



**BLOOM PUBLIC SCHOOL**  
*C-8 Vasant Kunj New Delhi*  
**SYLLABUS FOR THE SESSION 2021-22**

**Class: XI**

**Subject: Accountancy**

MONTH	CHAPTERS (NCERT TEXT BOOK)	CONTENT (As per Rationalised Syllabus)
<b>June</b>	Chapter 1 : Introduction to Accounting	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. <ul style="list-style-type: none"> <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,</li> </ul>
<b>July</b>	Chapter 2- Theory base of accounting  Chapter 3 : Recording of Business Transactions-I  <b>Unit Test-1</b>	Fundamental accounting assumptions: GAAP: Concept <ul style="list-style-type: none"> <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 Ind AS</li> <li>• Goods and Services Tax (GST): Characteristics and Objective.</li> <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</li> </ul> <p>Chapters 1,2 &amp; 3</p>
<b>August</b>	Chapter 4 : Recording of Business Transactions -II	<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>

		<ul style="list-style-type: none"> <li>• Sales book</li> <li>• Purchases return book</li> <li>• Sales return book</li> </ul> <p>Ledger: Format, Posting from journal and subsidiary books, Balancing of accounts</p>
<b>September</b>	<p>Chapter 5– Bank Reconciliation statement</p> <p>Chapter- 7 Depreciation, Provisions and Reserves</p>	<ul style="list-style-type: none"> <li>• Need and preparation.</li> <li>• Depreciation: Concept, Features, Causes, factors</li> <li>• Other similar terms: Depletion and Amortisation</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> <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> </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> <li>v. Secret Reserve</li> </ul> </li> <li>• Difference between capital and revenue reserve</li> </ul>
<b>October</b>	<p>Chapter- 6 Trial balance and Rectification of error</p> <p><b>Term 1 Exam</b></p>	<p>Trial balance and Rectification of Errors</p> <ul style="list-style-type: none"> <li>• Trial balance: objectives and preparation</li> <li>• Errors: types-errors of omission, commission, principles, and compensating; their effect on Trial Balance.</li> <li>• Detection and rectification of errors; preparation of suspense account.</li> </ul> <p>Chapters 1,2,3,4,5 and 7</p>
<b>November</b>	Chapter- 8 Bills of exchange	<p>Accounting for Bills of Exchange</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> </ul> </li> </ul>

		iv. Date of maturity v. Discounting of bill vi. Endorsement of bill vii. Bill after due date viii. Negotiation ix. Bill sent for collection x. Dishonour of bill • Accounting Treatment
<b>December</b>	Chapter 9 - Financial Statements – I	Financial Statements Meaning, objectives and importance; Revenue and Capital Receipts; Revenue and Capital Expenditure; Deferred Revenue expenditure. 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. Preparation of Trading and Profit and Loss account and Balance Sheet of a sole proprietorship with adjustments.
<b>January</b>	Chapter 10 - Financial Statements – II  Chapter 11- Accounts from Incomplete Records  <b>Unit Test-2</b>	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. Preparation of Trading and Profit and Loss account and Balance Sheet of a sole proprietorship with adjustments.  Features, reasons and limitations. Ascertainment of Profit/Loss by Statement of Affairs method.
<b>February</b>	Chapter 12 - Applications of Computers in Accounting	Introduction to computer and accounting information system { AIS }: Introduction to computers (elements, capabilities, limitations of computer system)
<b>March</b>	Term II Exam	Chapter – 6,8,9,10,11 & 12

## ASSESSMENTS SYLLABUS

### 1. Periodic Assessment-1 (July-August)

Chapter 1-Introduction to Accounting

Chapter2- Theory base of Accounting

Chapter3- Recording of transaction-I

**2. Term 1 End Exam – (Oct )**

Chapter 1-Introduction to Accounting

Chapter2- Theory base of Accounting

Chapter3- Recording of transaction-I

Chapter4- Recording of transaction-II

Chapter 5- Bank Reconciliation Statement

Chapter 7-Depreciation Provision & Reserve

**3. Periodic Assessment-2 (Jan )**

Chapter- 6 Trial Balance & Rectification of error

Chapter 8- Bills of Exchange

Chapter 9- Financial statement-I

**4. Term 2 End Exam (March)**

Chapter- 6 Trial Balance & Rectification of error

Chapter 8- Bills of Exchange

Chapter 9- Financial statement-I

Chapter 10 Financial statement-II

Chapter 11- Accounts from Incomplete Records

Chapter 12 Computers in Accounting

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