This course is both for:

**Beginners in Document Control:** this course gives a robust foundation for the profession, explains all the tasks and responsibilities, and contains numerous workshops and tutorials. You will acquire competencies that can be applied to day-to-day work.

**Experienced Document Controllers:** Most Document Controllers learnt the discipline 'on-the-job'. This course consolidates basics, formalises knowledge and deepens competences. It allows experienced Document Controllers to compare their experience with common / best practices.

And for everyone, it's a great opportunity to network and share experience with other Document Control professionals. The course also includes a certification examination for professionals to get their knowledge certified.

#### 1. Introduction to Document Control

What is Document Control and the role of the Document Controller

#### 2. The Basics of Document Control

Document control checks and gatekeeping

#### 3. Document Identification

How to make sure that document are identifiable

Means of identification (numbering, metadata, document description, file naming...)

#### 4. Document Classifying, Filing & Information Security

How to organise documents and manage information security

#### 5. Documents Lifecycle

What is the lifecycle of technical documents? Document creation, modification, review cycle, comments, approval:

How to manage documents at each step of their life

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How to avoid misuse of obsolete documents

## 6. Document Distribution

How to ensure an efficient and relevant distribution of documents

## 7.A Project Document Control

Specifics of Project Document Control ; Managing deliverables; Flow of project documents

Interactions with Client, Contractors, Sub-contractors, Suppliers, Vendors

Master Deliverable Register (MDR)

## 7.B Unit 7-B: As-Built and Final Documentation

Specifics of As-Built / Final Documentation

Document Controller tasks during As-Built phase

## 8. Document Control Procedures and Specifications

Why do we need procedures? Which subjects should be included in a Document Control Procedure?

## 9. Electronic Document Management Systems

Which software packages are used by Document Controllers? What are the functionalities of Document Control

Software Packages? How can it help Document Controllers?

## 10. Interactions with project teams, engineering teams, managers

How to support technical teams? How to manage work pressure? How to manage difficult situations?

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**Address** Head Office: 2nd Floor, Yasir Plaza, Near Chattri Chowk, Khanna Pull, Qadeer Road,

**Contact Person** Muhammad Khalil

**Mobile Number** 03219606785

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