

St. Xavier's School

Syllabus and Lesson Planner



Class	XI		Syllabus	
Subject	ACCOUNTANCY			
Ch. No.	Name of Chapter	Topic	Month	Week
1	Introduction to accounting	Evolution of accounting: The three phases	April	3
		Basic accounting terms	"	"
		Accounting equations: Meaning and usefulness	"	4
		Meaning and definition of book keeping, Accounting and accountancy	May	1
		Users of accounting information	"	"
2	Journal, Ledger and Trial Balance	Subfields of accounting: meaning of financial accounting, cost accounting and management accounting	"	"
		Journal: Recording of entries in journal with narration	June	3
		Classification of accounts:- Traditional classification or modern approach	"	"
		Double entry system	"	"
		Rules of journalising:- Traditional classification or modern approach	"	4
		Meaning of Journal; advantages of using a journal	"	"
		Format of Journal	"	"
		Simple and compound Journal entries. Opening Journal entries	"	"
3	Ledger	Input CGST and input IGST; Output CGST and Output IGST	July	1
		Meaning, Form of Ledger	"	"
		Mechanics of Posting	"	"
4	Sub Division of Journal	Clasing / Balancing of Ledger account	"	2
		Adjusting and closing Journal Entries	"	"
		Cash Book including simple cash book and triple column cash book with contra entry pertaining to receipt of cheque not deposited on same date	"	"
		Peety Cash Book including analytical and imprest system of peety cash book	"	3
		Sales day book, Purchase day book simple and columnar	"	"
5	Trial Balance	sales return book , purchase return day book Simple	"	"
		Journal proper	"	4
		Mechanics of posting from special subsidiary book	"	"
		Meaning, Objectives, advantages and limitations of Trial Balance	Aug	1
7	Deprication	Preparation of Trial Balance by the balance method from the given ledger account balances	"	2
		Meaning , Need , Cause , objectives and characteristics	"	3
		Methods of charging Depreciation: Straight line and Written Down Value Method; Advantages limitations of both methods and differences	"	"
8	Bills of Exchange	Methods of recording depreciation: Charging to asset account , Creating provision for depreciation/ Accumulated depreciation	Sep	1
		Problems related to purchases and sales of assets	"	"
		Introduction to negotiable instruments	"	4
9	Accounting Concepts	Meaning of negotiable instrumnets: Bills of exchange, Promissory note, Cheque, Advantages and disadvantages of bills of exchange	"	"
		Practical problems on the above in the book of drawee, Drawer and endorsee - Journal entries and Ledger accounts	Oct	1,2
		GAAP, Basis of accounting standards, Knowledge and understanding of IFRS	Oct	3
		GAAP : Going concern, Accounting Entity, Money measurement, Accounting Period, Complete Disclosure, Revenue recognition, Verifiable Object, Matching Principle, Historical Cost, Accrual concept, Dual Aspect concept, Materiality, Consistency, Prudence and Timeliness.	"	4
10	Final Accounts	Bsis of accounting : Cash and accrual basis	"	"
		Accounting Standards: Meaning; Utility/Advantages	"	"
		IFRS : Meaning, Need for IFRS	Nov	2
		Meaning and difference between Capital and revenue expenditure and income	"	3
		Meaning and difference between Capital and revenue loss	"	"
		Meaning of differed revenue expenditure	"	"
		Meaning Importance and difference between provisions and reserves. Types of reserves	"	"
Trading and profit and loss account and balance sheet of a sole trader without adjustment.	"	4		
11	Rectification Of Error	Trading and profit and loss account and balance sheet of a sole trader with adjustment.	"	"
		Marshalling of balance sheet and transfere entries	"	"
		Adjusting, Clasing and transfer entries	"	"
13	Non Trading organisation	Types of error: Error of omission, Error of comission, Error of Principle, Compensating Error	Dec	1
		Rectification of error after prepration of trial balance and through suspense account if required	"	2
		Rectification of error after prepration of final accounts through profit and laoss adjustment account if required	"	3
14	Introduction to computerised accounting system	Meaning, objective, necessity and treatment of specific items	Jan	2
		Different books maintained and difference between them	"	"
		Prepration of income and expenditure account and closing balance sheet	"	3
		Components of CAS, features, advantage and limitation of CAS	"	4
14	Introduction to computerised accounting system	Comparison of accounting processes in manual and computerised accounting	"	"
		Advantages and limitations of CAS	"	"
		Type of accounting software ready to use	Feb	1
		Accounting infirmation system and management informatin system meaning	"	"