

## STANDARD – XI - ACCOUNTANCY

UNIT	Expected Learning Outcome	Contents	Transactional Strategy Activity	Teaching aids	No. of periods
1. Introduction to Accounting	Recognises the need and importance of accounting	1.1. Introduction 1.2. Need and importance of Accounting	Explain the need and importance of accounting	Black Board Charts, Copies of Bills.	14
	Understands the meaning, definition, objectives and advantages of book keeping	1.3. Book Keeping 1.3.1. Meaning 1.3.2. Definition 1.3.3. Objectives 1.3.4. Advantages	Explain the meaning, definition, objectives and advantages of Book keeping	Voucher, Receipts and paper cuttings	
	Understands the meaning, definition and process of Accounting	1.4. Accounting 1.4.1. Meaning 1.4.2. Definition 1.4.3. Process	Exhibits the copies of Bills, Vouchers, receipts etc., to explain the various terms used in Accounting		
	Sees the relationships between Book keeping and Accounting	1.5. Book keeping Vs Accounting			
	Identifies the users of Accounting Information	1.6. Users of Accounting Information			
	Understand the various basic terms used in Accounting	1.7. Basic Accounting Terms 1.7.1. Transaction 1.7.2. Properties 1.7.3. Capital 1.7.4. Assets 1.7.5. Liabilities 1.7.6. Drawings 1.7.7. Debtors 1.7.8. Creditors 1.7.9. Purchases 1.7.10. Purchase Return 1.7.11. Sales 1.7.12. Sales Return 1.7.13. Stock 1.7.14. Income/Revenue 1.7.15. Expenses 1.7.16. Invoice/Bill 1.7.17. Voucher 1.7.18. Receipt 1.7.19. Account 1.7.20. Discount			
2. Conceptual Framework of Accounting	Understands the basic assumptions, basic principles and Modifying principles	2.1. Basic Assumptions of Accounting 2.1.1. Accounting entity Concept	Explains the various basic Charts Black concepts of		14

	of Accounting	2.1.2. Money Measurement 2.1.3. Accounting Period Concept 2.1.4. Going concern concept	Accounting with board relevant examples through charts and Black board.		
	Acquires the knowledge of Dual Aspect concept of Accounting	2.2. Basic principles of Accounting 2.2.1. Review Recognition concept 2.2.2. Historical cost concept 2.2.3. Matching principle concept 2.2.4. Full Disclosure concept 2.2.5. Objectivity concept 2.3. Modifying principles of Accounting 2.3.1 Cost Benefit 2.3.2. Materiality 2.3.3. Consistency 2.3.4. Prudence (conservations) 2.4. Dual Aspect – the basis of Accounting			
3. Basic Accounting procedures I double entry system of book keeping	Understands the meaning, definition, features and advantages of double entry system of book-keeping.	3.1. Introduction 3.1.1. Meaning 3.1.2. Definition 3.1.3. Features 3.1.4. Advantages	Describe the Double entry system of book keeping through charts	Black board and charts	7
	Classifies the various types of Accounts	3.2. Meaning and classification of Accounts 3.2.1. Meaning 3.2.2. Types of Accounts	Explains the meaning and classification of the various types of accounts with examples		
	Summarises the Rules of Accounting	3.3. Rules of Accounting	Explain the rules of Accounting		
4. Basic Accounting procedures-II Journal	Recognizes the original of transactions through source documents	4.1. Origin of Transactions 4.1.1. Source Documents	Explains the meaning of source documents and accounting equation	Chart Black Board	14
	Understands the concept of Accounting equation and applies the formula to solve simple problems	4.2. Accounting Equation 4.2.1. Simple problems	Solves simple problems relating to Accounting Equation		
	Understands the meaning, format, advantages and limitations of journals	4.3. Rules for debiting and crediting	Repeats the rules of Debit and Credit		

	Understands the various steps in journalizing	4.4. Journal 4.4.1. Meaning 4.4.2. Format 4.4.3. Steps in journal's 4.4.4. Advantages 4.4.5. Limitations	Draws the format in the black board and journalize the transactions		
	Applies the rules for debiting and crediting while journalizing the transactions		Explains the advantages and limitations of journal		
5. Basic accounting procedures- III ledger	Understands the meaning, utility, and format of the ledger	5.1. Meaning 5.2. Utility 5.3. Format	Explains the meaning utility of ledger and draws the format of the ledger	Chart black board	21
	Understands the meaning and procedures for posting from journal entries	5.4 Posting 5.4.1. Meaning 5.4.2. Procedures	Explains the meaning and procedures of posting		
	Understands the steps in balancing	5.4.3. Balancing 5.4.3.1. Steps in balancing	Illustrates the steps in balancing including compound entry		
	Determines the significance of balances	5.4.3.2 Significance 5.4.4. Posting of compound Entry	Explains the meaning and significance of debit balance and credit balance.		
	Illustrates the posting for compound entries	5.5. Journal vs Ledger	Differentiates journal and ledger		
	Establishes the relationships between journal and ledger	5.6. Illustration			
6. Subsidiary Books I- Special Books	Understands the need, meaning, types and advantages of subsidiary books	6.1. Subsidiary books 6.1.1. Need 6.1.2. Meaning 6.1.3. Types (cash books, Daybooks, bills books and journal proper.) 6.1.4. Advantages	Explains the need, meaning types and advantages of subsidiary books through charts. Exhibits specimen for source documents. Draws the format for various day books. Draws the format for various Daybook	Black board, chart, Copies of source documents.	21
	Understands the	6.2. Day books	Prepares the		

	meaning, purpose, forma, source documents, posting and balancing of Day books (Purchases, sales, purchase returns and sales return book)		various Daybook and ledger posting.		
	Compares 7 contracts the differences between trade discount and cash discount	6.3. Invoice 6.3.1 Meaning 6.3.2. Inward Invoice 6.3.3 Outward Invoice 6.3.4 Contents of an Invoice 6.3.5 Specimen	Differentiates trade discount with cash discount.		
	Solve problems relating to Daybooks	6.4. Trade Discount	Explains the meaning and various times relating to bills of exchange through charts and specimens.		
	Understands the meaning and terms relating to bills of exchange	6.5. Cash Discount	Identifies the meaning of Bills Receivables and Bills Payable books.		
	Comprehend the meaning of Bills Books Bills Receivable and Bills payable book	6.6. Difference between trade and cash discount	Explains the entries to be made in the journal proper by passing journal entries with illustrations.		
	Recognises the need, meaning and entries in the journal proper namely opening entries closing entries, adjusting entries, transfer entries rectifying entries and entries of casual nature	6.7. Purchase Book 6.7.1. Purpose 6.7.2. Format of Purchase Book 6.7.3. Posting and Balancing 6.7.4. Illustration simple problems.  6.8. Sales Book 6.8.1. Purpose 6.8.2. Formal 6.8.3. Illustration Simple problem			
		6.9. Returns Books 6.9.1. Meaning 6.9.2. Reasons 6.9.3. Debit note 6.9.3.1. Meaning 6.9.3.2. Specimen 6.9.4. Credit Note 6.9.4.1. Meaning 6.9.4.2. Specimen 6.9.5. Purchase Return Book			

		6.9.5.1. Meaning 6.9.5.2. Format 6.9.5.3. Illustration simple problems 6.9.6. Sales Returns Book 6.9.6.1. Meaning 6.9.6.2. Formal 6.9.6.3. Illustration simple problem			
		6.10. Bills of Exchange 6.10.1. Meaning 6.10.2. Parties 6.10.3. Acceptance 6.10.4. Due date & days of grace 6.10.5. Endorsement 6.10.6. Discounting 6.10.7. Retiring 6.10.8. Renewal 6.10.9. Dishonour 6.10.10. Noting & protesting			
		6.11. Bills Books 6.11.1. Meanings 6.12.2. Bills Receivable Book 6.11.3. Bills Payable Book			
		6.12. Journal Proper 6.12.1. Need 6.12.2. Meaning 6.12.3. Entries in the journal proper 6.12.3.1. Opening Entries 6.12.3.2. Closing entries 6.12.3.3. adjusting entries 6.12.3.4. transfer entries 6.12.3.5. rectifying entries 6.12.3.6 entries of casual nation			
7. Subsidiary Books – II – Cash Book	Comprehends the need, meaning, features and kinds of cashbook	7.1. Need	Explains the need, meaning, features & kinds of cash book	Blackboard and chart	21
	Understands the format to solve problems-single column	7.2. Meaning	Draws the format of various kinds of cash book and explains the method of recording the transactions in these books		
	Double columns and triple column cash book-cash, bank and discount columns	7.3. Features 7.4. Kinds 7.4.1. Single column cash book	Determines the balance of cash books at the end of the period		
		7.4.2. Double column			

		7.4.2.1.Cash and Discount column 7.4.2.2. Cash bank column 7.4.3 Triple column cash book 7.5. Single column cash book 7.5.1. Format 7.5.2. Illustrations			
		7.6.Double column(with cash and discount column) 7.6.1. Format 7.6.2. Illustration. 7.7.Double column (with cash and Bank columns) 7.7.1.Format 7.7.2 Meaning of contra entry 7.7.3.Illustrations			
		7.8. Triple column cash book (the cash book and discount column) 7.8.1. Illustrations (the maximum of 10 transactions) 7.8.2. Posting from cash book to concerned ledger accounts.			
8.Subsidiary Books – III – Petty Cash Book	Understands the need and meaning of petty cash book	8.1. Need 8.2. Meaning			7
	Recognises the meaning, advantages of imprest system of petty cash.	8.3. Imprest System 8.3.1. Meaning 8.3.2.Advantages	Explains the need, meaning and advantages of petty cash book	Black Board Chart	
	Applies the format to record the petty cash transaction.	8.4. Format 8.5. Illustration(Maximum of 10 transactions) 8.6. Posting	Draws the format in the black board and records the transaction and balances the same.		
9.Bank Reconciliation Statement (BRS)	Understands the meaning and format of pass book and cash book with bank column	9.1. Pass Book 9.1.1. Meaning 9.1.2.Specimen	Explains the meaning and format of pass book and cash book through specimen and charts	Charts, Specimen Black board Visit to a Bank	21
	Compares and contracts the pass book with column of the cash book	9.2. cash book(with bank column) 9.2.1. Specimen	Differentiates pass book with bank column of the cash book		
	Understands the meaning and need for preparing B.R.S.	9.3. Difference between pass book and cash book	Explains the meaning, definition and		

			need for B.R.S.		
	Identified the effect on the balances	9.4. Bank Reconciliation Statement. 9.4.1. Meaning 9.4.2. Definition 9.4.3 Need	Draws the format and explains how to reconcile the differences		
	Evaluates problem	9.5. Procedure of reconciliation	Prepares the B.R.S.		
		9.6.Format 9.7.Illustration 9.7.1.Balance as per cash book to pass book 9.7.2. Balance as per pass book to cash book 9.7.3. Overdraft as per cash book to pass book 9.7.4. Overdraft as per pass book to cash book(Maximum of 5 transactions)			
10.Trial Balance and Rectification of Errors	Understands the need, meaning, definition and merits of trial balance	10.1. Need 10.2. Meaning 10.3. Definition	Explains the need, meaning definition and merits of trial balance	Black Board, Chart	
	Recalls the format and procedure of preparing the trial balance	10.4. Merits 10.5. Methods of preparation 10.6. Format 10.7. Illustration (Maximum 20 items)	Draws the format and explains the procedure of preparation of trial balance.		
	Understand the meaning and usage of Suspense A/C	10.8.Suspense A/C 10.8.1.Meaning 10.8.2.Illustration (Maximum 20 items)	Explains the meaning of Suspense A/C		
	Classifies the errors and understands the procedure to locate and rectify the same (including using of Suspense A/c)	10.9. Errors 10.9.1. Meaning 10.9.2. Types 10.9.2.1.Disclosed by Trial Balance 10.9.2.2. Not disclosed by trial balance	Identified the various types of errors that the disclosed by Trial balance and not disclosed by trial balance		
		10.10.Locating the errors 10.11.Rectifying the errors 10.12.Procedure for rectification. 10.13.Illustration(simple problem-including Suspense A/c-Maximum of 5 errors)	Explain how to locate the error and procedure for rectifying the same. Works out problem to rectify errors (including using Suspect A/c)		
11.Capital and Revenue Transactions	Recognises the capital transactions including capital	11.1. Introduction 11.2. Capital Transactions 11.2.1. Capital Expenditure	Explains the nature of capital transactions –	Chart Black Board	7

	expenditure and capital receipts – meaning, characteristics, examples.	11.2.1.1. Meaning with examples 11.2.1.2 Characteristics 11.2.2.Capital Receipts	capital expenditure, capital receipts and revenue transactions – revenue expenditure, revenue receipts and deferred revenue expenditure with examples.		
	Identifies the revenue transactions including revenue expenditure and revenue receipts – meaning characteristics, examples	11.2.2.1.Meaning with Examples 11.2.2.2 Characteristics 11.3. Revenue Transactions 11.3.1.Revenue expenditure 11.3.1.1.Meaning with examples 11.3.1.2.Characteristics 11.3.2.Revenue Receipts 11.3.2.1.Meaning with Examples. 11.3.2.2.Characteristics	Categories the items in to Capital or Revenue Nature		
	Recollects the meaning, characteristics of Deferred revenue expenditure with examples	11.3.1.2.Characteristics 11.3.2.Revenue Receipts 11.3.2.1.Meaning with examples. 11.3.2.2.Characteristics	Tabulates the differences between capital expenditure, revenue expenditure and deferred revenue expenditure.		
	Understands capital profit, revenue profit, capital loss and revenue loss with examples	11.4. Deferred Revenue Expenditure 11.4.1. Meaning with Examples 11.4.2.Characteristics 11.5.Capital Expenditure, Revenue Expenditure and Deferred Revenue Expenditure – their distinction. 11.6.Capital Profit and Revenue Profit 11.7. Capital Loss and Revenue Loss 11.8. Illustrations (Maximum of 10 items)			
12.Final Accounts	Recalls the parts of Final accounts	12.1.Introduction 12.2. Parts 12.2.1. Trading A/c	Explains the parts, meaning, need, advantages, and preparation of final accounts	Visit to company Black Board	
	Understands the	12.2.2.Profit/ Loss A/c	Illustrates	Chart	



	need meaning, format advantages and items approaching in 1.Trading A/c. 2.Profit/Loss A/c.	12.2.3. Balance Sheet 12.3. Trading A/c 12.3.1. Need 12.3.2.Meaning 12.3.3.Item appearing in the debit side and credit side.	preparation of Trading A/c Illustrates the preparation of Profit/Loss A/c Illustrates the preparation of Balance Sheet	Copies of Final statement of trading company	
	Recognises the need, meaning, definition format, advantages and items appearing in the Balance sheet	12.3.4.Format 12.3.4.Illustration 12.3.6. Balancing 12.3.7. Closing entries	Differentiates Trial Balance from Balance sheet.		
	Sees the relationship between Trial Balance and Balance sheet	12.3.8. Advantages 12.4.Profit/Loss A/c 12.4.1. Need			
	Solves problems using horizontal method only	12.4.2 Meaning 12.4.3.Items appearing in the debit side and credit side 12.4.4. Format 12.4.5.Illustration 12.4.6. Balancing 12.4.7.Closing Entries 12.4.8. Advantages 12.5. Balance Sheet 12.5.1.Need 12.5.2.Meaning 12.5.3.Format 12.5.3.1.Horizontal 12.5.3.2.Vertical 12.5.4.Assets 12.5.5.Liabilities 12.5.6.Equation of B/s. 12.5.7.Difference between Trial Balance and Balance Sheet 12.5.8.Advantages of Balance Sheet 12.5.9. Illustration (Maximum 20 items only using Horizontal method – including and excluding Suspense A/c)			