

Commecs College
Macro Plan (2024-2025)

Subject: Principles of Accounting

Sections: Q.A, COM 1, BAS

Course instructors: ZK & AS

Class: XI

Unit No.	Start Date	End Date	Number Of Periods	Topic/Chapter	Contents	Objectives By the end of the unit S.W.A.T.:
1	Aug 01, 2024	Aug 09, 2024	07	Foundation of Accounting (Introduction to Business & Accounting)	<ol style="list-style-type: none"> 1. Accounting & Book Keeping 2. Purpose & Objectives of Accounting 3. Branches of Accounting 4. The Business & Forms of Business 5. Users of Accounting Information 6. Accounting Concepts; Cost Concept, Accrual Concept, 	<ol style="list-style-type: none"> 1. Explain what accounting is all about. 2. Explain the relationship b/w accounting & book keeping 3. List the different braches of accounting & the accounting information. 4. Describe the term “Business” & types of business
2	Aug 12 th , 2024	Aug 16 th , 2024	05	Foundation of Accounting: Pillars of Accounting	<ol style="list-style-type: none"> 1. Five Pillars of Accounting 2. Assets & Types of Assets 3. Liabilities & Types of Liabilities 4. Capital 5. Revenue 6. Expenses 	<ol style="list-style-type: none"> 1. Explain the important terminologies of accounting basics. 2. Explain and classify: Assets 3. Explain and classify: Liabilities 4. Explain the terms Capital, Revenue & Expenditure 5. Calculate & manipulate the different calculations of Profit, loss, new capital

3	Aug 19 th , 2024	Sep 1 st , 2024	10	Accounting Equation	<ol style="list-style-type: none"> 1. Introduction of Accounting Equation 2. The calculations & Manipulations of Accounting Equation 3. Extended Accounting Equation 4. Analysis of Accounting Transaction 5. Review Past Papers & Exam Kit 	<ol style="list-style-type: none"> 1. Present & explain the accounting equation. 2. Describe how accounting transactions affect the items in the accounting equation. 3. Draw & Prove the different tables related to accounting equations 4. Practice from past papers
4	Sep 2 nd 2024	Sep 13 th , 2024	10	The General Journal	<ol style="list-style-type: none"> 1. The Accounting Cycle 2. Books of Original Entries 3. The Rules of Debit & Credit 4. Recording of Transactions 5. Review on Past Papers 	<ol style="list-style-type: none"> 1. Explain the different steps of accounting cycle. 2. List the different types of books and their purpose 3. Explain what is meant double entry accounting 4. The rules of Debit and Credit entries 5. record the transaction related to Assets, Liabilities, Capital, Expenses & Revenue in General Journal
5	Sep 16 th , 2024	Sep 20 th , 2024	05	General Ledger	<ol style="list-style-type: none"> 1. The Accounting Cycle 2. Format of Ledger 3. Ledger Posting from Journal 4. Balancing of Accounts 5. The Balance c/d & b/d 	<ol style="list-style-type: none"> 1. Explain the next stage of accounting. 2. Explain why each transaction is recorded into individual accounts. 3. Describe the layout of T- Account 4. How to balance the individual accounts & transfer of balances
6	Sep 23 rd 2024	Sep 27 th , 2024	05	The Trial Balance	<ol style="list-style-type: none"> 1. Total Debits = Total Credits 2. Preparation of Trial Balance 	<ol style="list-style-type: none"> 1. Prepare a trial balance fro a set of accounts.

						2. Explain why debit & Credit balance should equal one another
7	Sep 30 th , 2024	Oct 4 th , 2024	05	Petty Cash Book	<ol style="list-style-type: none"> 1. The Imprest System 2. Format of Petty Cash Book 3. The General entries for PCF 4. Different Question of PCF 	<ol style="list-style-type: none"> 1. Know the purpose of making petty cash book. 2. Differentiate between the cashbook and petty cash book. 3. Record the transactions of daily expenses in the petty cash book. 4. Post the ending balance of each type of expenses to the general ledger.
	Oct 7 th , 2024	Oct 12 th , 2024	05	Revision/First term Exams	From Unit 1 to Unit 7	
		Total	56		Syllabus Coverage =	40.1%
	Oct 14 th , 2024	Oct 18 th , 2024		First Term Examination		
8	Oct 21 st , 2024	Oct 25 th , 2024	05	Triple Column Cash Book	<ol style="list-style-type: none"> 1. Introduction 2. Drawing up a Triple Column cashbook 3. Recording of Transactions 4. Treatment of Sales & Purchase Discount 5. The Contra Entries 6. Balancing of Cash Book 7. General Ledgers of Sales Discount & Purchase Discount 	<ol style="list-style-type: none"> 1. Why business need cashbook 2. Explain the format of three column of cashbook 3. Enter up and balance of cashbook 4. How to deal with the cross reference entries 5. Make the entries for sales & purchase discounts <ol style="list-style-type: none"> 1. Transfer of balance into the next month
9	Oct 28 th , 2024	Nov 1 st , 2024	05	Sales Day Book & Sales Ledger	<ol style="list-style-type: none"> 1. Introduction 2. Credit sales & Credit terms 3. Format of Sales Journal 4. Trade discount 	<ol style="list-style-type: none"> 1. Know what types of transactions are recorded in the sales daybook.

					5. The General Ledger	<ol style="list-style-type: none"> 2. Demonstrate how to make Sales Journal. 3. Differentiate between trade discount and cash discount. 4. The general ledger
10	Nov 4 th , 2024	Nov 8 th , 2024	05	Purchase Day Book & Purchase Ledger	<ol style="list-style-type: none"> 1. Introduction 2. Credit purchases & Credit terms 3. Format of Purchase journal 4. Trade discount 5. The General Ledger 	<ol style="list-style-type: none"> 1. Know what types of transactions are recorded in the purchase daybook. 2. Differentiate between credit purchases and cash purchases. 3. Demonstrate how to make Purchases Journal. 4. Make the correct postings from the Purchases Journal to the general ledger. 5. Demonstrate the difference between the general ledger and subsidiary ledger.
11	Nov 11 th , 2024	Nov 15 th , 2024	05	Return Day Book	<ol style="list-style-type: none"> 1. Introduction 2. Sales return & Credit notes 3. Sales return book 4. Purchase return & Debit note 5. The General Ledgers 6. Schedules of A/R & A/P 	<ol style="list-style-type: none"> 1. Get the concept and purpose of maintaining Return Day Book. 2. Make the appropriate entries relating to Purchase Return and Sales Return Journal. 3. Explain the difference between a credit note and a debit note. 4. Make the correct postings from the returns daybooks to the General and Subsidiary Ledgers.

12	Nov 18 th 2024	Nov 29 nd , 2024	10	Bank Reconciliation Statement	<ol style="list-style-type: none"> 1. Introduction 2. Balance of Cash book & bank Statements 3. Item & their treatment, which affect reconcile of bank & cashbook. 4. The general entries 	<ol style="list-style-type: none"> 1. Know the difference between cashbook and bank statement. 2. Explain purpose of reconciling the bank Statement. 3. Apply the terminologies (dishonoured cheque, unpresented cheque and uncleared cheque etc.) while make bank reconciliation statement. 4. Record the general entries related to cashbook amendments.
13	Dec 2 nd , 2024	Dec 13 th , 2024	10	Correction of errors	<ol style="list-style-type: none"> 1. Errors affecting Trial balance 2. Errors not affecting Trial balance 3. Errors & adjustments of Errors 4. Incorporation of Errors in Accounting Statements. 	<p>Know different types of errors, which affect or do not affect trial balance.</p> <p>Correct all errors, which do not affect</p>
	Dec 16 th , 2024	Dec 20 th , 2024	03	Revision work	Difficulties in previous chapters	
		Total	55+40 =95		Syllabus Coverage till second term =	69.34%
	Jan 6th , 2025	Jan 17th , 2025		Second Term Examination		
14	Jan 20 th 2025	Jan 24 th , 2025	05	Adjustments (Adjusting Entries)	<ol style="list-style-type: none"> 1. What to be adjusted 2. Why we need adjusting entries 3. Accrual accounting VS cash accounting 4. Adjusting for Stocks 5. Accrued Expenses / Revenues 6. Prepaid Expenses 7. Unearned Revenue 	<ol style="list-style-type: none"> 1. Know the purpose of adjustment at the end of accounting period. 2. Explain why adjustments are so important for preparing final accounts. 3. Adjust expense and revenue accounts for accrual and prepayments.

						4. Make the necessary end of period adjustments relating to drawings.
15	Jan 27 th 2025	Feb 7 th 2025	08	Unadjusted Trial Balance to Adjusted Trial Balance	<ol style="list-style-type: none"> 1. The unadjusted Trial balance 2. The adjusting procedure 3. The adjusted trial balance 	<ol style="list-style-type: none"> 1. Explain the importance and use of making Trial Balance. 2. Prepare a trial balance from a set of accounts. 3. Explain why the debit and credit trial balance totals should equal one another. 4. Prepare the adjusted trial balance when the unadjusted trial balance and adjustments given.
15	Feb 10, 2025	Feb 14, 2025	04	COGS Statement	<ol style="list-style-type: none"> 1. Opening & Closing Stocks 2. Purchases, Purchases Discount & purchase returns 3. Sales, Sales discount & Sales returns 4. The Cost of Goods Sold Statement 5. The Ledger of COGS 	<ol style="list-style-type: none"> 1. Explain why profit is calculated 2. Calculate cost of goods sold, gross profit and net profit. 3. Explain the difference between gross profit and net profit. 4. Explain how to deal with closing and opening stock when computing the cost of goods sold. 5. Adjust the related accounts through adjustments given while making the income statement.
16	Feb 17 th , 2025	Feb 28 st 2025	10	Income Statement Balance Sheet	<ol style="list-style-type: none"> 1. The Income Statement 	<ol style="list-style-type: none"> 1. Know the use of balance sheet for

					<ol style="list-style-type: none"> 2. Calculation of Gross Profit / Gross Loss 3. Calculation of Net Profit / Net Loss 4. Adjusting entries / Adjustments & Income Statement 5. The Classified Balance Sheet 6. Assets, Liabilities & Capital 7. From unadjusted trial balance to Balance sheet 8. The incorporation of Net Profit / Net loss in Balance Sheet 9. Calculation of Missing values in Balance sheet 	<p>businessman and other users.</p> <ol style="list-style-type: none"> 2. Explain why balance sheets are not part of the double entry system. 3. Explain important that account balances are shown under appropriate headings in the b/s. 4. Describe the sequence in which each of the five main categories of items appears. 5. Draw up a balance sheet from information given in a trial balance with adjustments.
17	Mar 3 rd , 2025	Mar 14 th , 2025	04	Closing / Reversing / Opening entries	<ol style="list-style-type: none"> 1. The Closing Entries 2. The Reversing Entries 3. The Opening Entries 	<ol style="list-style-type: none"> 1. Explain the purpose of closing entries. 2. Describe why expenses and revenues must be closed and other did not 3. Explain the purpose of reversing entries 4. Explain the purpose of opening entries.
18	Mar 17 th , 2025	April 4 th , 2025	05	Revision classes of all units		
		Total	137		Syllabus Coverage =	100%
	April 7 th , 2025	Apr 18 th , 2025			Prelims Examination	

Checked By HOD: _____