PG.GOVT COLLEGE FOR GIRLS, SECTOR-42, CHANDIGARH

Teaching Plan Session (2017-18)

Class: PGDCA Teacher: Jasdeep kaur

Subject: Accounting Period :5th

Paper : PGD-03 Room No : 101

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| S.No | Date From | Date Upto | Topics to be covered |
| Week 1 | 8th Jan 2018 | 13th Jan 2018 | Accounting: Principles, concepts and conventions. |
| Week 2 | 15th Jan 2018 | 20th Jan 2018 | Double entry system of accounting. |
| Week 3 | 22th Jan 2018 | 27th Jan 2018 | Introduction of basic books of accounts of sole proprietary concern. |
| Week 4 | 29th Jan 2018 | 3rd Feb 2018 | control accounts for debtors and creditors, closing of books of accounts. |
| Week 5 | 5th Feb 2018 | 10th Feb 2018 | preparation of trial balance |
| Week 6 | 12th Feb 2018 | 17th Feb 2018 | Closing entry of account. |
| Week 7 | 19th Feb 2018 | 24th Feb 2018 | Final Accounts: Trading, profit and loss accountsproprietary concern with normal closing entries. |
| Week 8 | 26th Feb 2018 | 3rd March 2018 | Balance sheet of sole proprietary concern with normal closing entries |
| Week 9 | 5th March 2018 | 10th March 2018 | Introduction to manufacturing account, final accounts of partnership firms |
| Week 10 | 12th March 2018 | 17th March 2018 | Introduction to computerized financial accounting, coding logic and codes required, master files, |
| Week 11 | 19th March 2018 | 24th March 2018 | Transaction files, Introduction to documents used for data  collection, processing of different files, outputs obtained |
| Week 12 | 26th March 2018 | 31th March 2018 | types of inventory and associated documents, Inventory reports-nature and types, Inventory Control : ABC and Ageing analysis, Methods of Stock validation : LIFO, FIFO, actual bases, |
| Week 13 | 2nd April 2018 | 7th April 2018 | Interfacing Inventory with Financial Accounting, Purchasing Sub-Systems, Sales Order processing. |
| Week 14 | 9th  April 2018 | 14th April 2018 | Introduction to Computerized Payroll |
| Week 15 | 16th April 2018 | 21th April 2018 | Invoicing Applications, Exposure to : Structure, Processing and Reports, Interfacing these applications to financial Accounting |
| Week 16 | 23th April 2018 | 28th April 2018 | Introduction to Tally, Groups, Ledgers, Vouchers, Orders, Cost Centres and Categories. Stock. Reports in Tally. |