

YEAR 11 B/F- ACCOUNTING

WEEK 24(Feb.7- Feb.11, 2021)

Topic: Business Documents

Learning objective:

Learning objective:

- To understand the importance of documents in accounting.
- To learn the various documents used in accounting; its purpose, contents etc

Lesson outcome:

Students will be able to;

- Prepare the various documents normally used in business.

<p>Sunday -8th period (Boys) Zoom-8th period (12.55-1.40 pm.)</p>	<p>Zoom Lesson (details to be intimated on Google Classroom) Resources: Reference Book: Accounting student book. (page 28 to 35)</p> <p>Introduction: Share the learning objectives and lesson outcomes with the students through zoom and live class</p> <p>Power point presentation through zoom live class.</p> <p>Teacher Input: Explain the importance of documents in business,; Purchase Order. Invoice and credit Note. Students: Note down the important points and draft the sample documents.</p> <p>Formative Assessment: Answering oral and exercise questions.(Questions will be given through the GC work)</p>
<p>Tuesday-5th Period (Boys) Zoom-5th lesson (10.40-11.25 am)</p>	<p>Zoom Lesson (details to be intimated on Google Classroom) Resources: Text book questions. Power point presentation through zoom live class.</p> <p>Teachers Input: Recap the P.O, Invoice, Credit Note and explain the statement of accounts, Remittance Advice.</p> <p>Students: Prepare statement of accounts from the question given.</p> <p>Formative Assessment: Answering oral and exercise questions. Questions will be given through the GC.)</p>
<p>Wednesday-6th Period(Boys) Zoom-6th Lesson (11.30-12.10)</p>	<p>Zoom Lesson (details to be intimated on Google Classroom) Resources: Accounting Students Book (Page: 28-35& Past papers)</p>

	<p>Introduction: Share the learning objectives and lesson outcomes with the students through zoom and live class.</p> <p>Teacher Input: Explain the Petty Cash Voucher and Receipt.</p> <p>Stuents: Draft the format of P.C.V. and Receipt.</p> <p>Formative Assessment: Answering oral questions.</p>
<p>Thursday-5th&6th Period(Boys) Zoom-5th Lesson(10.15-10.50 am) GC-6th Lesson(10.50-11.25)</p>	<p>Zoom Lesson (details to be intimated on Google Classroom)</p> <p>Teacher Input: Explain the question given to prepare the various documents and clearing the doubts, if any.</p> <p>Students: Solving the Exercise Questions.</p> <p>GC: Solve the question given through the G C work.</p>