

**SYLLABUS FOR ACCOUNTANCY
CLASS XI**

Units		Periods	Marks
Part A: Financial Accounting-1			
	Unit-1: Theoretical Framework	25	12
	Unit-2: Accounting Process	90	40
Part B: Financial Accounting-II			
	Unit-3: Financial Statements of Sole Proprietorship from Complete and Incomplete Records	40	20
	Unit-4: Computers in Accounting	05	08
Part C: Project Work			
		15	20

MONTH	UNIT/ TOPIC	SUB TOPIC	LEARNING OUTCOMES	PRACTICALS/ ACTIVITIES/INNOVATIVE PEDAGOGY	PROJECT
APRIL	Unit 1: Theoretical Framework Unit 2: Accounting Process	Accounting: Meaning, objectives. Accounting as source of information, internal and external users of accounting information and their needs. Qualitative Characteristics of accounting information- reliability, relevance, understandability and comparability. Basic accounting terms- assets,	Students would be able to <ul style="list-style-type: none"> Apply different basic accounting terms in different transactions explain meaning and nature of accounting principles and IFRS compare bases of accounting- cash basis and accrual basis 	<ul style="list-style-type: none"> Class Interaction: Group Discussion- Usage of Accounting and Accountancy in everyday life. Practice Assignment : Classification of items into different accounting heads Theory Base of Accounting- concepts, 	Making caricature depicting various accounting terms

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		<p>Liability, Capital, Expense, Income, Expenditure, Revenue, debtors, Creditors , Goods, Cost, Gain, Stock, Purchases, Sales, Loss ,Profit , Voucher, Discount, Transaction, Drawings.</p> <p>Unit 2: Theory Base of Accounting Accounting Principles: meaning and nature. Accounting Concepts: Entity, Money Measurement, Going Concern, Accounting Period, Cost Concept, Dual Aspect, Revenue Recognition, Matching, Accrual, Full Disclosure, Consistency, Conservatism, Materiality. Accounting Standards- Concept, Process of accounting- from recording of business transactions to preparation of trial balance. Bases of Accounting_ Cash Basis, accrual Basis</p>		Principles & Assumptions	
MAY	Accounting equation and Rules of debit and credit	<p>Voucher and Transaction: origin of transaction- Source Documents and vouchers, Preparation of Accounting Vouchers Accounting Equation- Meaning and Analysis of transaction using accounting Equation</p>	<p>Students would be able to</p> <ul style="list-style-type: none"> • apply the rules of debit and credit in business transactions • show business transactions in the form of Accounting Equation 	<ul style="list-style-type: none"> • Practice Assignment : Accounting Equation – Practical Problems (Textbook) Source Documents & Vouchers Class test : Accounting Equation + Rules of Debit and 	<p>Collection of vouchers. Students will be made to fill up the vouchers and post the same to ledger accounts</p>

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		<p>approach Rules of debit and credit.</p>	<ul style="list-style-type: none"> • appreciate the purpose of source documents of accounts 	Credit	
JULY	Journal , Ledger and Cash book	Recording of transactions: Books of Original entry- journal;	<p>Students would be able to</p> <ul style="list-style-type: none"> • Post journal entries to Ledger. • record entries in Journal • Prepare a Trial Balance. • prepare different types of cash book 	<ul style="list-style-type: none"> • Practice Assignment : Comprehensive Question (Journal, Ledger, Trial Balance) Class Test: Journal, Ledger and trial Balance. 	Design a board game based on journal entries
AUGUST	Subsidiary Books Bank reconciliation Statement	<p>Special purpose books- Purchases book, Purchases return book, Sales book, Sales return book, Cash Book(simple and double column) Ledger: meaning, utility, format, posting from journal to ledger and balancing of accounts Bank Reconciliation Statement: Meaning, Need and preparation</p>	<p>Students would be able to</p> <ul style="list-style-type: none"> • Prepare other subsidiary books. • prepare Bank Reconciliation Statement 	<ul style="list-style-type: none"> • Textual Illustrations: Bank Reconciliation statement: Reasons for difference between Cash book and Pass Book • Practice Assignment- Bank Reconciliation Statement: Practical Problems(Textbook) 	-----
SEPTEMBER &OCTOBER	Bills Of Exchange Depreciation	<p>Unit 6: Accounting for Bills Of Exchange Bill Of Exchange: Definition, features, parties, specimen. Important Terms: Term of a bill. Days of grace, date of maturity, Bill at sight, Negotiation, Endorsement, Discounting of a bill, Dishonour</p>	<p>Students would be able to</p> <ul style="list-style-type: none"> • Pass Journal entries for Bill Transactions in different cases. • Prepare Asset Accounts to record depreciation by using different methods of calculating 	<ul style="list-style-type: none"> • Practice Assignment : Bill of Exchange- Different cases – Practical Problems(Textbook) Class Test : Bills of Exchange and Depreciation 	Role play of various parties to a bill of exchange and effect of various transactions on these parties

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		<p>of a bill</p> <p>Unit 5 : Depreciation , Provisions and Reserves Depreciation: meaning and need for charging depreciation, factors affecting depreciation, methods of charging depreciation - straight line method and reducing balance method, preparation of disposal account. Reserves: Revenue reserve, Capital reserve, general reserve, specific reserve and secret reserve</p>	depreciation		<p>Write a Rap song based on the concept of Depreciation and methods of Charging depreciation</p>
NOVEMBER	Financial statements (without adjustments)	<p>Unit 7: Financial Statements with and without adjustments Financial Statements: meaning and users. Capital Expenditure and Deferred revenue Expenditure, Trading and Profit and loss account: Gross Profit, Operating Profit and Net Profit. Balance Sheet: need, grouping and marshalling of assets and liabilities. Vertical and Horizontal presentation of financial statements.</p>	<p>Students would be able to</p> <ul style="list-style-type: none"> • Record depreciation in provision for depreciation Account • Distinguish between provisions and reserves and different types of reserves • Appreciate grouping and marshalling of assets and liabilities • Classify capital and revenue expenditure, capital and revenue receipts prepare Financial Statements of sole proprietorship 		
	Financial statements (with adjustments)	Adjustments in preparation of financial statements with respect to closing stock,	<p>Students would be able to</p> <ul style="list-style-type: none"> • prepare financial statements with 	To prepare the final accounts of a proprietor from a case study which will be given to the	-----

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		outstanding expenses, prepaid expenses, accrued income, income received in advance, depreciation, loss by fire, bad debt, provision for bad debts, provision for discount on debtors, managers commission. Preparation of Trading and Profit & loss account and Balance sheet of a sole proprietorship	<p>adjustments</p> <ul style="list-style-type: none"> • calculate profit from incomplete records 	students	
DECEMBER	Rectification of errors	<p>Unit 4: Trial balance and Rectification of Errors Trial Balance : Meaning, objectives and Preparation Types of errors: error of omission, commission, principle and compensating errors. Rectification of errors using suspense account</p>	<p>Students would be able to</p> <ul style="list-style-type: none"> • Classify errors into different types • Rectify errors by rectifying journal entries • Prepare suspense account 	Discussion Method + Question Answer Method	<p>Identifying a business unit and finding out various transactions taking place. Make journal, ledger, and trial balance. Prepare final accounts also</p> <p>Quiz based on rectification of errors</p>
JANUARY	Computers in accounting	<ul style="list-style-type: none"> • Introduction to AIS and computers • Automation of accounting process - meaning 	<p>Students would be able to</p> <ul style="list-style-type: none"> • appreciate automation of accounting process • compare manual and computerized accounting • source of accounting software 	Discussion Method + Question Answer Method	-----

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Recommended Reference Books:

1. Double entry book keeping by T.S. Grewal
2. Accountancy for class XI by D.K Goel

Note: Buying of the reference book is not compulsory