

YEAR 9A/D/E - ACCOUNTING

WEEK 26 (21st to 25th February, 2021)

One synchronous Google Classroom lesson on Sunday 21st Feb. during the 7th lesson, **Two Zoom** sessions in the 2nd and 3rd lessons on Wednesday, 24th Feb.

Google Classroom session and Zoom session details (timing and password etc.) intimated to the students on Google Classroom.

Topic: Books of Original Entry

Learning Objectives:

- To review the Petty Cash Book.
- To revise the purpose of the Analytical Petty Cash Book, its format and method of preparing it.
- To learn the purpose of the Journal and revise its preparation

Lesson Outcome:

Students will be able to

- Know how to prepare the Analytical Petty Cash Book
- Post the analytical column totals to their respective ledger accounts in the General Ledger.
- Learn the purpose of the last of 7 subdivisions of the Journal.

Sunday- 7 th period (Girls) 12:15 – 12:50 pm	1 Google Classroom, synchronous lesson <i>Teacher Input and Activity:</i> Teacher assigns a question on Analytical Petty Cash Book. Students will turn in their work on GC. They can ask questions to solve doubts during the lesson. <i>Homework Assignment:</i> Further practice - a Petty Cash Book question to be worked out in their notebooks and turned in on GC <i>Resources:</i> Notebook, stationary, Device and internet connectivity
Wednesday- 2 nd and 3 rd period (Girls) 8:10- 8:50 and 8:55 – 9:35 am	2 Zoom lessons. <i>Teacher Input and Activity:</i> Teacher re-explains the purpose of a Petty Cash Book. Also explains the format, clears any doubts on drawing up a Petty Cash Book, balance it and interpret it. Guide them with the posting to the General Ledger. Explain the last of 7 subdivisions of the Journal and review how to enter it up. <i>Homework Assignment:</i> Question on Petty Cash Book. <i>Resources:</i> Notebook, stationary, device.