

**Commecs College
Macro Plan (2025-2026)**

Subject: Principles of Accounting

Sections: COM 1, BASRAI

Course instructors: Asif Ahmed

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	Fri, 1 st Aug 2025	Fri, 8 th Aug 2025	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	Mon, 11 th Aug 2025	Fri, 15 th Aug 2025	06	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	Mon, 18 th Aug 2025	Fri, 22 nd Aug 2025	07	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	Mon, 25 th Aug 2025	Fri, 5 th Sept 2025	13	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	Mon, 8 th Sep 2025	Fri, 12 th Sept 2025	07	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	Mon, 15 th Sep 2025	Fri, 19 th Sep 2025	06	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	Mon, 22 Sep 2025	Fri, 26 th Sep 2025	07	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.
8	Mon, 29 th Sep 2025	Fri, 3 rd Oct 2025	07	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	Mon, 6 th Oct 2025	Fri, 10 th Oct 2025	07	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 5. The General Ledger 	<ol style="list-style-type: none"> 1. Know what types of transactions are recorded in the sales daybook. 2. Demonstrate how to make Sales Journal. 3. Differentiate between trade discount and cash discount. 4. The general ledger

10	Mon, 13 th Oct 2025	Fri, 17 th Oct 2025	07	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	Mon, 20 th Oct 2025	Fri, 24 th Oct 2025	07	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	Mon, 27 th Oct 2025	Fri, Nov 7 th 2025	14	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	Mon, Nov 10 th 2025	Fri, 21 st Nov 2025	14	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. 	Know different types of errors, which affect or do not affect trial balance. Correct all errors, which do not affect
	Mon, Nov 24 th 2025	Fri, Nov 28 th 2025	07	Revision work	Difficulties in previous chapters	
		Total	116		Syllabus Coverage till second term =	63%
	Mon, Dec,01 2025	Sat, 13 th 2025		MID TERM EXAMINATION		
	Mon Dec 15 2025	Fri Dec 19 2025		MID TERM EXAMINATION/ SPORT GALA		
	Mon, Dec,22 2025	Sat, 27 2025		WINTER BREAK		
	Mon, Dec,29 2025	Sat, 3 Jan 2026		WINTER BREAK & SCIENCE EXHIBITION		
				Final Term Examination		

14	Mon, Jan, 5 2026	Sat, 10 Jan 2026	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	Mon, Jan, 12 2026	Fri, 16 Jan 2026	06	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	Mon, Jan, 19 2026	Fri, 31 Jan 2026	12	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	Mon, Feb, 2 2026	Fri, 20 Feb 2026	16	Income Statement Balance Sheet	<ol style="list-style-type: none"> 1. The Income Statement 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 	<ol style="list-style-type: none"> 1. Know the use of balance sheet for businessman and other users. 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	Mon, Feb, 23 2026	Fri, 06 Mar 2026	14	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	Mon, Mar 9, 2026	Fri, 20 Mar 2026	14	Revision classes of all units		
		Total	183		Syllabus Coverage =	100%
	Mar 23,	Apr 11,			Prelims Examination	

	2026	2026		

Checked By HOD: _____