

ACA/DI/15	TEACHING PLAN (TP) Tentative	Academic Year:2023-24
REV: 00		Class- 11th Commerce Div -A & B
Date- 25/9/2023	Subject- Book Keeping & Accountancy	Subject code-50

Subject Teacher- Mrs Sujata Seelam

No.	Name of Chapter	Topics/ content of chapter	Planned Date of Commencing	Planned Date of Completion	Media/Teaching Aid/ Teaching Method used
1	Introduction to Bookkeeping & Accountancy	Meaning, Definition and Objectives	10/8/2023	10/8/2023	PPT and white board
		Importance of Book-keeping.	12/8/2023	12/8/2023	
		Difference between Book-keeping and Accountancy.	14/8/2023	14/8/2023	PPT and white board
		Basis of Accounting System.	16/8/2023	16/8/2023	PPT and white board
		Qualitative characteristics of accounting information	17/8/2023	17/8/2023	PPT and white board
		Basic Accounting Terminologies.	19/8/2023	19/8/2023	PPT and white board
		Accounting Concepts, Conventions and Principles.	21/8/2023	21/8/2023	PPT and white board
		Accounting Standards (AS) and IFRS	22/8/2023	22/8/2023	PPT and white board
		Objectives solving	23/8/2023	23/8/2023	White Board
2	Meaning & Fundamentals of Double entry Bookkeeping	Objectives solving	24/8/2023	24/8/2023	White Board
		Meaning and Definition of Double entry Book-keeping System	26/8/2023	26/8/2023	PPT and white board
		Methods of Recording Accounting Information (Indian, single and double			PPT and white board
		Advantages of Double entry Book-keeping system.	28/8/2023	28/8/2023	
		Classification of Accounts.			PPT and white board
		Golden Rules of Debit and Credit (Traditional Approach)			
		Modern Approach of Rules of Accounts.	29/8/2023	29/8/2023	
		Illustrations.			
		Accounting Equations			White Board
		Objectives solving	31/8/2023	31/8/2023	White Board
		Objectives solving			
		Practical Problem	4/9/2023	4/9/2023	White Board
		Practical Problem	5/9/2023	5/9/2023	White Board
		Practical Problem	6/9/2023	6/9/2023	White Board

		Practical Problem	9/9/2023	9/9/2023	White Board
		Revision	11/9/2023	11/9/2023	White Board
		Revision	12/9/2023	12/9/2023	White Board
		UNIT TEST-1	13/9/2023	15/9/2023	
3 Journal		Meaning, Importance and Utility of Accounting Documents.	18/9/2023	18/9/2023	PPT and white board
		Meaning, Definition, Importance and Utility of Journal.	20/9/2023	20/9/2023	
		Specimen of Journal.			PPT and white board
		Recording of Journal entries with GST.	21/9/2023	21/9/2023	
		Objectives solving	23/9/2023	23/9/2023	PPT and white board
		Objectives solving			
		Practical Problem	25/9/2023	25/9/2023	White Board
		Practical Problem			White Board
		Practical Problem	26/9/2023	26/9/2023	White Board
		Practical Problem			White Board
		Practical Problem	27/9/2023	27/9/2023	White Board
		Practical Problem			White Board
		Practical Problem	28/9/2023	28/9/2023	White Board
4 Ledger		Meaning, Definition and Importance of Ledger.	30/9/2023	30/9/2023	PPT and white board
		Specimen of Ledger.			
		Posting of entries from Journal/Subsidiary Books to Ledger.			
		Balancing of Ledger Accounts.			PPT and white board
		Preparation of Trial Balance.	3/10/2023	3/10/2023	
		Objectives solving			PPT and white board
		Objectives solving			
		Practical Problem	4/10/2023	4/10/2023	White Board
		Practical Problem	5/10/2023	5/10/2023	White Board
		Practical Problem	9/10/2023	9/10/2023	White Board
		Practical Problem	10/10/2023	10/10/2023	White Board
		Practical Problem	11/10/2023	11/10/2023	White Board
		Practical Problem	12/10/2023	12/10/2023	White Board
		Practical Problem	14/10/2023	14/10/2023	White Board
5 Subsidiary -Books		Introduction, Meaning and need for maintaining Subsidiary	16/10/2023	16/10/2023	PPT and white board
		5.2 Cash Book with Cash Column			
		5.3 Cash Book with Cash and Bank Columns.	17/10/2023	17/10/2023	PPT and white board
		5.4 Simple and Analytical Petty Cash Book under Imprest System.			
		Practical Problem	18/10/2023	18/10/2023	White Board
		Practical Problem	19/10/2023	19/10/2023	White Board
		Practical Problem	23/10/2023	23/10/2023	White Board
		Practical Problem	25/10/2023	25/10/2023	White Board

		Practical Problem	26/10/2023	26/10/2023	White Board
		Practical Problem	28/10/2023	28/10/2023	White Board
		Revision	30/10/2023	30/10/2023	White Board
		TERM-I EXAM	31/10/2023	8/11/2023	
		DIWALI VACATION	9/11/2023	18/11/2023	
		5.5 Purchase Book.	20/11/2023	20/11/2023	PPT and white board
		5.6 Purchase Return Book.			
		5.7 Sales Book.	21/11/2023	21/11/2023	
		5.8 Sales Return Book	22/11/2023	22/11/2023	
		5.9 Journal Proper			
		Practical Problem	23/11/2023	23/11/2023	White Board
		Practical Problem	25/11/2023	25/11/2023	White Board
		Practical Problem	27/11/2023	27/11/2023	White Board
		Practical Problem	28/11/2023	28/11/2023	White Board
		Practical Problem	29/11/2023	29/11/2023	White Board
		Practical Problem	30/11/2023	30/11/2023	White Board
6	Bank Reconciliation Statement	Meaning, Definition and Utilities of Accounting Documents	4/12/2023	4/12/2023	PPT and white board
		6.2 Meaning, Definition, Need and Importance of Bank Reconciliation Statement.			PPT and white board
		6.3 Reasons for difference between Cash Book balance and Pass Book balance.			PPT and white board
		6.4 Specimen of Bank Reconciliation Statement.	5/12/2023	5/12/2023	PPT and white board
		6.5. Preparation of Bank Reconciliation Statement.			PPT and white board
		Practical Problem	6/12/2023	6/12/2023	White Board
		Practical Problem	7/12/2023	7/12/2023	White Board
		Practical Problem	9/12/2023	9/12/2023	White Board
		Practical Problem	11/12/2023	11/12/2023	White Board
		Practical Problem	12/12/2023	12/12/2023	White Board
		Practical Problem	13/12/2023	13/12/2023	White Board
		Practical Problem	14/12/2023	14/12/2023	White Board
		Practical Problem	18/12/2023	18/12/2023	White Board
		Practical Problem	19/12/2023	19/12/2023	White Board
7	Depreciation	Meaning, Definition and Importance of Depreciation.	20/12/2023	20/12/2023	PPT and white board
		Factors of Depreciation.			PPT and white board
		Methods of Depreciation. - Straight Line Method. & Written Down Value Method			PPT and white board
		Difference between Fixed Instalment Method and Written Down Value Method.	21/12/2023	21/12/2023	PPT and white board
		Accounting Treatment for Depreciation.			PPT and white board
		Calculate the following.	23/12/2023	23/12/2023	White Board

		Practical Problem	26/12/2023	26/12/2023	White Board
		Practical Problem	30/12/2023	30/12/2023	White Board
		Practical Problem	1/1/2024	1/1/2024	White Board
		Practical Problem	2/1/2024	2/1/2024	White Board
		Practical Problem	3/1/2024	3/1/2024	White Board
		Practical Problem	4/1/2024	4/1/2024	White Board
		Practical Problem	8/1/2024	8/1/2024	White Board
		Practical Problem	9/1/2024	9/1/2024	White Board
8	Rectification of Errors	Meaning & Effects of errors	10/1/2024	10/1/2024	PPT and white board
		Types of Errors	11/1/2024	11/1/2024	PPT and white board
		Detection & Rectification of errors	13/1/2024	13/1/2024	PPT and white board
		Preparation of Suspense Accounts	16/1/2024	16/1/2024	PPT and white board
		Practical Problem	17/1/2024	17/1/2024	White Board
		Practical Problem	18/1/2024	18/1/2024	White Board
		UNIT TEST-II	22/1/2024	25/1/2024	
		Practical Problem	25/1/2024	25/1/2024	White Board
		Practical Problem	27/1/2024	27/1/2024	White Board
		Practical Problem	29/1/2024	29/1/2024	White Board
		Practical Problem	30/1/2024	30/1/2024	White Board
		Practical Problem	31/1/2024	31/1/2024	White Board
9	Final Accounts of a proprietary concern	Meaning, Objectives and Importance of Final Accounts.	1/2/2024	1/2/2024	PPT and white board
		9.2 Preparation of Trading Account.			PPT and white board
		9.3 Preparation of Profit and Loss Account	5/2/2024	5/2/2024	PPT and white board
		9.4 Preparation of Balance Sheet			PPT and white board
		9.5 Effects of following adjustments.- Closing stock			PPT and white board
		Outstanding Expenses Prepaid Expenses			PPT and white board
		Depreciation on assets, Bad debts and R.D.D.	6/2/2024	6/2/2024	PPT and white board
		Discount on Debtors and Creditors, Accrued Income			PPT and white board
		Income received in advance ,Interest on capital			PPT and white board
		Goods distributed as free sample			PPT and white board
		Goods withdrawn by proprietor for Personal use			PPT and white board
		Practical Problem	7/2/2024	7/2/2024	White Board
		Practical Problem	8/2/2024	8/2/2024	White Board
		Practical Problem	10/2/2024	10/2/2024	
		Practical Problem	12/2/2024	12/2/2024	
		Practical Problem	13/2/2024	13/2/2024	White Board
		Practical Problem	14/2/2024	14/2/2024	White Board
		Practical Problem	15/2/2024	15/2/2024	White Board
		Practical Problem	20/2/2024	20/2/2024	White Board
		Practical Problem	21/2/2024	21/2/2024	White Board

10	Single Entry System	Practical Problem	22/2/2024	22/2/2024	White Board
		Introduction and Meaning of Single Entry System	24/2/2024	24/2/2024	PPT and white board
		Difference between Single Entry System and Double Entry System			PPT and white board
		Preparation of Statement of Affairs	26/2/2024	26/2/2024	PPT and white board
		Preparation of Statement of Profit or Loss			PPT and white board
		Additional Information / Adjustments			PPT and white board
		Additional Capital , Drawings, Depreciation of Fixed Assets	27/2/2024	27/2/2024	PPT and white board
		Bad debts, Reserve for Doubtful Debts (RDD)			
		Undervaluation & Overvaluation of Assets & Liabilities			
		Interest on Loan, Interest on Capital, Interest on Drawings	28/2/2024	28/2/2024	
		Outstanding / unpaid expenses, Prepaid expenses			
		Practical Problem			White Board
		Practical Problem	29/2/2024	29/2/2024	White Board
		Practical Problem	4/3/2024	4/3/2024	White Board
		Practical Problem	5/3/2024	5/3/2024	White Board
		Practical Problem	6/3/2024	6/3/2024	White Board
		Practical Problem	7/3/2024	7/3/2024	White Board
		Revision	9/3/2024	9/3/2024	White Board
		Revision	11/3/2024	11/3/2024	White Board
		Revision	12/3/2024	12/3/2024	White Board
		ABT TEST	14/3/2023	19/3/2023	
		TERM-II EXAM	21/3/2023	29/3/2023	

Mrs Sujata Seelam
Subject Teacher

Mr Sandip Patil
Principal