

**D.A.V. PUBLIC SCHOOL**  
**SECTOR – 3 DHURWA RANCHI – 4**  
**2019-2020**

**CLASS: XI COMMERCE**

**SUBJECT: ACCOUNTANCY (055)**

**PRESCRIBED BOOKS:**

- NCERT
- ACCOUNTANCY (S.CHAND PUBLICATION)

SL.NO.	UNIT	NAME AND CONTENTS	MONTH	EXAM / TESTS PORTION
1.	Unit-1	<p><b>THEORETICAL FRAME WORK</b>  <b>Introduction to Accounting</b></p> <ul style="list-style-type: none"> <li>➤ Accounting- concept, objectives, advantages and limitations, types of accounting information; users of accounting information and their needs. Qualitative Characteristics of Accounting Information. Role of Accounting in Business.</li> <li>➤ Basic Accounting Terms- Business Transaction, Capital, Drawings. Liabilities (Non-Current and Current). Assets (Non-Current, Current); Fixed assets (Tangible and Intangible), Expenditure (Capital and Revenue), Expense, Income, Profit, Gain, Loss, Purchase, Sales, Goods, Stock, Debtor, Creditor, Voucher, Discount (Trade discount and Cash Discount)</li> </ul> <p><b>Theory Base of Accounting</b></p> <ul style="list-style-type: none"> <li>➤ Fundamental accounting assumptions: GAAP:Concept</li> <li>➤ Business Entity, Money Measurement, Going Concern, Accounting Period, Cost Concept, Dual Aspect, Revenue Recognition, Matching, Full Disclosure, Consistency, Conservatism, Materiality and Objectivity</li> <li>➤ System of Accounting. Basis of Accounting: cash basis and accrual basis</li> <li>➤ Accounting Standards: Applicability in India's Goods and Services Tax (GST): Characteristics and Objective.</li> </ul>	June	Monthly test unit -1(30 marks)
2.	Unit-2	<p><b>ACCOUNTING PROCESS</b>  <b>Recording of Business Transactions</b></p> <ul style="list-style-type: none"> <li>➤ Voucher and Transactions: Source documents and Vouchers, Preparation of Vouchers, Accounting Equation Approach: Meaning and Analysis, Rules of Debit and Credit.</li> <li>➤ Recording of Transactions: Books of Original Entry- Journal <ul style="list-style-type: none"> <li>• Special Purpose books:</li> <li>• Cash Book: Simple, cash book with bank column and petty cashbook</li> <li>• Purchases book</li> </ul> </li> </ul>		

		<ul style="list-style-type: none"> <li>• Sales book</li> <li>• Purchases return book</li> <li>• Sales return book</li> </ul> <p><b>Note: Including trade discount, freight and cartage expenses for simple GST calculation.</b></p> <ul style="list-style-type: none"> <li>• Ledger: Format, Posting from journal and subsidiary books, Balancing of accounts</li> </ul> <p><b>Bank Reconciliation Statement:</b></p> <ul style="list-style-type: none"> <li>• Need and preparation, Bank Reconciliation Statement with Adjusted Cashbook</li> </ul> <p><b>Depreciation, Provisions and Reserves</b></p> <ul style="list-style-type: none"> <li>• Depreciation: Concept, Features, Causes, factors</li> <li>• Other similar terms: Depletion and Amortization</li> <li>• Methods of Depreciation: <ul style="list-style-type: none"> <li>i. Straight Line Method(SLM)</li> <li>ii. Written Down Value Method(WDV)</li> </ul> </li> </ul> <p><b>Note: Excluding change of method</b></p> <ul style="list-style-type: none"> <li>• Difference between SLM and WDV; Advantages of SLM and WDV</li> <li>• Accounting treatment of depreciation <ul style="list-style-type: none"> <li>i. Charging to asset account</li> <li>ii. Creating provision for depreciation/accumulated depreciation account</li> <li>iii. Treatment for disposal of asset</li> </ul> </li> <li>• Provisions and Reserves: Difference</li> <li>• Types of Reserves: <ul style="list-style-type: none"> <li>i. Revenue reserve</li> <li>ii. Capital reserve</li> <li>iii. General reserve</li> <li>iv. Specific reserve</li> </ul> </li> <li>• Difference between capital and revenue reserve</li> </ul> <p><b>Accounting for Bills of Exchange</b></p> <ul style="list-style-type: none"> <li>• Bill of exchange and Promissory Note: Definition, Specimen, Features, Parties.</li> <li>• Difference between Bill of Exchange and Promissory Note</li> <li>• Terms in Bill of Exchange: <ul style="list-style-type: none"> <li>i. Term of Bill</li> <li>ii. Accommodation bill(concept)</li> <li>iii. Days of Grace</li> <li>iv. Date of maturity</li> <li>v. Discounting of bill</li> <li>vi. Endorsement of bill</li> <li>vii. Bill after due date</li> <li>viii. Negotiation</li> <li>ix. Bill sent for collection</li> <li>x. Dishonor of bill</li> </ul> </li> </ul>	<p style="text-align: center;">July - September</p>	<p style="text-align: center;">Revision of both chapter Half Yearly Exam Unit -1,&amp; 2 (80 marks)</p>
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3.	Unit-3	<p><b>FINANCIAL STATEMENTS OF SOLE PROPRIETORSHIP</b></p> <p><b>Financial Statements</b></p> <ul style="list-style-type: none"> <li>➤ Meaning, objectives and importance; Revenue and Capital Receipts; Revenue and Capital Expenditure; Deferred Revenue expenditure.</li> <li>➤ Trading and Profit and Loss Account: Gross Profit, Operating profit and Net profit. Preparation.</li> <li>➤ Balance Sheet: need, grouping and marshalling of assets and liabilities. Preparation.</li> <li>➤ Adjustments in preparation of financial statements with respect to closing stock, outstanding expenses, prepaid expenses, accrued income, income received in advance, depreciation, bad debts, provision for doubtful debts, provision for discount on debtors, Abnormal loss, Goods taken for personal use/staff welfare, interest on capital and managers commission.</li> <li>➤ Preparation of Trading and Profit and Loss account and Balance Sheet of a sole proprietorship with adjustments.</li> </ul> <p><b>Incomplete Records</b></p> <ul style="list-style-type: none"> <li>➤ Features, reasons and limitations.</li> <li>➤ Ascertainment of Profit/Loss by Statement of Affairs method.</li> <li>➤ Difference between accounts from incomplete records and Statement of Affairs. Preparation of Trading, Profit and Loss account and Balance Sheet.</li> </ul>	October	Monthly test unit – 3 (30 marks)
4.	Unit-4	<p><b>COMPUTERS IN ACCOUNTING</b></p> <ul style="list-style-type: none"> <li>➤ Introduction to computer and accounting information system { AIS }: Introduction to computers (elements, capabilities, limitations of computer system)</li> <li>➤ Introduction to operating software, utility Software and application software.</li> <li>➤ Introduction to accounting information system (AIS) as a part of Management Information System.</li> </ul>		

	<ul style="list-style-type: none"> <li>➤ Automation of accounting process: meaning</li> <li>➤ Stages in automation: (a) Accounting process in a computerized environment; comparison between manual accounting process and computerized accounting process, (b) Sourcing of accounting software; kinds of software: readymade software; customized software and tailor-made software; generic considerations before sourcing accounting software (c) creation of account groups and hierarchy (d) generation of reports - trial balance, profit and loss account and balance sheet</li> </ul>	November	Monthly test unit – 4 (30 marks)
	Revision, test series and previous year question set preparation	December	Daily test
	<b>Part C : Project Work</b>		

### SYLLABUS FOR HALF YEARLY EXAM -2019

UNIT	UNITNAME	MARKS
1	Financial statements of not-for-profit organizations	30
2	Accounting for partnership firms	50
	<b>TOTAL</b>	<b>80</b>

### SYLLABUS FOR ANNUAL EXAM -2020

Units		Marks
<b>Part A: Financial Accounting-I</b>		
	Unit-1: Theoretical Framework	<b>12</b>
	Unit-2: Accounting Process	<b>40</b>
	<b>TOTAL</b>	<b>52</b>
<b>Part B: Financial Accounting-II</b>		
	Unit-3: Financial Statements of Sole Proprietorship from Complete and Incomplete Records	<b>20</b>
	Unit-4: Computers in Accounting	<b>08</b>
	<b>TOTAL</b>	<b>28</b>
	<b>TOTAL</b>	<b>80</b>