

**Class-XI**  
**Subject: Accountancy**  
**Syllabus**

Month	Name of Book	Contents	Period of Study	Period of Revision
April	Introduction of Accounting  Theory Base of Accounting	Meaning of Accounting, Qualitative Characteristics of Accounting, objectives of Accounting. Accounting Terms – Basic Accounting Principles Concepts, Meaning of Accounting Standards, Basis of Accounting – Cash basis and Accrual basis.	20	05
May	Recording of Business Transactions	Vouchers Transactions, Debit Vouchers, credit Voucher Transactions - Recording of Transactions Accounting Equations, Journal Ledger, Posting Cash Book (Single column, Two Column, Petty cash Book), Subsidiary books. Bank Reconciliation Statement-Meaning, Reasons of difference between cash book & Pass book balances, Numericals on Bank Reconciliation adopting all four Methods of cash book Balance and pass Book Balance.	12          10	02          02
June Summer Vacation				
July	Trial Balance  Rectification of Errors	Meaning of Trial Balance, objects of Trial Balance, preparations of Trial Balance with all three methods, Importance of Trial Balance Rectification of Errors – Types, classifications- one sided and two sided Errors, suspense A/C	08       12	02       04
August	Depreciation, Provision and Reserves	Depreciation – Meaning, Characteristics, Reasons, Method- straight line and written Down method. Provisions and Reserves- Meaning, importance, difference between various types of Reserves, Secret Reserve.	20	06
September	Accounting for Bills of Exchange	Bill of Exchange – Meaning, Definition, parties of Bills of Exchange, promissory Note and its parties, Difference between bills of Exchange and Promissory Note, Merits of bills of	20	04

		exchange, Accounting Treatment of Bills of Exchange ( Retaining, Discounting, Endorsement and sent for collection of bills Methods) Dishonour and Renewal of bill.		
October	Financial Statement	Financial Statement - Difference between Capital and Revenue Expenditure Preparation of trading & profit and loss A/C and Balance sheet-without adjustments.	20	06
November	Financial Statement With Adjustments	Need of Adjustments, Name of Adjustments- such as Closing Stock, outstanding Exp, Prepaid Expenses, Accrued Income, Income Received in Advance, depreciation, Bad debts & its Provision for bad debts Provision , Managers commission, Interest on capital Preparation of Trading & P/L A/C and Balance Sheet along with above Adjustments.	24	06
December	Accounts From Incomplete Records	Incomplete Records- Meaning, characteristics, Reasons and limitations, Determination of Profit or loss from incomplete records. Statement of affair method with Adjustments such as outstanding Expenses, prepaid expenses, Bad debts, depreciation, calculation of opening and closing capital, debtors, creditors, B/R, B/P.	20	04
Jan	Computers in Accounting	Introduction ,Meaning Importance, Characteristics of Computer system, components of Computers, origin of Computerized Accounting, Characteristics of computerized Accounting, Merits and limitations, sources of Accounting system, Comparison of Accounting process in manual and computerized Accounting	24	
Feb		Revision & difficulties removal, preparation for annual exam and project file.		
March		Exam		