

GHS Business Department

Term Plan (Term 1)2025

Principles of Accounts (Fourth Form)

Week 1	<p>Session 1: Introduction to POA</p> <ol style="list-style-type: none">1. Explain the concept and purpose of accounting.2. Outline the role of accounting in decision-making.3. Identify career opportunities in accounting. <ul style="list-style-type: none">• Activity: Brainstorm “Why Accounting Matters” mind map.• Homework: <i>Text p. 2–6, Questions 1 & 2.</i> <p>Session 2: Users of Accounting Information</p> <ol style="list-style-type: none">1. Identify internal and external users.2. Explain information needs of different users.3. Distinguish between financial and management accounting. <ul style="list-style-type: none">• Activity: Matching exercise (users ↔ needs).• Homework: <i>Text p. 6, Exercise 1.3.</i> <p>Session 3: Ethics in Accounting</p> <ol style="list-style-type: none">1. Define ethical principles (integrity, objectivity, confidentiality).2. Explain importance of ethics.3. Discuss impact of unethical behavior. <ul style="list-style-type: none">• Activity: Case study role play.• Homework: <i>Text p. 7–10, Exercise 1.5.</i>
Week 2 – Concepts & Conventions	<p>Session 1: Accounting Concepts (Part 1)</p> <ol style="list-style-type: none">1. Distinguish between concepts and conventions.2. Explain separate entity principle.3. Apply principles to real business examples. <ul style="list-style-type: none">• Homework: <i>Text p. 20–22, Exercise 2.1.</i>

	<p>Session 2: Accounting Concepts (Part 2)</p> <ol style="list-style-type: none"> 1. Define accrual and matching. 2. Explain prudence (conservatism). 3. Apply consistency in recording. <ul style="list-style-type: none"> • Activity: Concept–example card game. • Homework: <i>Text p. 23–25, Exercise 2.3.</i> <p>Session 3: Review & Quiz</p> <ol style="list-style-type: none"> 1. Recall all concepts and conventions. 2. Test application to transactions. 3. Link concepts to financial statements. <ul style="list-style-type: none"> • Activity: In-class quiz (MCQs & short answers). • Homework: <i>Research: “How technology has affected accounting processes” (1 page).</i>
<p>Week 3 – Accounting Cycle & Equation</p>	<p>Session 1: The Accounting Cycle</p> <ol style="list-style-type: none"> 1. List stages of the cycle. 2. Illustrate with a flow diagram. 3. Explain links between stages. <ul style="list-style-type: none"> • Activity: Students draw cycle on chart paper. • Homework: <i>Text p. 12–15, Exercise 1.2.</i> <p>Session 2: Cycle Practice</p> <ol style="list-style-type: none"> 1. Arrange transactions in correct sequence. 2. Identify where errors can occur. 3. Compare manual vs computerized cycles. <ul style="list-style-type: none"> • Activity: Puzzle activity. • Homework: <i>Text p. 16–19, Exercise 1.4.</i> <p>Session 3: The Accounting Equation</p> <ol style="list-style-type: none"> 1. Define assets, liabilities, capital. 2. State and apply $A = L + C$.

	<p>3. Solve problems with given data.</p> <ul style="list-style-type: none"> • Activity: Board race (teams solve equations). • Homework: <i>Text p. 28–35, Exercises 5.1 & 5.2.</i>
<p>Week 4 – Source Documents</p>	<p>Session 1: Source Documents (Intro)</p> <ol style="list-style-type: none"> 1. Identify main source documents (invoice, receipt, credit note, cheque). 2. Explain their function. 3. Link them to accounting cycle. <ul style="list-style-type: none"> • Activity: Scrapbook project launched. • Homework: <i>Collect 2 documents for scrapbook; Text p. 40, Exercise 6.1.</i> <p>Session 2: Source Documents (Application)</p> <ol style="list-style-type: none"> 1. Match documents to transactions. 2. Differentiate originals vs duplicates. 3. Assess their importance for audit trail. <ul style="list-style-type: none"> • Activity: “Document detective” game. • Homework: <i>Text p. 41–45, Exercise 6.2.</i> <p>Session 3: Review & Quiz</p> <ol style="list-style-type: none"> 1. Review source document types. 2. Test ability to classify them. 3. Explain impact of missing documents. <ul style="list-style-type: none"> • Quiz: Short-answer quiz. • Homework: <i>Scrapbook Part 1 submission (min. 3 documents).</i>
<p>Week 5 – General Journal (Part 1)</p>	<p>Session 1: Journal Basics</p> <ol style="list-style-type: none"> 1. Define the general journal. 2. Explain its structure (date, details, debit/credit). 3. Record simple transactions. <ul style="list-style-type: none"> • Activity: Class worksheet. • Homework: <i>Text p. 55–57, Exercise 7.1.</i>

	<p>Session 2: Journalizing More Transactions</p> <ol style="list-style-type: none"> 1. Record credit purchases/sales. 2. Record returns inwards/outwards. 3. Record payments/receipts. <ul style="list-style-type: none"> • Activity: Journal entry relay game. • Homework: <i>Text p. 58–60, Exercise 7.2.</i> <p>Session 3: Opening Entries in Journal</p> <ol style="list-style-type: none"> 1. Define opening entry. 2. Record capital introduction. 3. Record assets & liabilities opening balances. <ul style="list-style-type: none"> • Activity: Class case study (“Opening a mini-shop”). • Homework: <i>Text p. 61, Exercise 7.3.</i>
<p>Week 6 – General Journal (Part 2)</p>	<p>Session 1: Corrections in the Journal</p> <ol style="list-style-type: none"> 1. Identify errors corrected in the journal. 2. Record correcting entries. 3. Explain effect on ledgers. <ul style="list-style-type: none"> • Activity: “Spot the error” worksheet. • Homework: <i>Text p. 62–64, Exercise 7.4.</i> <p>Session 2: Compound Entries</p> <ol style="list-style-type: none"> 1. Define compound entry. 2. Record transactions with multiple accounts. 3. Demonstrate through examples. <ul style="list-style-type: none"> • Activity: Students create their own compound entries. • Homework: <i>Text p. 65–66, Exercise 7.5.</i> <p>Session 3: Journal Review Quiz</p> <ol style="list-style-type: none"> 1. Apply rules of journalising. 2. Record opening entries. 3. Correct errors using journal.

	<ul style="list-style-type: none"> • Quiz: Mini Paper 02 style question. • Homework: <i>Scrapbook Part 2 (add 2 more documents).</i>
<p>Week 7 – Ledgers (Intro)</p>	<p>Session 1: Ledger Basics</p> <ol style="list-style-type: none"> 1. Define ledger. 2. Differentiate personal, real, nominal accounts. 3. Explain folio reference system. <ul style="list-style-type: none"> • Activity: Students open ledger T-accounts. • Homework: <i>Text p. 70–72, Exercise 8.1.</i> <p>Session 2: Posting from Journal to Ledger</p> <ol style="list-style-type: none"> 1. Post journal entries into ledgers. 2. Balance accounts. 3. Interpret balances. <ul style="list-style-type: none"> • Activity: Group posting exercise from given transactions. • Homework: <i>Text p. 73–74, Exercise 8.2.</i> <p>Session 3: Opening Entries in Ledger</p> <ol style="list-style-type: none"> 1. Post opening entries from journal to ledger. 2. Balance asset/liability/capital accounts. 3. Verify correctness of postings. <ul style="list-style-type: none"> • Activity: Board race ledger postings. • Homework: <i>Text p. 75, Exercise 8.3.</i>
<p>Week 8 – Ledgers (Mastery)</p>	<p>Session 1: Mixed Ledger Posting</p> <ol style="list-style-type: none"> 1. Record varied transactions. 2. Balance ledger accounts. 3. Show relationship to trial balance. <ul style="list-style-type: none"> • Activity: 15-transaction case study. • Homework: <i>Text p. 76–78, Exercise 8.4.</i> <p>Session 2: Error Identification</p> <ol style="list-style-type: none"> 1. Identify posting errors.

	<ol style="list-style-type: none"> 2. Correct errors in ledgers. 3. Rebalance accounts. <ul style="list-style-type: none"> • Activity: “Error hunt” group task. • Homework: <i>Text p. 79–80, Exercise 8.5.</i> <p>Session 3: Review Quiz</p> <ol style="list-style-type: none"> 1. Demonstrate journal → ledger posting. 2. Prepare opening ledger accounts. 3. Correct posting errors. <ul style="list-style-type: none"> • Quiz: CXC past paper style ledger question. • Homework: <i>Scrapbook Final Submission (min. 6 documents).</i>
<p>Week 9 – Trial Balance</p>	<p>Session 1: Preparing Trial Balance</p> <ol style="list-style-type: none"> 1. Define trial balance. 2. List its uses. 3. Prepare from ledger balances. <ul style="list-style-type: none"> • Activity: Trial balance worksheet. • Homework: <i>Text p. 99–100, Exercise 10.1.</i> <p>Session 2: Errors & Limitations</p> <ol style="list-style-type: none"> 1. Identify errors revealed by trial balance. 2. Identify errors not revealed. 3. Explain limitations. <ul style="list-style-type: none"> • Activity: Group matching game (error ↔ effect). • Homework: <i>Text p. 101, Exercise 10.2.</i> <p>Session 3: Quiz</p> <ol style="list-style-type: none"> 1. Prepare full trial balance. 2. Identify at least 2 types of errors. 3. Explain significance of trial balance totals. <ul style="list-style-type: none"> • Quiz: Structured practice. • Homework: <i>Text p. 102, Exercise 10.3.</i>

<p>Week 10 – Review & Assessment</p>	<p>Session 1: Comprehensive Practice</p> <ol style="list-style-type: none"> 1. Journalize transactions including opening entries. 2. Post to ledgers. 3. Prepare trial balance. <ul style="list-style-type: none"> • Activity: Full cycle case study. • Homework: <i>Past Paper Practice Q1 (General Journal & Ledger).</i> <p>Session 2: Revision Workshop</p> <ol style="list-style-type: none"> 1. Review source documents & journals. 2. Review ledgers & opening entries. 3. Review trial balance errors. <ul style="list-style-type: none"> • Activity: Peer teaching groups. • Homework: <i>Self-test revision worksheet.</i>
<p>Week 11</p>	<p>Revision</p>