Government of Pakistan

National Vocational and Technical Training Commission

Prime Minister's Hunarmand Pakistan Program

"Skills for All"

Course Contents / Lesson Plan

Course Title: Certificate in Oracle ERP

Duration: 6 Months

Revised Edition

Trainer Name	
Course Title	**Oracle – Financial (ERP)**
Objectives and Expectations	**Employable skills and hands-on practice on Oracle-Financial (ERP)** Today's world is world of information technology and integration and automation of all conceivable activities and businesses through information technology. To meet the current requirements of integration and automation in corporate sector, the course of Oracle – Financial is designed. Course provides an opportunity to build a great career in the field of Oracle – Financial ERP system. This training will enable them to understand the comprehensive structure of Oracle – Financial ERP system and enhance their skills as well as deepen their grip on all sub-modules of the " Oracle – Financial". Certification exam verifies that the candidate possesses the fundamental and core knowledge in the area of Financial reporting and controlling the business activities required for the Financial accounting consultants profile. This study proves that the candidate has an overall understanding and can implement the knowledge practically in projects to contribute to the success of the planning and implementation phases in a mentor role. Previous experience of Oracle is not necessarily a prerequisite to pass this exam. However, knowledge about financial, management, procurement, production etc. reporting in Oracle – Financial will be a plus point. Trainees will also get deep insight of Accelerated Oracle – Financial methodology which will allow them to implement Oracle – Financial system anywhere in the world and in any industry. **Main Expectations:** In short, the course under reference should be delivered by professional instructors in such a robust hands-on manner that the trainees are comfortably able to employ their skills for earning money (through wage/self-employment) at its conclusion. This course thus clearly goes beyond the domain of the traditional training practices in vogue and underscores an expectation that a market-centric approach will be adopted as the main driving force while delivering it. The instructors should therefore be experienced enough to be able to identify the training needs for the possible market roles available out there. Moreover, they should also know the strengths and weaknesses of each trainee to prepare them for such market roles during/after the training. i. Specially designed practical tasks to be performed by the trainees have been included in the Annexure-I to this document. The record of all tasks performed individually or in groups must be preserved by the management of the training Institute clearly labeling name, trade,

session, etc so that these are ready to be physically inspected/verified through monitoring visits from time to time. The weekly distribution of tasks has also been indicated in the weekly lesson plan given in this document.

ii. To materialize the main expectations, a special module on **Job Search & Entrepreneurial Skills** has been included in the latter part of this course (5th & 6th month) through which, the trainees will be made aware of the Job search techniques in the local as well as international job markets (Gulf countries). Moreover, the trainees would also be encouraged to venture into self-employment and exposed to the main requirements in this regard. It is also expected that a sense of civic duties/roles and responsibilities will also be inculcated in the trainees to make them responsible citizens of the country.

iii. A module on **Work Place Ethics** has also been included to highlight the importance of good and positive behavior in the workplace in the line with the best practices elsewhere in the world. An outline of such qualities has been given in the Appendix to this document. Its importance should be conveyed in a format that is attractive and interesting for the trainees such as through PPT slides +short video documentaries. Needless to say that if the training provider puts his heart and soul into these otherwise non-technical components, the image of the Pakistani workforce would undergo a positive transformation in the local as well as international job markets.

To maintain interest and motivation of the trainees throughout the course, modern techniques such as:
• Motivational Lectures
• Success Stories
• Case Studies

These techniques would be employed as an additional training tool wherever possible (these are explained in the subsequent section on Training Methodology).

Lastly, evaluation of the competencies acquired by the trainees will be done objectively at various stages of the training and a proper record of the same will be maintained. Suffice to say that for such evaluations, practical tasks would be designed by the training providers to gauge the problem-solving abilities of the trainees.

(i) Motivational Lectures

The proposed methodology for the training under reference employs motivation as a tool. Hence besides the purely technical content, a trainer is required to include elements of motivation in his/her lecture. To inspire the trainees to utilize the training opportunity to the full and strive towards professional excellence. Motivational lectures may also include general topics such as the importance of moral values and civic role & responsibilities as a Pakistani. A motivational lecture should be delivered with enough zeal to produce a deep impact on the trainees. It may comprise of the following:

• Clear Purpose to convey the message to trainees effectively.
• Personal Story to quote as an example to follow.
• Trainees fit so that the situation is actionable by trainees and not represent a just idealism.

- Ending Points to persuade the trainees on changing themselves.

A good motivational lecture should help drive creativity, curiosity, and spark the desire needed for trainees to want to learn more.

The impact of a successful motivational strategy is amongst others commonly visible in increased class participation ratios. It increases the trainees' willingness to be engaged on the practical tasks for a longer time without boredom and loss of interest because they can see in their mind's eye where their hard work would take them in short (1-3 years); medium (3 -10 years) and long term (more than 10 years).

As this tool is expected that the training providers would make arrangements for regular well planned motivational lectures as part of a coordinated strategy interspersed throughout the training period as suggested in the weekly lesson plans in this document.

Course-related motivational lectures online link is available in **Annexure-II**.

(ii)   Success Stories

Another effective way of motivating the trainees is using Success Stories. Its inclusion in the weekly lesson plan at regular intervals has been recommended till the end of the training.

A success story may be disseminated orally, through a presentation, or using a video/documentary of someone that has risen to fortune, acclaim, or brilliant achievement. A success story shows how a person achieved his goal through hard work, dedication, and devotion. An inspiring success story contains compelling and significant facts articulated clearly and easily comprehendible words. Moreover, it is helpful if it is assumed that the reader/listener knows nothing of what is being revealed. The optimum impact is created when the story is revealed in the form of:-

- Directly in person (At least 2-3 cases must be arranged by the training institute)
- Through an audio/ videotaped message (2-3 high-quality videos must be arranged by the training institute)

It is expected that the training provider would collect relevant high-quality success stories for inclusion in the training as suggested in the weekly lesson plan given in this document.

Suggestive structure and sequence of a sample success story and its various shapes can be seen in **Annexure III**.

(iii)   Case Studies

Where a situation allows, case studies can also be presented to the trainees to widen their understanding of the real-life specific problem/situation and to explore the solutions.

In simple terms, the case study method of teaching uses a real-life case example typical case to demonstrate a phenomenon in action and explain theoretical as well as practical aspects of the knowledge related to the same. It is an effective way to help the trainees comprehend in depth both the theoretical and practical aspects of the complex phenomenon in depth with ease. Case teaching can also stimulate the trainees to participate in discussions and thereby boost their confidence. It also makes the classroom

	atmosphere interesting thus maintaining the trainee interest in training till the end of the course. Depending on suitability to the trade, the weekly lesson plan in this document may suggest case studies be presented to the trainees. The trainer may adopt a PowerPoint presentation or video format for such case studies whichever is deemed suitable but only those cases must be selected that are relevant and of a learning value. The Trainees should be required and supervised to carefully analyze the cases. For this purpose, they must be encouraged to inquire and collect specific information/data, actively participate in the discussions, and intended solutions to the problem/situation. Case studies can be implemented in the following ways: - i. A good quality trade-specific documentary (At least 2-3 documentaries must be arranged by the training institute) ii. Health & Safety case studies (2 cases regarding safety and industrial accidents must be arranged by the training institute) iii. Field visits (At least one visit to a trade-specific major industry/ site must be arranged by the training institute)
Entry-level of trainees	B. Com, ACMA, ACA, ACCA
Learning Outcomes of the course	**By the end of this course, the trainees should be able to perform the following competencies**: **Enterprise Resource Planning (ERP) system** • Understand the concept of ERP system • Demonstrate the concept of Oracle – Financial ERP system. Comprehensive Knowledge and hands on practice of following sub modules of Oracle – Financial ERP system: ➢ General Ledgers ➢ Accounts Payables ➢ Accounts Receivables ➢ Cash Management ➢ Fixed Assets Management

Course Execution Plan	The total duration of the course: **6 months (26 Weeks)** Class hours: **4 hours per day** Theory: **40%** Practical: **60%** Weekly hours: **20 hours per week** Total contact hours: **520 hours**
Companies offering jobs in the respective trade	1. Telecommunication Companies (PTCL, Mobilink, Telenor) 2. Fertilizer industry (FFC, Engro etc.) 3. Sugar industry 4. Automobile industry (Indus Motors, Honda Atlas, Suzuki etc.) 5. Oil & Gas Companies.
Job Opportunities	All over the world there is a high demand of Oracle – Financial ERP system. Fitters • Oracle – Financial Developers Consultant. • Oracle – Financial Implementation and Designing. • Oracle – Financial Module Trainer • Freelancing
No of Students	25
Learning Place	Classroom / Lab
Instructional Resources	1. https://www.youtube.com/watch?v=iXI4IeVUmOA **Introduction to Oracle Financials and Oracle E-Business Suite** 2. https://www.youtube.com/watch?v=BmcLKUJtn5Y **Oracle Financials Implementation Training E-Business | Oracle Functional Trainings** 3. https://www.youtube.com/watch?v=ac2F-kQYUDo **Introduction to ERP Oracle Financials** 4. https://www.youtube.com/watch?v=_9D8Kqnkpbk Oracle Finance focuses on the future by connecting lines of business

MODULES

Scheduled Weeks	Module Title	Learning Units	Remarks

Week 1	**Orientation/Course Introduction**
	
	• **Understand the basic concept of ERP.**
	
	• **Introduction of Oracle – Financial.**
		• **Motivational Lecture (***For further detail please see Page No: 3& 4)*
		• **Job market**
		• **Course Applications**
		• **Institute/work ethics**
		
		  ▪ What is ERP?
		  ▪ Basic concepts of ERP?
		  ▪ Introduction of Oracle – Financials.
			• **Task 1**
			
			Details may be seen at Annexure-I

Week 2	**Detailed Explanation of ERP, Enterprise Resources Planning.**	• **Success stories (** *For further detail please see Page No: 3& 4)*
		
		Students are introduced to:
		  ▪ ERP integrates all resources of an enterprise/company i.e. finance, production, marketing, sales etc
		  ▪ Major ERP in Pakistan are SAP, Oracle, etc.
			• **Task 2**
			
			Details may be seen at Annexure-I

Week 3	**Difference between ERP and Small Accounting software.**	• **Motivational Lecture(** *For further detail please see Page No: 3& 4)* Students are introduced to: • Explain difference between ERP and small accounting software. • Overview of small accounting software i.e. Peach tree Accounting, Quick Books etc.	• **Task 3** *Details may be seen at Annexure-I*

Week 4	**Introduction of Sub Modules of Oracle – Financials.**	• **Success stories (** *For further detail please see Page No: 3& 4)*
		
		Students are introduced to learn:
		• Sub-Modules of Oracle – Financials:
		  ▪ General Ledger.
		  ▪ Accounts Payable.
		  ▪ Accounts Receivable.
		  ▪ Cash Management.
		  ▪ Fixed Assets Management.
			• **Task 4**
			
			Details may be seen at Annexure-I
			
			• **Monthly Test 1**

Week 5	**Define Organizational Structure for Oracle – Financials.**	• **Motivational Lecture(** *For further detail please see Page No: 3& 4)* Students are introduced to: • What is Organizational Structure? • Define the Parent Company in Oracle. • Define sub-companies' structure in Oracle. • Define the universal settings in organizational structure for all the companies.	• **Task 5** *Details may be seen at Annexure-I*
Week 6	**General Ledger** • **Chart of Accounts**	• **Success stories (** *For further detail please see Page No: 3& 4)* Students are introduced to: • Detailed explanation of General Ledger Module. • Chart of Accounts • Sub-components of Chart of Accounts. • Segments of Chart of Accounts. • Accounts Groups. • GL Master data.	• **Task 6** *Details may be seen at Annexure-I*
Week 7	**General Ledger** • **Currency** • **Accounting Calendar**	• **Motivational Lecture(** *For further detail please see Page No: 3& 4)* Students are introduced to: • Concept of Currency in Oracle – Financial. • How transactions record in multi-currencies. • Maintenance of Base Currency. • Maintenance of Multi currencies. • Maintenance of exchange rates. • What is Accounting Calendars? • Difference between Calendar year and Fiscal Year of the company. • Define the Accounting Calendar of the company in Oracle – Financials	• **Task 7** *Details may be seen at Annexure-I*
Week 8	**General Ledger** • **Accounting Methods.**	• **Success stories (** *For further detail please see Page No: 3& 4)* Students are introduced to: • What are Accounting Methods? • Accounting on Cash Basis. • Accounting on Accrual Basis.	• **Task 8** *Details may be seen at Annexure-I* • **Monthly Test 2**

		• Define Cash/Accrual Basis of Accounting in Oracle. • Gg • Hh • Define Journals in Oracle. • Define Batch info, Header Info and Line Transaction info. Of Journals. • Mm • Mm • Explain Basic Journal Entries. • Explain Advance Journal Entries.	
	• **Journal** • **Basic Journal Entries.** • **Advance Journal Entries.**		
Week 9	**FSG- Financial Statements Generator**	• **Motivational Lecture(** *For further detail please see Page No: 3& 4)* Students are introduced to: • Explain the importance and usage of FSG. • How Prepare Profit & Loss account (Income Statement) from FSG. • How to Prepare Balance Sheet from FSG. • How to prepare Retained Earning Accounts from FSG. • Define the different Variants of FSG in Oracle.	• **Task 9** *Details may be seen at Annexure-I*
Week 10	**Accounts Payable** • **Vendor Master Data**	• **Success stories (** *For further detail please see Page No: 3& 4)* Students are introduced to: • Explain the Sub-module "Accounts Payable" and its integration with General Ledger and other Oracle Modules like sale, Procurement, Asset etc. • Define Vendor Master Data in Oracle. • Types of Vendors.	• **Task 10** *Details may be seen at Annexure-I*
Week 11	**Accounts Payable**	• **Motivational Lecture (***For further detail please see Page No: 3& 4)* Students are introduced to: • Different types of Invoices.	• **Task 11**

	Types of Invoices: • **Standard Invoice** • **Partial Invoice** • **Prepayment Invoice** • **Posting of Invoices**	• Standard Invoice and their treatment in Payable Module. • Partial Invoices and their treatment in Payable Module. • Pre-payment Invoices and their treatment in Payable Module. • Posting of all types of Invoices.	*Details may be seen at Annexure-I*
Week 12	**Accounts Payable** • **Debit Memo** • **Credit Memo** • **Refunds** • **Advances to Vendors**	• **Success stories (** *For further detail please see Page No: 3& 4)* Students are introduced to: • Explain Debit Memos and their posting. • Explain Credit Memos and their posting. • How to process Refunds to Vendors • How to record the Advances to Vendor.	• **Task 12** *Details may be seen at Annexure-I*
	Start Preparing your portfolio	• **Motivational Lecture (***For further detail please see Page No: 3& 4)* Students are introduced to: • the concept of design portfolios • the concept of present design work/projects in a professional manner • websites that provide free portfolio hosting such as Behance and Dribble • creating a portfolio • how to select work for presenting in your portfolio	
	Build your CV	Download professional CV template from any good site (https://www.coolfreecv.com or relevant) • Add Personal Information • Add Educational details • Add Experience/Portfolio • Add contact details/profile links	

Week 13	Midterm		
Week 14	**Accounts Payable** • **Payments of Posted Invoices** • **Month-end and Year - end Activities** • **To generate Payment/ven dor related Reports**	• **Success stories (** *For further detail please see Page No: 3& 4)* Students are introduced to: • Process the Payments of all kinds of posted invoices. • Process the Month-end and Year-end activities in order to prepare Monthly and Yearly Income Statements, Balance Sheets etc. • How to generate reports related to Payments and Vendors. • Generate per defined reports of Oracle. • How to configure and generate Tailored/Customized report of Payments and Vendors.	• **Home Assignmen t** • **Task 14** *Details may be seen at Annexure-I*
Week 15	**Accounts Receivables** • **Customer Master Data.**	• **Motivational Lecture (***For further detail please see Page No: 3& 4)* Students are introduced to: • Explain the Sub-module "Accounts Receivable" and its integration with General Ledger and other Oracle Modules like sale, Procurement, Asset etc. • Define Vendor Master Data in Oracle. • Types of Vendors.	• **Task 15** *Details may be seen at Annexure-I*
	Introduction to Freelancing	• **Motivational Lecture** *(For further detail please see Page No: 3& 4)* Students are introduced to: • the concept of freelancing • how to become freelance and create a sustainable income • pros and cons of freelancing • the ethical and professional way of becoming a productive freelancer • resources available for freelancing in the field of design • how to join freelancing sites • the process of creating a freelancing profile	•
	Create an account profile on Fiverr (at	Create an account by following these steps: Step 1: Personal Info	•

		least two gigs) and Upwork	Step 2: Professional Info Step 3: Linked Accounts Step 4: Account Security	
Week 16	**Accounts Receivable** • **Invoices to Customer.** • **Down Payments received from Customers.** • **Interest Calculations.** • **Posting of Incoming Payments from Customers.**		• **Success stories (** *For further detail please see Page No: 3& 4)* Students are introduced to: • Processing the Sales Invoices (sent to customers) in Oracle. • Processing of Down Payments/Advance from customers. • Define the percentages and slabs of time for calculation of Interest /Late payment Charges on all payment from customers made after due date. • Posting of all incoming invoices/cash collection from customers in Account Receivable Module	• **Task 16** *Details may be seen at Annexure-I*
Week 17	**Accounts Receivable** • **Dunning** • **Period-end and Year-end activities.** • **Generate Reports related to Customers and Receipts from Customers**		• **Motivational Lecture (***For further detail please see Page No: 3& 4)* Students are introduced to: • Explain and configuration of Dunning Processes i.e sending notices and follow up with customers for their payments due. • Setting criteria of dinning for different types of customers. • Run the Month-end and Year-end activities to prepare Monthly and Yearly Income Statements, Balance Sheets etc. • How to generate reports related to Incoming receipts and Customers. • Generate per defined reports of Oracle. • How to configure and generate Tailored/Customized report of Incoming receipts and Customers.	• **Task 17** *Details may be seen at Annexure-I* • **Monthly Test 3**

Week 18	Asset Management	• **Success stories (***For further detail please see Page No: 3& 4*) Students are introduced to: • Explain the Fixed Asset. • What is Fixed Asset Register? • Define the Structure of Fixed Asset Register in Oracle • Explain the Fixed Asset Module of Oracle and its integration with other modules of Oracle • Define the structure of different Asset Types. • Explain the Asset Master Data and its important ace. • Define Asset Master Data in Oracle	• **Task 18** *Details may be seen at Annexure-I*
	• **Asset Master Data**		
Week 19	**Asset Management** **Asset Transactions** • **Purchase of Assets** • **Retirement of Assets.** • **Transfer of Assets (from one location to other location)**	• **Motivational Lecture (***For further detail please see Page No: 3& 4*) Students are introduced to: • How to record the assets purchased through Procurement Module of the Oracle. • How to record the asset Purchases not through the procurement Module of the Oracle. • Record the asset completed in CWIP or Asset Under Construction. • Process the retirement/dismantle of Assets. • Record Impairment of Assets. • How to record and update the location of Assets in Oracle.	• **Task 19** *Details may be seen at Annexure-I*
Week 20	**Asset Management** • **Depreciation** • **Types of Depreciation** • **Calculation of Depreciation of Assets.**	• **Success stories (** *For further detail please see Page No: 3& 4*) Students are introduced to: • Explain the concept of depreciation of assets, and accumulated depreciation. • Define different methods/types of depreciation for all kind of assets in Oracle.	• **Task 20** *Details may be seen at Annexure-I*

		• Month-end and Year-end runs of Depreciation of assets.	
Week 21	**Employable Project/ Assignment (6 weeks) i.e. 21-26 besides regular classes.** **OR** **On the job training (2 weeks)**	● Guidelines to the Trainees for selection of students employable project like final year project (FYP) ● Assign Independent project to each Trainee ● A project-based on trainee's aptitude and acquired skills. ● Designed by keeping in view the emerging trends in the local market as well as across the globe. ● The project idea may be based on Entrepreneur. ● Leading to successful employment. ● The duration of the project will be 6 weeks ● Final viva/assessment will be conducted on project assignments. ● At the end of the session, the project will be presented in a skills competition ● The skill competition will be conducted on zonal, regional, and National levels. ● The project will be presented in front of Industrialists for commercialization ● The best business idea will be placed in the NAVTTC business incubation center for commercialization. **OR** **On the job training for 2 weeks:** • Aims to provide 2 weeks of industrial training to the Trainees as part of the overall training program • Ideal for the manufacturing trades • As an alternative to the projects that involve expensive equipment • Focuses on increasing Trainee's motivation, productivity, efficiency, and quick learning approach.	**Task 22**
Week 22	**Cash Management**	• **Success stories (** *For further detail please see Page No: 3& 4)* Students are introduced to: • Handling cash and Bank Accounts in Oracle.	

	• **Cash Journals/ Book** • **Bank Accounts**	• Different types of cash Journals/Books i.e Journals for petty cash payment/receipts, Journals for major payments/receipts. • Define/design Cash Journals for receipt and disbursement of cash in Oracle. • Define Bank Accounts in Oracle.	

	How to search and apply for jobs in at least two labor marketplace countries (KSA, UAE, etc.)	• Browse the following website and create an account on each website
		  ✓ Bayt.com – The Middle East Leading Job Site
		  ✓ Monster Gulf – The International Job Portal
		  ✓ Gulf Talent – Jobs in Dubai and the Middle East
		• Find the handy 'search' option at the top of your homepage to search for the jobs that best suit your skills.
		• Select the job type from the first 'Job Type' drop-down menu, next, select the location from the second drop- down menu.
		• Enter any keywords you want to use to find suitable job vacancies.
		• On the results page you can search for part-time jobs only, full-time jobs only, employers only, or agencies only. Tick the boxes as appropriate to your search.
		• Search for jobs by:
		  ✓ Company
		  ✓ Category
		  ✓ Location
		  ✓ All jobs
		  ✓ Agency	

		✓ Industry	
Week 23	**Cash Management** • **Transactions in Cash Book** • **Transactions in Bank Accounts** • **Bank Reconciliatio n Statement** • **Payroll Management Accounts.** • **Treasury Management**	• **Motivational Lecture (***For further detail please see Page No: 3& 4)* • How to record in coming Cash (receipts) in cash journals. • How to record Outgoing Cash (payments) in cash journals. • How to transfer cash from Cash Journals to Bank Accounts and vis versa. • How to record in receipts in Bank Accounts. • How to record payments in Bank Accounts. • What is Bank Reconciliation Statement? • How to prepare Bank Reconciliation Statements in Oracle. • Dedicated Bank Accounts to manage the huge payment run of country wide payroll. • Manage dedicated Bank Accounts for Treasury Management and for Short-term Investments of extra available Cash/Funds.	• **Task 23** *Details may be seen at Annexure-I*
Week 24	**Overview of other Oracle -Modules having relation/integration with Oracle-Financial** • **Procurement Module**	**Success stories (** *For further detail please see Page No: 3& 4)* Students are introduced to: • What is procurement? • Procurement Cycle. • Complete overview of Procurement Module and its sub-components. • How Procurement Module is integrated with Oracle -Financial.	**Task 24**

	• **Sales Module**	• Complete overview of Sales Module and its sub-components. • How Sales Module is integrated with Oracle-Financial.	
Week 25	**Overview of other Oracle -Modules having relation/integration with Oracle-Financial** • **HR Module** • **Capital Projects/ Investment Module**	• **Motivational Lecture (***For further detail please see Page No: 3& 4***)* • Complete overview of Hr Module and its sub-components. • How HR Module is integrated with Oracle-Financial. • Complete overview of Capital Projects/Investment Module and its sub-components. • How Capital Projects/Investment Module is integrated with Oracle-Financial.	**Task 25**
Week 26	**Entrepreneurship and Final Assessment in project**	• **Success stories (** *For further detail please see Page No: 3& 4)* • Job Market Searching • Self-employment • Introduction • Fundamentals of Business Development • Entrepreneurship • Startup Funding • Business Incubation and Acceleration • Business Value Statement • Business Model Canvas • Sales and Marketing Strategies • How to Reach Customers and Engage • Stakeholders Power Grid • RACI Model, SWOT Analysis, PEST Analysis • SMART Objectives	**Final Assessment**

		- OKRs - Cost Management (OPEX, CAPEX, ROCE, etc.)	
	Final Assessment		

Tasks For Certificate in Oracle - Financial

Task No.	Task	Description	Week
1.	**Understand the basic concept of ERP.**	• See videos on you tube to understand the ERP and prepare list of items not clear to you. • Explore Oracle Financial. • Discuss the list with Teacher in classroom.	**Week 1**
2.	**Explore Major Modules of Oracle ERP** **Explore SAP ERP**	• See videos on you tube to explore the different Modules of Oracle ERP and prepare list of items not clear to you. • See at least one ERP other than Oracle on you tube • Discuss the list with Teacher in classroom.	**Week-2**
3.	**Compare ERP with Small Accounting Software**	• Go through at least on small accounting software (like, Peach Tree, or Quick Books) and compare it with Oracle ERP	**Week 3**
4.	**Explore Sub-Modules of Oracle-Financial**	• See videos of sub modules of Oracle – Financial at You tube and prepare list of items not clear to you. • Discuss the noted item with teacher in classroom.	**Week 4**
5.	**Organization Structure in Oracle Finance.**	• Try to define the organization structure of a company in Oracle-Finance. • Teacher will check the work of each student and make the corrections, and explain the issue faced by students.	**Week 5**
6.	**Chart of Accounts**	• Define GL Accounts for Revenue, Expenses, Assets, Liabilities, Capital Equity • Divide these accounts in subgroups. • Define Segments in each GL Account. • Prepare Master Data for each GL Account • Teacher will check work of each student and will make corrections and explain the issue faced by students.	**Week 6**
7.	**Currency**	• Define Base Currency in Oracle-Finance.	

	Accounting Calendar	• Define Foreign Currencies and table of Exchange rates. • Define different types of Accounting Calendar i.e Year Calendar and company fiscal calendar other then year calendar. • Teacher will check work of each student and will make corrections and explain the issue faced by students.	**Week 7**
8.	**Accounting Methods.** **Journal** **Basic Journal Entries.** **Advance Journal Entries.**	• Define Both Accounting Methods (i.e. Cash basis and Accrual Basis) for your company in Oracle-Financial. • Create and post at least 5 **Basis** Journal Entries. • Create and post at least 5 **Advance** Journal Entries. • Teacher will check work of each student and will make corrections and explain the issue faced by students.	**Week 8**
9.	**FSG- Financial Statements Generator**	• Design at least 04 different Financial Statement Versions in for your company. • Teacher will check work of each student and will make corrections and explain the issue faced by students.	**Week 9**
10.	**Accounts Payable** **Vendor Master Data**	• Define different types of Vendors for your company. • Define Master Data of each vendor. • Teacher will check work of each student and will make corrections and explain the issue faced by students.	**Week 10**
11.	**Standard Invoice** **Partial Invoice** **Prepayment Invoice** **Posting of Invoices**	• Prepare at least 05 accounting entries of each Standard, Partial invoices, and post these in Oracle Financial. • Prepare 05 accounting entries of prepayments and post these in Oracle Financial • Teacher will check work of each student and will make corrections and explain the issue faced by students.	**Week 11**

12.	Debit Memo Credit Memo Refunds Advances to Vendors	• Prepare at least 05 accounting entries of each Debit Memos and Credit Memos, and post these in Oracle Financial. • Prepare at least 05 accounting entries for Refunds to vendor and post these in Oracle Financial • Prepare at least 05 accounting entries for Advances given to vendor and post these in Oracle Financial • Teacher will check work of each student and will make corrections and explain the issue faced by students.	**Week 12**
13.	**Midterm preparation**	• Student revise the topics have been taught to them, practically do it in Oracle for midterm exam.	**Week 13**
14.	**Payments of Posted Invoices** **Month-end and Year -end Activities** **To generate Payment/vendor related Reports**	• Make payments of at least 05 of each Standard, Partial invoices, in Oracle Financial. • Make payment of at 05 prepayments in Oracle Financial. • Run month end activities at least for 12 months of your company. • Run year end activity for your company. • Generate at least 05 reports for Vendors. • Teacher will check work of each student and will make corrections and explain the issue faced by students.	**Week 14**
15.	**Accounts Receivables** **Customer Master Data.**	• Define different types of Customers for your company. • Define Master Data of each Customer. • Teacher will check work of each student and will make corrections and explain the issue faced by students.	**Week 15**

16.	**Invoices to Customer.** **Down Payments received from Customers.** **Interest Calculations.** **Posting of Incoming Payments from Customers.**	• Prepare at least 05 accounting entries of each Invoices to customers, and post these in Oracle Financial. • Prepare 05 accounting entries of Down payments received from customers and post these in Oracle Financial. • Calculate Interest for at least 05 late payments received from customers in Oracle. • Post payment receive against all kind of above mentioned invoices. • Teacher will check work of each student and will make corrections and explain the issue faced by students.	**Week 16**
17.	**Dunning** **Period-end and Year-end activities.** **Reports related to Customers and Receipts**	• Run the dunning for follow up the customers for their payments, at least to 05 customers. • Run month end activities at least for 12 months of your company. • Run year end activity for your company. • Generate at least 05 reports for Customers. • Teacher will check work of each student and will make corrections and explain the issue faced by students.	**Week 17**
18.	**Asset Management** **Asset Master Data**	• Define different types of Assets for your company. • Define Master Data of each Asset. • Teacher will check work of each student and will make corrections and explain the issue faced by students.	**Week 18**
19.	**Purchase of Assets** **Retirement of Assets.** **Transfer of Assets (from one location to other location)**	• Record purchases of at least 05 different types of Assets for your company. • Record Retirement of at least 05 different types of assets of your company.	**Week 19**

		• Change the location of at least 05 different types of assets form one location to an other location. • Teacher will check work of each student and will make corrections and explain the issue faced by students.	
20.	**Types of Depreciation** **Calculation of Depreciation of Assets.**	• Define at least 03 types of Depreciation Methods for all types of assets of your company. • Calculate the Monthly and Annual Depreciation of at least 05 assets of your company. • Teacher will check work of each student and will make corrections and explain the issue faced by students.	**Week 20**
21.			
22.	**Cash Journals/ Book** **Bank Accounts**	• • Define at least 05 different cash Journals for your company. • Define 05 different Bank Accounts for your company.. • Teacher will check work of each student and will make corrections and explain the issue faced by students.	**Week 22**
23.	**Transactions in Cash Book** **Transactions in Bank Accounts** **Bank Reconciliation Statement**	• Prepare at least 05 accounting entries cash received from customers, and post these in cash book. • Prepare 05 accounting entries of Cheque received from customers and post these in Bank Accounts. • Prepare at lease 03 Bank Reconciliation Statement for Bank Accounts.	**Week 23**

		• Teacher will check work of each student and will make corrections and explain the issue faced by students.	
24.	**Create your professional CV**	Create your personal CV on standard template, highlighting the Oracle ERP skills	**Week 24**
25.	**Create an account profile on any freelancing platform**	Create an account by following these steps: **Step 1:** Personal Info **Step 2:** Professional Info **Step 3:** Linked Accounts **Step 4:** Account Security	**Week 26**

Motivational Lectures

What is freelancing and how you can make money online - BBCURDU

https://www.youtube.com/watch?v=9jCJN3Ff0kA

What Is the Role of Good Manners in the Workplace? By Qasim Ali Shah | In Urdu

https://www.youtube.com/watch?v=Qi6Xn7yKIlQ

Hisham Sarwar Motivational Story | Pakistani Freelancer

https://www.youtube.com/watch?v=CHm_BH7xAXk

21 Yr Old Pakistani Fiverr Millionaire | 25-35 Lakhs a Month Income | Interview

https://www.youtube.com/watch?v=9WrmYYhr7S0

Success Story of a 23 Year - Old SEO Expert | How This Business Works | Urdu Hindi Punjabi

https://www.youtube.com/watch?v=tIQ0CWgszI0

Failure to Millionaire - How to Make Money Online | Fiverr Superhero Aaliyaan Success Story

https://www.youtube.com/watch?v=d1hocXWSpus

How To Propel Your Career- Women in Welding

https://www.youtube.com/watch?v=S_LuVnW-UdQ

Underwater Welder | I AM WOMAN | Lifetime

https://www.youtube.com/watch?v=LZiIXOkE-rc

SUGGESTIVE FORMAT AND SEQUENCE ORDER OF MOTIVATIONAL LECTURE.

Mentor

Mentors are provided an observation checklist form to evaluate and share their observational feedback on how students within each team engage and collaborate in a learning environment. The checklist is provided at two different points: Once towards the end of the course. The checklists are an opportunity for mentors to share their unique perspective on group dynamics based on various team activities, gameplay sessions, pitch preparation, and other sessions, giving insights on the nature of communication and teamwork taking place and how both learning outcomes and the student experience can be improved in the future.

Session- 1 (Communication):

Please find below an overview of the activities taking place Session plan that will support your delivery and an overview of this session's activity.

Session- 1 OVERVIEW
Aims and Objectives:
- To introduce the communication skills and how it will work   - Get to know mentor and team - build rapport and develop a strong sense of a team   - Provide an introduction to communication skills   - Team to collaborate on an activity sheet developing their communication, teamwork, and problem-solving   - Gain an understanding of participants' own communication skills rating at the start of the program

Activity:	Participant Time	Teacher Time	Mentor Time
Intro Attend and contribute to the scheduled.			
Understand good communication skills and how it works.			
Understand what good communication skills mean			
Understand what skills are important for good communication skills			
Key learning outcomes:	**Resources:**		**Enterprise skills developed:**

• Understand the communication skills and how it works. • Understand what communication skills mean • Understand what skills are important for communication skills	• Podium • Projector • Computer • Flip Chart • Marker	• Communication • Self Confidence • Teamwork

Schedule	Mentor Should do
Welcome: **5 min**	Short welcome and ask the **Mentor** to introduce him/herself. Provide a brief welcome to the qualification for the class. Note for Instructor: Throughout this session, please monitor the session to ensure nothing inappropriate is being happened.
Icebreaker: **10 min**	Start your session by delivering an icebreaker, this will enable you and your team to start to build rapport and create a team presentation for the tasks ahead. The icebreaker below should work well at introductions and encouraging communication, but feel free to use others if you think they are more appropriate. It is important to encourage young people to get to know each other and build strong team links during the first hour; this will help to increase their motivation and communication throughout the sessions.
Introduction & Onboarding: **20mins**	Provide a brief introduction of the qualification to the class and play the "Onboarding Video or Presentation". In your introduction cover the following: 1. Explanation of the program and structure. (Kamyab jawan Program) 2. How you will use your communication skills in your professional life. 3. Key contacts and key information – e.g. role of teacher, mentor, and SEED. Policies and procedures (user agreements and "contact us" section). Everyone to go to the Group Rules tab at the top of their screen, read out the rules, and ask everyone to verbally agree. Ensure that the consequences are clear for using the platform outside of hours. (9am-8pm) 4. What is up next for the next 2 weeks ahead so young people know what to expect (see pages 5-7 for an overview of the challenge). Allow young people to ask any questions about the session topic.
Team Activity Planning: **30 minutes**	MENTOR: Explain to the whole team that you will now be planning how to collaborate for the first and second collaborative Team Activities that will take place outside of the session. There will not be another session until the next session so this step is required because communicating and making decisions outside of a session requires a different strategy that must be agreed upon so that everyone knows what they are doing for this activity and how.

	- "IDENTIFY ENTREPRENEURS" TEAM ACTIVITY - "BRAINSTORMING SOCIAL PROBLEMS" TEAM ACTIVITY" *As a team, collaborate on a creative brainstorm on social problems in your community. Vote on the areas you feel most passionate about as a team, then write down what change you would like to see happen.* Make sure the teams have the opportunity to talk about how they want to work as a team through the activities e.g. when they want to complete the activities, how to communicate, the role of the project manager, etc. Make sure you allocate each young person a specific week that they are the project manager for the weekly activities and make a note of this. Type up notes for their strategy if this is helpful - it can be included underneath the Team Contract.
Session Close: **5 minutes**	**MENTOR:** Close the session with the opportunity for anyone to ask any remaining questions. **Instructor:** Facilitate the wrap-up of the session. A quick reminder of what is coming up next and when the next session will be.

SUCCESS STORY

S. No	Key Information	Detail/Description
1.	**Self & Family background**	**Ahmed,** who lives in Karachi, is an example of how hard work and perseverance can reap rich rewards when bidding for projects online. The Oracle – Financial Developers Consultant works exclusively on an online freelancing platform and has earned, on average, **US$5,000** per month for the past several months. But this isn't a story of overnight success – Ahmed has had to work hard to differentiate himself and stay true to his goal.
2.	**How he came on board NAVTTC Training/ or got trained through any other source**	Certification in Oracle– Financial (ERP)
3.	**Post-training activities**	Ahmed is a certified consultant and trainer providing training across Pakistan
4.	**Message to others** **(under training)**	Take the training opportunity seriously Impose self-discipline and ensure regularity Make Hard work pays in the end so be always ready for the same.

Note: Success story is a source of motivation for the trainees and can be presented in several ways/forms in a NAVTTC skill development course as under: -

1. To call a passed out successful trainee of the institute. He will narrate his success story to the trainees in his own words and meet trainees as well.
2. To see and listen to a recorded video/clip (5 to 7 minutes) showing a successful trainee Audio-video recording that has to cover the above-mentioned points.*

3. The teacher displays the picture of a successful trainee (name, trade, institute, organization, job, earning, etc) and narrates his/her story in the teacher's own motivational words.

** The online success stories of renowned professional can also be obtained from **Annex-II***

Workplace/Institute Ethics Guide

Work ethic is a standard of conduct and values for job performance. The modern definition of what constitutes good work ethics often varies. Different businesses have different expectations. Work ethic is a belief that hard work and diligence have a moral benefit and an inherent ability, virtue, or value to strengthen character and individual abilities. It is a set of values-centered on the importance of work and manifested by determination or desire to work hard.

The following ten work ethics are defined as essential for student success:

1. **Attendance:**

   Be at work every day possible, plan your absences don't abuse leave time. Be punctual every day.

2. **Character:**

   Honesty is the single most important factor having a direct bearing on the final success of an individual, corporation, or product. Complete assigned tasks correctly and promptly. Look to improve your skills.

3. **Team Work:**

   The ability to get along with others including those you don't necessarily like. The ability to carry your weight and help others who are struggling. Recognize when to speak up with an idea and when to compromise by blend ideas together.

4. **Appearance:**

   Dress for success set your best foot forward, personal hygiene, good manner, remember that the first impression of who you are can last a lifetime

5. **Attitude:**

   Listen to suggestions and be positive, accept responsibility. If you make a mistake, admit it. Values workplace safety rules and precautions for personal and co-worker safety. Avoids unnecessary risks. Willing to learn new processes, systems, and procedures in light of changing responsibilities.

6. **Productivity:**

   Do the work correctly, quality and timelines are prized. Get along with fellows, cooperation is the key to productivity. Help out whenever asked, do extra without being asked. Take pride in your work, do things the best you know-how. Eagerly focuses energy on accomplishing tasks, also referred to as demonstrating ownership. Takes pride in work.

7. **Organizational Skills:**

   Make an effort to improve, learn ways to better yourself. Time management; utilize time and resources to get the most out of both. Take an appropriate approach to social interactions at work. Maintains focus on work responsibilities.

8. **Communication:**

   Written communication, being able to correctly write reports and memos. Verbal communications, being able to communicate one on one or to a group.

9. **Cooperation:**

   Follow institute rules and regulations, learn and follow expectations. Get along with fellows, cooperation is the key to productivity. Able to welcome and adapt to changing work situations and the application of new or different skills.

10. **Respect:**

    Work hard, work to the best of your ability. Carry out orders, do what's asked the first time. Show respect, accept, and acknowledge an individual's talents and knowledge. Respects diversity in the workplace, including showing due respect for different perspectives, opinions, and suggestions.