UNIVERSITY OF SARGODHA

DEPARTMENT OF AGRONOMY, COLLEGE OF AGRICULTURE

COURSE OUTLINE SPRING 2020

Course Title: FARM RECORD AND MANAGEMENT

Course Code:AGRO-306

Credit Hours: 3(2-1)

Instructor: Dr. Muhammad Rafi Qamar

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| DESCRIPTION |

Farm record and management course provides the students the theoretical and practical skills in the area of farm management, farm records and farm layout. Students practically trained through different techniques related to farm managements like book keeping, double entry system, journal and ledger, cash book, trial balance, profit and loss account, bank accounts, bank cheques, discount, interest, bad debts, appreciation and depreciation, preparation of trading, profit and loss account and balance sheet

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| LEARNING OUTCOMES |

The key objectives/outcomes of this course are;

* To impart awareness regarding principles of farm management and maintenance of farm records.
* To apply the knowledge in writing of accounting and book keeping.
* To introduce the students about the concept of farm layout.

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| CONTENTS |

**THEORY**

1. Concept of farm management and maintenance of farm records
2. Definition and fundamental principles of farming system and types of farming
3. Layout of farms; Objective and advantages of keeping farm records
4. Different systems of book keeping
5. Principles of double entry system and their application
6. Objective of journal and ledger
7. Classification of accounts
8. Drawing ledger, opening, posting and closing of ledger accounts, cash book, drawing up a trial balance
9. Profit and loss account/income statement
10. Bank accounts, bank cheques, discount, interest, bad debts
11. Appreciation and depreciation of live and dead stock, land and buildings, plant and machinery
12. Preparation of trading, profit and loss account and balance sheet

**PRACTICAL**

1. Demonstration of farm layout
2. Training in maintenance of crop
3. Livestock and dead stock registers
4. Preparation of a balance sheet and different types of accounts
5. Calculation of appreciation and depreciation of different farm articles
6. Working out cost of production of major crops grown in irrigated and non-irrigated areas
7. Layout of farms and demonstration plots

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| READINGS |

1. Ghani, M.A. and E. Ahmad.2000. Principles of Accounting. Pak. Imperial Book Depot, Chock Urdu Bazar, Lahore.
2. Moses, B. and Carson. 2009. Book Keeping and Accounts for Beginners. Custom Books, India.
3. Shresther, A. 2003. Cropping System. Food products Press. An imprint of the Haworth Press Inc., USA.
4. Wood, F., and S. Robinson. 2009. Book Keeping and Accounts. 7th Ed. Trans-Atlantic Publication Inc. India.
5. Maredia, K.M., D. Dakouo and D. Mota-Sanchez, (Eds.). 2003. Integrated pest management in the global arena. CABI

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| COURSE |
| Week | Topics and Readings | Book with Page No. |
| 1. | Concept of farm management and maintenance of farm records | Book # 3; Chapter # 2 Pg. 44-52 |
| 2. | Definition and fundamental principles of farming system and types of farming | Book # 3; Chapter # 3 Pg. 53-78 |
| 3. | Layout of farms; Objective and advantages of keeping farm records | Book # 3; Chapter # 2 Pg. 44-52 |
| 4. | Layout of farms; Objective and advantages of keeping farm records | Book # 3; Chapter # 2 Pg. 44-52 |
| 5. | Different systems of book keeping | Book # 1; Chapter # 10 Pg. 179-203 |
| 6. | Principles of double entry system and their application | Book # 1; Chapter # 20 Pg. 413-415 |
| 7 | Principles of double entry system and their application | Book # 1; Chapter # 20 Pg. 413-415 |
| 8 | Objective of journal and ledger | Book # 1; Chapter # 4 & 5 Pg. 40-42 & 54-55 |
|  | **Mid Term Examination** |  |
| 9 | Classification of accounts | Book # 1; Chapter # 1 Pg. 1-9 |
| 10 | Classification of accounts | Book # 1; Chapter # 1 Pg. 1-9 |
| 11 | Drawing ledger, opening, posting and closing of ledger accounts, cash book, drawing up a trial balance | Book # 1; Chapter # 5 Pg. 54-65 |
| 12 | Drawing ledger, opening, posting and closing of ledger accounts, cash book, drawing up a trial balance | Book # 1; Chapter # 5 Pg. 54-65 |
| 13 | Drawing ledger, opening, posting and closing of ledger accounts, cash book, drawing up a trial balance | Book # 1; Chapter # 5 Pg. 54-65 |
| 14 | Profit and loss account/income statement | Book # 1; Chapter # 10 Pg. 179-203 |
| 15 | Bank accounts, bank cheques, discount, interest, bad debts | Book # 1; Chapter # 6 Pg. 66-77 |
| 16 | Appreciation and depreciation of live and dead stock, land and buildings, plant and machinery | Book # 1; Chapter # 25 Pg. 679-707 |
| 17 | Appreciation and depreciation of live and dead stock, land and buildings, plant and machinery | Book # 1; Chapter # 25 Pg. 679-707 |
| 18 | Preparation of trading, profit and loss account and balance sheet | Book # 1; Chapter # 10 Pg. 179-203 |

Note: You can reserve one week for sessional or mid-term exam, and if you wish, one week for student presentations of the assigned research project.

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| RESEARCH PROJECT/PRACTICAL/LABS |

State here the prerequisites of the assigned research project, including term paper or lab assignment, etc.

 **Different topics related to theory and practical contents will be given as Assignments**

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| ASSIGNMENT CRITERIA |

Write here the distribution of the marks. You can choose any or all from below for the purpose.

Quizzes and test: 02

Attendance: 02

Assignments and presentations: 04

Mid-term: 12

End term: 20

Practical: 20