

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 |

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| | | 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 mannual and computerized Accounting | 24 | |
| Feb | | Revision & difficulties removal, preparation for annual exam and project file. | | |
| March | | Exam | | |

Note: Deleted syllabus for the session 2020&21 point wise is as under:

- 1 BRS with adjusted Cash book.
- 2 Renewal of Bill, Retirement of bill
- 3 Difference between accounts from incomplete records and statement of affairs
- 4 Preparation of Trading, profit and less account and balance sheet.