

ATOMIC ENERGY CENTRAL SCHOOL NO.3,RAWATBHATA
SPLIT-UP SYLLABUS

SESSION 2020-21

CLASS: XI

SUBJECT: ACCOUNTANCY (055)

NCERT TEXT BOOK: 1. Financial Accounting-I : 52 Marks

2. Financial Accounting-II : 28 Marks

3. Project: : 20 Marks

S. N.	Month	NAME OF THE LESSONS	Periods Required (Tentative)	Working days (Tentative)
1	JUNE	Introduction to Accounting	11	9
2	JULY	Theory Base of Accounting Recording of Business Transactions <ul style="list-style-type: none"> • Voucher and Transactions: Source documents and Vouchers, Preparation of Vouchers, Accounting Equation Approach: Meaning and Analysis, Rules of Debit and Credit. • Recording of Transactions: Books of Original Entry- <ul style="list-style-type: none"> ▪ Journal ▪ Special Purpose books: ▪ Cash Book: Simple, cash book with bank column and petty cashbook ▪ Purchases book ▪ Sales book ▪ Purchases return book ▪ Sales return book Note: Including simple GST calculations	14 20	24
3	AUGUST	Recording of Business Transactions contd. <ul style="list-style-type: none"> • Ledger: Format, Posting from journal and subsidiary books, Balancing of accounts Bank Reconciliation Statement Depreciation, Provisions and Reserves	10 15 10	24
4	SEPTEMBER	Depreciation, Provisions and Reserves Contd. Accounting for Bills of Exchange	10 20	22

5	OCTOBER	<p>Trial balance and Rectification of Errors</p> <ul style="list-style-type: none"> • Trial balance: objectives and preparation (Scope: <i>Trial balance with balance method only</i>) • Errors: types-errors of omission, commission, principles, and compensating; their effect on Trial Balance. • Detection and rectification of errors; preparation of suspense account 	15	16
6	NOVEMBER	<p>Financial Statements</p> <ul style="list-style-type: none"> • Receipts and Expenditure: Revenue receipts and capital receipts. Capital expenditure, Revenue expenditure and deferred expenditure • Objective and Importance. • Trading and Profit and Loss Account: Gross Profit, Operating profit and net profit. Preparation. • Balance Sheet: need, grouping and marshalling of assets and liabilities. Preparation. • 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. 	20	24
7	DECEMBER	<p>Financial Statements contd.</p> <p>Preparation of Trading and Profit and Loss account and Balance Sheet of a sole proprietorship with adjustments.</p> <p>Incomplete Records</p> <p>Features, Reasons and Limitations. Ascertainment of profit/loss by statement of affairs method.</p>	20 07	17
8	JANUARY	<p>Incomplete Records contd.</p> <p>Difference between Accounts from incomplete records and Statement of Affairs. Preparation of Trading, Profit and Loss account and Balance Sheet.</p> <p>Computers in Accounting</p>	18 18	24
9	FEBRUARY	Revision and Project Work	30	24
10	MARCH	SESSION ENDING EXAMINATION		