

**Training Schedule**  
**Bakery and Confectionery (256)**  
**(Theory -30 hrs, Practical - 90 hrs)**

Session / Day	Lesson	Theory (1 ½ hrs.)	Practical (3 ½ hrs)	Self study /assignment	Learning Outcomes
DAY 1	<b>1. Ingredients and Equipments</b>	1.3 What do you bake with 1.4 Selection, storage and use <ul style="list-style-type: none"> <li>• Non perishable</li> <li>• Perishable</li> <li>• Semi perishable               <ul style="list-style-type: none"> <li>○ Different types of flour and its uses</li> <li>○ Types of yeasts</li> <li>○ Chemical raising agents</li> <li>○ Salt</li> <li>○ Corn flour</li> <li>○ Milk</li> <li>○ Cream</li> <li>○ Types of shortening agents</li> <li>○ Eggs</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Undertake a market survey to study the cost and brands of the bakery ingredients available.</li> <li>• Group discussion on selection, storage and use of;               <ul style="list-style-type: none"> <li>○ Perishable</li> <li>○ Non-perishable</li> <li>○ Semi-perishable</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Intext question 1.1, 1.2</li> <li>• Write a detailed report of the market survey undertaken</li> <li>• Small group discussion with family and friends on:               <ul style="list-style-type: none"> <li>○ Perishable</li> <li>○ Non-perishable</li> <li>○ Semi-perishable</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Lists the ingredients used in bakery</li> <li>• Selects the right quality</li> <li>• Classifies ingredients into perishable, non-perishables and semi-perishables</li> <li>• Selects suitable methods of storage for different types of ingredients used in bakery</li> <li>• Differentiates between:               <ul style="list-style-type: none"> <li>○ Flours</li> <li>○ Sugars</li> <li>○ Creams</li> <li>○ Raising agents</li> <li>○ Yeasts</li> </ul> </li> </ul>
DAY 2	<b>1. Ingredients and Equipments</b>	1.5 Equipment required in bakery <ul style="list-style-type: none"> <li>• Light equipment</li> <li>• Heavy equipment</li> </ul> 1.6 Selection and maintenance required <ul style="list-style-type: none"> <li>• Oven</li> <li>• Proving chambers</li> <li>• Refrigerators</li> <li>• Deep freezers</li> <li>• Dough mixture</li> <li>• Work tables</li> <li>• Storage cabinet</li> <li>• Gas burners</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstration and practice of correct handling of:               <ul style="list-style-type: none"> <li>○ Light equipment</li> <li>○ Heavy equipment</li> </ul> </li> <li>• Demonstration and practice of selection and maintenance required for bakery equipment.</li> </ul>	<ul style="list-style-type: none"> <li>• Intext questions 1.3</li> <li>• Undertake a market survey to study the cost and brands available of bakery equipment.</li> <li>• Write a report of your survey in the practical file.</li> </ul>	<ul style="list-style-type: none"> <li>• Lists the various equipments used in bakery</li> <li>• Selects the equipment on the basis of capacity and power</li> <li>• Maintains the equipment for proper functioning and longer life.</li> <li>• Lists suppliers for the equipment.</li> </ul>

<b>DAY 3</b>	<b>2. Biscuits</b>	<p>2.3 classification of biscuits</p> <p>2.4 biscuits made from pastry dough</p> <ul style="list-style-type: none"> <li>• Short crust dough</li> <li>• Jam tarts</li> <li>• Rich biscuits</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstration and practice of making <ul style="list-style-type: none"> <li>○ Short crust dough</li> <li>○ Jam tarts</li> <li>○ Rich biscuits</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Intext Question 2.1</li> <li>• Continue practice of activities done in the class</li> </ul>	<ul style="list-style-type: none"> <li>• Categorizes biscuits made using; <ul style="list-style-type: none"> <li>○ Pastry dough</li> <li>○ Cream dough</li> <li>○ Egg white mixture</li> <li>○ Whisked egg dough</li> <li>○ Dough rich in honey other sugar syrups</li> </ul> </li> <li>• Makes the following <ul style="list-style-type: none"> <li>○ Short crust dough</li> <li>○ Jam tarts</li> <li>○ Rich biscuits</li> </ul> </li> </ul>
<b>DAY 4</b>	<b>2. Biscuits</b>	<p>2.5 Biscuits made from creamed dough</p> <ul style="list-style-type: none"> <li>• Fruits biscuits</li> </ul> <p>2.6 Biscuits made with egg white mixture</p> <ul style="list-style-type: none"> <li>• Peanut macaroons</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstration and practice of making <ul style="list-style-type: none"> <li>○ Fruits biscuits</li> <li>○ Peanut macaroons with egg white mixture</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Continue practice of activities done in the class</li> <li>• Intext question 2.2</li> </ul>	<ul style="list-style-type: none"> <li>• Makes the following <ul style="list-style-type: none"> <li>○ Fruits biscuits</li> <li>○ Peanut macaroons</li> </ul> </li> </ul>
<b>DAY 5</b>	<b>2. Biscuits</b>	<p>2.7 Biscuits made from whisked egg dough</p> <ul style="list-style-type: none"> <li>• Orange biscuits</li> </ul> <p>2.8 Biscuits made from syrup and honey dough</p> <ul style="list-style-type: none"> <li>• Chocolate cookies</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstration and practice of making <ul style="list-style-type: none"> <li>○ Orange biscuits using whisked egg dough</li> </ul> </li> <li>• Demonstration and practice of making chocolate cookies using syrup and honey dough</li> </ul>	<ul style="list-style-type: none"> <li>• Intext Question 2.3</li> <li>• Continue practice of activities done in the class</li> <li>• Record all recipes and procedure in practical file</li> </ul>	<ul style="list-style-type: none"> <li>• Makes the following: <ul style="list-style-type: none"> <li>○ Orange biscuits</li> <li>○ Chocolate cookies</li> </ul> </li> <li>• Observes the prescribed guidelines for making quality biscuits</li> </ul>
<b>DAY 6</b>	<b>3. Cakes</b>	<p>3.3 Classification of cakes</p> <ul style="list-style-type: none"> <li>• Cakes without icing</li> <li>• Cakes with icing</li> </ul> <p>3.4 General methods of making cake</p> <ul style="list-style-type: none"> <li>○ Rubbing in method</li> <li>○ Creaming method</li> <li>○ Whisking method</li> <li>○ All in one method</li> </ul> <ul style="list-style-type: none"> <li>• Preparing tins for baking</li> <li>• To line a tine round or square</li> </ul>	<ul style="list-style-type: none"> <li>• Undertake group discussion on: <ul style="list-style-type: none"> <li>○ Cakes without icing</li> <li>○ Cakes with icing</li> </ul> </li> <li>• Demonstration and practice of the following: <ul style="list-style-type: none"> <li>○ Rubbing in method</li> <li>○ Creaming method</li> <li>○ Whisking method</li> <li>○ All in one method to line a tin round or square</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Intext question 3.1</li> <li>• Continue practice of the activities done in the class</li> <li>• Record the procedure adopted in the practical file.</li> </ul>	<ul style="list-style-type: none"> <li>• Classifies and identifies cakes as: <ul style="list-style-type: none"> <li>○ Without icing</li> <li>○ With icing</li> </ul> </li> <li>• Undertakes the following activities <ul style="list-style-type: none"> <li>○ Rubbing in method</li> <li>○ Creaming method</li> <li>○ Whisking method</li> <li>○ All in one method to line a tin round or square</li> </ul> </li> <li>• Observes the prescribed guidelines of making cakes and lining of a tin.</li> </ul>

<b>DAY 7</b>	<b>3. Cakes</b>	<p>3.5 Cakes without icing</p> <ul style="list-style-type: none"> <li>• Butter sponge</li> <li>• Caramel cake</li> <li>• Madeira cake</li> <li>• Victoria cake</li> <li>• Swiss roll</li> </ul> <p>3.6 Faults and remedies in cakes baking</p> <ul style="list-style-type: none"> <li>• Collapsed cake with white spots</li> <li>• Baked with peeled top</li> <li>• Cake with flat top</li> <li>• Structural faults</li> <li>• Texture faults</li> <li>• Crust faults</li> <li>• Colour faults</li> <li>• Miscellaneous faults</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstration and practice of making the following : <ul style="list-style-type: none"> <li>○ Butter sponge</li> <li>○ Caramel cake</li> <li>○ Madeira cake</li> <li>○ Victoria cake</li> <li>○ Swiss roll</li> </ul> </li> <li>• Undertake group discussion on the following topics: <ul style="list-style-type: none"> <li>○ Structural faults</li> <li>○ Texture faults</li> <li>○ Crust faults</li> <li>○ Colour faults</li> <li>○ Miscellaneous faults</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Intext question 3.2</li> <li>• Continue practice of activities done in the class</li> <li>• Record the procedures adopted for making of different cakes learnt in the practical file.</li> </ul>	<ul style="list-style-type: none"> <li>• Makes the following cakes without icing: <ul style="list-style-type: none"> <li>○ Butter sponge</li> <li>○ Caramel cake</li> <li>○ Madeira cake</li> <li>○ Victoria cake</li> <li>○ Swiss roll</li> </ul> </li> <li>• Identifies and takes remedial action for the following faults: <ul style="list-style-type: none"> <li>○ Baked with peeled top</li> <li>○ Cake with flat top</li> <li>○ Structural faults</li> <li>○ Texture faults</li> <li>○ Crust faults</li> <li>○ Colour faults</li> <li>○ Collapsed cake with white spots</li> </ul> </li> </ul>
<b>DAY 8</b>	<b>3. Cakes</b>	<p>3.7 Decorated cakes</p> <ul style="list-style-type: none"> <li>• Cream and fruit cake</li> <li>• Black forest cake</li> <li>• Chocolate truffle cake</li> <li>• Butter icing cake</li> <li>• Royal icing cake</li> <li>• Fatless sponge</li> <li>• Fatless chocolate cake</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstration and practice of following decorated cakes: <ul style="list-style-type: none"> <li>○ Cream and fruit</li> <li>○ Black forest cake</li> <li>○ Chocolate truffle</li> <li>○ Butter icing cake</li> <li>○ Royal icing cake</li> <li>○ Fatless sponge</li> <li>○ Fatless chocolate</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Intext question 3.3</li> <li>• Continue practice of decorated cakes done in the class</li> <li>• Record the procedures adopted for making different decorated cakes learnt in the practical file</li> </ul>	<ul style="list-style-type: none"> <li>• Makes the following decorated cakes: <ul style="list-style-type: none"> <li>○ Cream and fruit cake</li> <li>○ Black forest cake</li> <li>○ Chocolate truffle cake</li> <li>○ Butter icing cake</li> <li>○ Royal icing cake</li> <li>○ Fatless sponge</li> <li>○ Fatless chocolate cake</li> </ul> </li> </ul>
<b>DAY 9</b>	<b>4. Icings</b>	<p>4.3 What you will need</p> <p>4.4 The Basic process</p> <ul style="list-style-type: none"> <li>○ Preparing a cake base</li> <li>○ Giving filling in the cake</li> <li>○ Applying icing on top and sides</li> <li>○ Piping and decoration</li> <li>• Preparing a piping bag.</li> </ul> <p>4.5 The Icings</p> <ul style="list-style-type: none"> <li>• Butter icings</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstration and practice of making : <ul style="list-style-type: none"> <li>○ Icing and applying icings on top and sides</li> <li>○ Preparing a piping bag</li> <li>○ Butter icings and its variations</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Intext Question 4.1</li> <li>• Continue practice of making icings and icings piping bag done in the class</li> <li>• Record the procedures in the practical file</li> </ul>	<ul style="list-style-type: none"> <li>• Applies icing s on top and sides of the cake</li> <li>• Prepares piping bag and uses it to make different designs</li> <li>• Prepares and uses different variations of butter icings like: <ul style="list-style-type: none"> <li>○ Chocolate butter icing</li> <li>○ Coffee butter icing</li> <li>○ Lemon/orange icing</li> <li>○ Vanilla butter cream</li> <li>○ Walnut butter cream</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>• Its variation</li> <li>• Chocolate butter icing</li> <li>• Coffee butter icing</li> <li>• Lemon/orange butter icing</li> </ul>			<ul style="list-style-type: none"> <li>• Observes the prescribed precautions for: <ul style="list-style-type: none"> <li>○ Making of icings</li> <li>○ Using of piping bag for decorations</li> </ul> </li> </ul>
<b>DAY 10</b>	<b>4. Icings</b>	4.6 Cream icing <ul style="list-style-type: none"> <li>• Cream and fruits cake</li> </ul> 4.7 Marzipan 4.8 Royal Icings 4.9 Glace icings 4.10 Fondant icing 4.11 Chocolate icings	<ul style="list-style-type: none"> <li>• Demonstration and practice of the following: <ul style="list-style-type: none"> <li>○ Cream Icings</li> <li>○ Cream and fruit cake</li> <li>○ Marzipan</li> <li>○ Royal icings</li> <li>○ Glace icings</li> <li>○ Fondant icings</li> <li>○ Chocolate icings</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Intext Question 4.2 <ul style="list-style-type: none"> <li>○ Continue practice of making icings done in the class</li> <li>○ Record the procedures adopted for each in the practical file</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Makes different types of cream icings like: <ul style="list-style-type: none"> <li>○ Cream icings</li> <li>○ Cream and fruit cake</li> <li>○ Marzipan</li> <li>○ Royal icings</li> <li>○ Glace icings</li> <li>○ Fondant icings</li> <li>○ Chocolate icings</li> </ul> </li> <li>• Observes the prescribed precautions while making cream icings.</li> </ul>
<b>DAY 11</b>	<b>5. Pastes or mixtures</b>	5.3 The basic paste 5.4 To make a good paste <ul style="list-style-type: none"> <li>• Do's and don'ts</li> </ul> 5.5 Learn the pastes <ul style="list-style-type: none"> <li>• Short crust paste</li> <li>• Flakey pastry and puff pastry</li> <li>• Similarities and differences</li> <li>• What went wrong</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstration and practice of making of the following pastes: <ul style="list-style-type: none"> <li>• Short crust paste</li> <li>• Flakey pastry and puff pastry</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Intext Question 5.1</li> <li>• Continue practice of making pastes done in the class</li> <li>• Record the procedures adopted in the practical file</li> </ul>	<ul style="list-style-type: none"> <li>• Makes the following pastes: <ul style="list-style-type: none"> <li>○ Short crust paste</li> <li>○ Flakey pastry and puff pastry</li> </ul> </li> <li>• Observes the prescribed do's and don'ts of making paste</li> <li>• Differentiates between <ul style="list-style-type: none"> <li>○ Short crust paste</li> <li>○ Flakey pastry and puff pastry</li> </ul> </li> </ul>
<b>DAY 12</b>	<b>5. Pastes or mixtures</b>	5.7 Variations of puff and flaky paste <ul style="list-style-type: none"> <li>• Vegetable patties</li> <li>• Mushroom vol-au-vent <ul style="list-style-type: none"> <li>○ Khara biscuits</li> </ul> </li> </ul> 5.8 Choux paste 5.9 What can go wrong? 5.10 Variations of Choux pastes <ul style="list-style-type: none"> <li>• Chocolate and éclairs</li> <li>• Profiterole suchard</li> <li>• Cream puff</li> </ul> 5.11 Danish pastry	<ul style="list-style-type: none"> <li>• Demonstration and practice of making the following: <ul style="list-style-type: none"> <li>○ Vegetable patties</li> <li>○ Mushroom vol-au-vent</li> <li>○ Khara biscuits</li> <li>○ Choux paste</li> <li>○ Chocolate and éclairs</li> <li>○ Profiterole suchard</li> <li>○ Cream puff</li> <li>○ Danish pastry</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Intext question 5.2</li> <li>• Continue practice of making activities done in the class</li> <li>• Record the procedures of making pastes in the practical file</li> </ul>	<ul style="list-style-type: none"> <li>• Makes the following: <ul style="list-style-type: none"> <li>○ Vegetable patties</li> <li>○ Mushroom vol-au-vent</li> <li>○ Khara biscuits</li> <li>○ Choux paste</li> <li>○ Chocolate and éclairs</li> <li>○ Profiterole suchard</li> <li>○ Cream puff</li> </ul> </li> <li>• Observes the prescribed precautions of making pastes</li> <li>• Identifies and rectifies</li> </ul>

					faults that can occur in making of paste
<b>DAY 13</b>	<b>6 Bread and Bread rolls</b>	6.3 Basics of bread making 6.4 Terms used In bread making <ul style="list-style-type: none"> <li>• Dough</li> <li>• Mixing</li> <li>• Kneading</li> <li>• Fermentation</li> <li>• Rising</li> <li>• Knocking back</li> <li>• Proving</li> <li>• Glazing</li> </ul> 6.5 Different Types of bread and bread products <ul style="list-style-type: none"> <li>• Bread rolls</li> <li>• Different types of rolls</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstration and practice of making dough for breads and rolls using:             <ul style="list-style-type: none"> <li>○ Mixing</li> <li>○ Kneading</li> <li>○ Fermentation</li> <li>○ Rising</li> <li>○ Knocking back</li> <li>○ Proving</li> <li>○ glazing</li> </ul> </li> <li>• Demonstration and practice of making the following rolls:             <ul style="list-style-type: none"> <li>○ Similar round</li> <li>○ Single knot</li> <li>○ Double knot</li> <li>○ Clover leaf rolls</li> <li>○ Coiling a turban</li> <li>○ Plaits</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Intext Questions 6.1, 6.2</li> <li>• Continue practice of making dough for bread and different types of rolls</li> <li>• Write the procedure adopted in the practical file.</li> </ul>	<ul style="list-style-type: none"> <li>• For bread making undertakes the following activities:</li> <li>• Makes the following types of rolls;             <ul style="list-style-type: none"> <li>○ Similar round</li> <li>○ Single knot</li> <li>○ Double knot</li> <li>○ Clover leaf rolls</li> <li>○ Coiling a turban</li> <li>○ Plaits</li> </ul> </li> <li>• Explains the theory related to bread making process</li> <li>• Lists the various raw material use and their purpose</li> <li>• Enumerates the common terms used in the bread making process</li> </ul>
<b>DAY 14</b>	<b>6 Bread and Bread rolls</b>	<ul style="list-style-type: none"> <li>• Hamburger roll</li> <li>• Fruit buns</li> <li>• Bread loaf</li> <li>• Milk Bread</li> <li>• Brown Bread</li> </ul> 6.6 How to judge quality of bread <ul style="list-style-type: none"> <li>• External characteristics</li> <li>• Internal characteristics</li> </ul> 6.7 Bread faults and their remedies 6.8 Bread diseases	<ul style="list-style-type: none"> <li>• Demonstration and practice of making the following:             <ul style="list-style-type: none"> <li>• Hamburger roll               <ul style="list-style-type: none"> <li>○ Hamburger roll</li> <li>○ Fruit buns</li> <li>○ Bread loaf</li> <li>○ Milk Bread</li> <li>○ Brown Bread</li> </ul> </li> <li>• Group discussion on the following               <ul style="list-style-type: none"> <li>○ Quality of bread</li> <li>○ Bread faults and remedies</li> <li>○ Bread diseases</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Intext Question 6.3</li> <li>• Continue practice of different activities done in the class.</li> <li>• Write the procedure in the practical</li> </ul>	<ul style="list-style-type: none"> <li>• Makes the following products:             <ul style="list-style-type: none"> <li>○ Hamburger roll fruit buns</li> <li>○ Bread loaf</li> <li>○ Milk bread</li> <li>○ Brown bread</li> </ul> </li> <li>• Identifies and explains the internal and external characteristics of quality bread</li> <li>• Identifies common faults and diseases likely to occur in bread products, their causes and suggest remedies for the some.</li> </ul>
<b>DAY 15</b>	<b>7. Danish pastries and croissant</b>	7.3 Brioche 7.4 Doughnuts methods of preparing	Demonstration and practice of making the following: <ul style="list-style-type: none"> <li>• Brioche</li> <li>• Doughnuts</li> </ul>	<ul style="list-style-type: none"> <li>• Visit the neighbourhood bakery to study the different variation of brioche and doughnuts available and</li> </ul>	<ul style="list-style-type: none"> <li>• Assembles the raw materials required in correct quantity for making brioche and</li> </ul>

				<ul style="list-style-type: none"> <li>collect recipes</li> <li>Practice making of the variations and record recipes in the practical file.</li> </ul>	<ul style="list-style-type: none"> <li>doughnuts.</li> <li>Adopts the correct procedures of making brioche and doughnuts</li> <li>Observes the correct procedures of adding starter dough to dough and kneading thoroughly</li> <li>Is aware of the role of knock back and rising of the dough</li> </ul>
DAY 16	7. Danish pastries and croissant	<p>7.5 Croissant or crescent rolls</p> <ul style="list-style-type: none"> <li>Material for the dough</li> <li>Preparing the dough</li> <li>Mixing and fermentation</li> <li>Rolling and addition of fat</li> </ul> <p>7.6 Danish party</p> <ul style="list-style-type: none"> <li>Almond filled pin wheels</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Demonstration and practical of the following: <ul style="list-style-type: none"> <li>Preparing the dough</li> <li>Mixing and fermentation</li> <li>Rolling and addition of fat for making of croissant and crescent rolls</li> </ul> </li> <li>Demonstration and practice of making the following Danish pastry</li> </ul>	<ul style="list-style-type: none"> <li>Intext Question 7.1, 7.2</li> <li>Visit the neighbourhood bakery to study the different variation of croissant or crescent rolls and Danish pastry available and collect recopies</li> <li>Practice making of the variations and record recipes in the practical file</li> </ul>	<ul style="list-style-type: none"> <li>Describes different types of croissant or crescent rolls and Danish party list and uses various enriching agents.</li> <li>Demonstrates the correct procedures of preparing them.</li> <li>Devices variations in dough, filling and shapes.</li> <li>Adopts the correct temperature and time for baking these products.</li> </ul>
DAY 17	8. Accounting procedures	<p>8.3 Jargon made easy</p> <ol style="list-style-type: none"> <li>Transaction</li> <li>Account</li> <li>Goods</li> <li>Debit</li> <li>Credit</li> <li>Deblor</li> <li>Creditor</li> <li>Double entry system of book keeping and accounting</li> <li>Assets</li> <li>Liability</li> <li>Capital</li> </ol> <p>8.4 Stages of accounting</p> <ol style="list-style-type: none"> <li>Primary entry</li> <li>Secondary entry</li> <li>Final accounts</li> </ol>	<p>Group discussion on the following</p> <ol style="list-style-type: none"> <li>Transaction</li> <li>Account</li> <li>Goods</li> <li>Debit</li> <li>Credit</li> <li>Deblor</li> <li>Creditor</li> <li>Double entry system of book keeping and accounting</li> <li>Assets</li> <li>Liability</li> <li>Capital</li> <li>Stages of accounting</li> </ol> <p>Record the outcomes of the discussions in the practical file.</p>	<ul style="list-style-type: none"> <li>Intext Question 8.1</li> <li>Visit at least 2 Bakery units and discuss about the methods adopted for maintaining the accounts</li> <li>Write a report on the outcomes in the practical file</li> </ul>	<ul style="list-style-type: none"> <li>Demonstration awareness of the basic language used in accounting.</li> <li>Differentiates between personal, real and nominal account</li> <li>Maintains purchase, sales and sales return account</li> <li>Uses the double entry system of book-keeping and accounting</li> <li>Differentiates between assets, liabilities and capital</li> <li>Primary entry, secondary entry and final accounts</li> </ul>

DAY 18	8. Accounting procedures	<p>8.5 Journal</p> <ul style="list-style-type: none"> <li>• Personal account</li> <li>• Real account</li> <li>• Nominal account</li> </ul> <p>8.6 Ledger</p> <ul style="list-style-type: none"> <li>• Posting of Journal entries into the ledger</li> <li>• Balancing of account</li> </ul> <p>8.7 Trial balance</p>	<ul style="list-style-type: none"> <li>• Demonstration of Journalizing the various entries with regard to personal, real and nominal account</li> <li>• Practice of transferring of period from the journal to ledger and balancing of account</li> <li>• Demonstration the procedures of preparing the trail balance.</li> </ul>	<ul style="list-style-type: none"> <li>• Intext Question 8.2, 8.3, 8.4</li> <li>• Continue practice of the following; <ul style="list-style-type: none"> <li>○ Journalizing</li> <li>○ Ledgering</li> <li>○ Trial balancing</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Differentiates between personal, real and nominal accounts in journalizing</li> <li>• Posts the journal narration in the ledger</li> <li>• Successfully balances accounts</li> <li>• Prepares a trial balance statement to check accuracy</li> </ul>
DAY 19	8. Accounting procedures	<p>8.8 How to purchase raw material</p> <p>i) From supplier</p> <p>ii) From open market</p> <p>8.9 Costs</p> <ul style="list-style-type: none"> <li>• Material cost</li> <li>• Overhead cost</li> <li>• Labour cost</li> </ul> <p>8.10 Profit</p> <ul style="list-style-type: none"> <li>• Gross profit</li> <li>• Net profit</li> </ul> <p>8.11 Selling price</p>	<ul style="list-style-type: none"> <li>• Group discussion on the following: <ul style="list-style-type: none"> <li>○ Purchasing from supplier</li> <li>○ Purchasing from open market</li> <li>○ Material cost</li> <li>○ Overhead cost</li> <li>○ Labour cost</li> </ul> </li> <li>• Demonstration of the procedures of calculating gross profit, net profit and selling price</li> </ul>	<ul style="list-style-type: none"> <li>• Intext Question 8.5</li> <li>• Continue practice of the following ; <ul style="list-style-type: none"> <li>○ Gross profit</li> <li>○ Net profit</li> <li>○ Selling price</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Purchases material from supplier and open – market</li> <li>• Differentiates between material overhead and labour cost</li> <li>• Use relevant information to calculate the following; <ul style="list-style-type: none"> <li>○ Gross profit</li> <li>○ Net profit</li> <li>○ Selling price</li> </ul> </li> <li>• Designs the accounting procedures of fixing selling price of items prepared</li> </ul>
DAY 20	9. Glossary of Bakery Terms	<ul style="list-style-type: none"> <li>• Understand and explains the 120 bakery terms listed in the chapter</li> </ul>	<ul style="list-style-type: none"> <li>• Undertake a visit to a Bakery unit to understand the bakery terms used their</li> <li>• Demonstration of the bakery terms for better understanding</li> </ul>	<ul style="list-style-type: none"> <li>• Undertake a group discussion on different bakery terms and what they refer to</li> <li>• Make a chart showing the glossary of bakery terms</li> </ul>	<ul style="list-style-type: none"> <li>• Appreciates the need to learn the specific bakery terms used</li> <li>• Differentiates between the different bakery terms</li> <li>• Uses appropriate terms to indicate activities taken in bakery.</li> </ul>
DAY 21	<p>Project 1</p> <p>Journalize the following transactions in the books of Mr. Singh for December 2018.</p> <ul style="list-style-type: none"> <li>• December 1 Mr. Singh Started business with cash Rs. 50,000/- and bank balance of Rs. 2,00,000/-</li> <li>• December 4 Purchased goods by cash for Rs. 28,000/-</li> <li>• December 7 Sold goods by cash for Rs. 17,000/-</li> <li>• December 11 Purchased goods from Delhi Stores for Rs. 22,000/-</li> <li>• December 13 Returned defective goods to Delhi Stores for Rs. 3,000</li> <li>• December 17 Sold goods to Mr. Iyer for Rs. 7,000/- on credit</li> </ul>				

	<ul style="list-style-type: none"> <li>• December 19 Goods for Rs. 3,000/- returned by Mr. Iyer</li> <li>• December 21 Cash Sales Rs. 2,00/-</li> <li>• December 22 Paid wages to Peon Rs. 3,500/-</li> <li>• December 24 Cash received from Mr. Iyer Rs. 2500/-</li> <li>• December 26 Cash paid to Delhi Stores Rs. 10,000/-</li> <li>• December 29 Purchased printer for Rs. 7,500/- by cash</li> <li>• December 31 Paid Rs. 3,000/- wide cheque as rent</li> <li>• December 31 Paid Rs. 4,000/- cash as salary to office boy</li> </ul>
<b>DAY 22</b>	<p>Project 2 Make a cake for your friend's birthday party weighing 2 kg. The friend has suggested the following :</p> <ul style="list-style-type: none"> <li>• Caramel cake as base cake</li> <li>• For decoration use the following: Royal icing A layer of marzipan Use strawberry cherry</li> </ul>
<b>DAY 23</b>	<p>Project 3 Make brown breads using 1 kg. of flour with the following variations;</p> <ol style="list-style-type: none"> <li>1. Milk</li> <li>2. Fruits (candied)</li> <li>3. Egg wash and sesame seeds on top</li> </ol>
<b>DAY 24</b>	<p>Project 4 Develop four recipes and used them to make cookies using the following dough's:</p> <ol style="list-style-type: none"> <li>1. Egg white mixture</li> <li>2. Creamed dough</li> <li>3. Whisked egg dough</li> <li>4. Syrup and honey dough</li> </ol>



