



HAVE THE  
TALENT

WE HAVE THE



COMPUTERIZED  
ACCOUNTING

AUTOCAD  
SKETCHUP

SHORT HAND

# Computerized Accounting

Calculations, Manual to Digital

**2 MONTHS** **6 DAYS A WEEK**



Experience the efficiency of computerized accounting for precise recording of sales invoices, purchase orders, payments, and other documents. Seamlessly manage payroll, inventory, accounts receivable, accounts payable, bank reconciliation, job order costing, financial statements, budgeting, and forecasting with advanced features, all in one integrated platform for optimal business management.

## SECTION - 1

- Fundamentals of Computation
- Principles of Financial Accounting
- Business Ethics and Business Writing
- Interpersonal & Communication skills

## SECTION - 2

- Peachtree (Accounting Software)
- Charts of Accounts (Assets, Liabilities etc.)
- Setting-up New Company
- Accounting Transactions Management
- Payroll and Inventory Management
- Bank Reconciliation Statement
- Financial Trend Analysis

## SECTION - 3

- Quick Book (Accounting Software)
- Fundamentals of Quick Book
- Charts of Accounts (Assets, Liabilities etc.)
- Setting up trading businesses (Sole proprietor vs Partnership model)
- Inventory, Customer and Supplier Management
- Payroll Management & Statements of Accounts

## SECTION - 4

- Basics of Taxation
- Import / Export of Documents

### REQUIRED FOR / JOB POTENTIAL

Accountant, Assistant Accountant, Free Lancers, Inventory Manager, Finance Manager, Warehouse Manager, Procurement Manager

**15 ASSIGNMENTS & PRESENTATIONS** **01 FINAL PROJECT & CBE**

# AutoCAD Sketchup



Where Ideas Take Shape

**2 MONTHS** **6 DAYS A WEEK**

A professional CAD designer, having a great sense of integrated knowledge of computer aided designs, it enables you as drafter to take an edge in today's competitive global economy. The course will enable you to draft 2D drawings and 3D models. It will also facilitate you in taking measurements, documentation of site, layout / sketching and produce precise drawings that will serve as a visual and technical guideline for the customer.

## SECTION - 1

- Basic Concept of Designs
- Fundamentals of AutoCAD
- Creating and Modifying Objects
- Engineering Scale
- Layers and Text Effects

## SECTION - 2

- Architectural and Mechanical
- Drawing & Isometric view
- Conversion of 2D Drawing into 3D Drawing
- Detail Construction Drawing

## SECTION - 3

- Sketchup 2023
- Details Modeling Exercise
- Exploring the Sketchup
- Interface & Learning how to use Sketchup tools
- Sketchup house construction details
- 3D Interior Designing
- Camera Animation & Rendering

## Practical Training

Visits to Real Estate agencies, Manufacturing Industry, Home Decore Studios and interaction with prominent Interior Designers, Architects and Civil Engineering tycoons.

## REQUIRED FOR / JOB POTENTIAL

Architects, Draftsman, AutoCAD Operator, Associate Architect, Model Maker, 3D Visualization Expert, Assistant Architect (Civil, Electrical & Mechanical).

**10 ASSIGNMENTS & PRESENTATIONS** **01 FINAL PROJECT & CBE**

# Short Hand

Unlock the Power of  
Swift Writing:



**3 MONTHS** **5 DAYS A WEEK**

In today's fast-paced world, successful communication is crucial for professional progress. Shorthand, acknowledged as a valuable skill, provides a unique solution to the challenges of quick note-taking and efficient communication. Through this Internationally recognized skill, we equip individuals with practical skills that enrich their efficiency, accuracy, and adaptability in their careers.

## SECTION - 1

- Fundamentals of Short Hand
- Principles of Short Hand
- Interpersonal & Communication skills

## SECTION - 2

- Introduction to Pitman Short Hand
- Strokes (Straight down-strokes, Curved strokes; Horizontal strokes; Stroke R etc.)
- Vowels (First, Second & Third-place Vowels)
- S Circle

## SECTION - 3

- Diphthongs, Triphones, and Diaphones
- Consonant H, ST, STR, SES, SWAY
- Halving

## SECTION - 4

- Hooks (R, N, L, F/V hook etc.)
- SHUN hook; upward SH
- WH, abbreviated W, WL, WHL and medial W

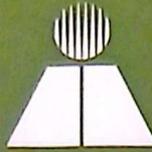
## SECTION - 5

- Compound Consonants
- Omission of Consonants
- Doubling
- Prefixes, suffixes and word endings

### REQUIRED FOR / JOB POTENTIAL

Stenographer, Steno typist, Senior Scale  
Stenographer, Journalists, Official Reporter,  
Personal Assistant, Private Secretary

**30 ASSIGNMENTS & PRESENTATIONS** **01 FINAL PROJECT & CBE**



## PEAK SOLUTIONS

**PRESIDENTIAL AWARDS WINNER  
2022-23**

### ACHIEVEMENTS

- Serving from the last 23 years.
- More than 200,000 students passed out.
- Guidance/support through students placement cell for employability.
- High employability ratio.
- Scholarship (Merit & Need Based).
- Appreciations through Shields / talent awards for the toppers.
- Connecting Academia and Industry through Digital Pakistan Conferences.
- Training partner with NAVTTC, PSEB, Tech Lift, P@SHA, Shirakat EU, Rescue 1122, Prison Department Punjab, WAPDA, HBL, PILAC, EVACUE Board and many more.



**Muddassir Naeem Ch.**  
(CEO Peak Solutions)  
awarded  
**Presidential IT Awards**  
in  
**2022 & 2023**

### VISION

Peak Solutions is dedicated to helping students grow intellectually, digitally and morally by investing in them compassion, driving for professional excellence and longing for public service with a special focus on critical thinking & personal development.

### MISSION

Peak's mission is not just to educate technically but also to produce future leaders, and trendsetters. At Peak Solutions, we are dedicated to the pursuit of knowledge and our aim is to provide all students with a supportive learning environment, which offers opportunities for identifying personal needs, setting goals, and developing leadership which shows potential for making a difference in life and these goals can be achieved only through high-quality academic programs.

## AFFILIATED WITH



Govt. of  
Punjab



BISE  
Lahore



University  
of The Punjab



Punjab Board of  
Technical Education



Punjab Skills  
Development Authority



NAVTTC



**Digital-Pakistan**  
You have the Talent We Have the Tools



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### LOWER MALL CAMPUS

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### SHADBAGH CAMPUS

601 - Salamat Center, Shadbagh, Lahore  
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### FAISALABAD CAMPUS

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