

Week wise distribution of
Syllabus for (2009-10)
Accountancy -class-XI

	Duration	No.of days	Topics to be covered
1	01-07-2009 To 04-07-2009	4Days	Unit-1 <u>Introduction to accounting</u> Accounting meaning,objectives,accounting as a source of information ,internal&external users of accounting information's and their needs
2	06-07-2009 To 11-07-2009	5Days	Qualitative characteristics of accounting information reliability relevance understandability And comparability . Basic accounting terms:- Assets,liabilities,capital,expanses,income,expenditure Revinue,debtors,,creditors,goods,,cost,gain,stock, Purchase ,sales,losses,profit voucher,discount, Transations,drawings .
3	13-07-2009 To 18-07-2009	6Days	Unit-2 <u>Theory base of accounting</u> Accounting principles-meaning&nature Accounting concepts,entity,,money measurement,going concern,accounting period,cost conceptdual aspect,revinue,re conginition realization,matching full disclousure,consistency,conversion and materiality
4	20-07-2009 To 25-07-2009	6Days	<u>Theory base of accounting(continued)</u> Accounting standard –concepts Process of accounting –from recording of business transactions to preparation of trial balance Cash basis and accrual basis of accounting
5	27-07-2009 To 01-08-2009	5Days	Unit-3 <u>Recording of business transactions</u> Voucher and transactions-origin of transaction,source Of document and vouchers . preparation of accounting voucher, Accounting equation approach-meaning and analysis of transactions using accounting equation Rules of debit and credit

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6	03-08-2009 To 08-08-2009	5Days	Unit-3 <u>Recording of business transactions(cont..)</u> Recording of transactions :-books of original entry Journal,special purpose books. (1)cash book simple,cash book with bank c olumn and petty cash book .
7	10-08-2009 To 15-08-2009	4Days	(II) <u>Subsidiary books</u> Purchase book,sales book,purchase return book,sales return book. Ledger- meaning utility,format,posting,from journal and subsidiary books balancing of accounts.
8	17-08-2009 To 22-08-2009	6Days	Bank reconciliation statement -meaning,need and preparation
9	24-08-2009 To 31-08-2009	6Days	Unit-3 <u>Recording of business transactions</u> Bank reconciliation statement with corrected cash balance
10	01-09-2009 To 03-09-2009	3Days	Unit-4 <u>Trial balance and rectification of errors</u> Trial balance:- meaning ,objectives,preparation
11	04-09-2009	1Days	1 st CCEP
12	05-09-2009 To 09-09-2009	4Days	Unit-4 <u>Trial balance and rectification of errors</u> Errors :-types of errors,errors affecting trial balance and errors not affecting trial balance Dection and rectification of errors(one sided&two sided)
13	10-09-2009 To 18-09-2009	7Days	1 st terminal examination
14	19-09-2009 To 28-09-2009		AUTUM BREAK
15	29-09-2009 TO 03-10-2009	3Days	Rectification of errors with the help of suspense account
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34	18-01-2010 To 23-01-2010	6Days	Unit-9 <u>computers in accounting</u> Introduction to computers and accounting information system application of computers in accounting ,automation of accounting process ,designing ,accounting reports ms reporting data exchange with other information systems . Comparison of accounting process in manual and computerized accounting ,high light advantages and limitations of automations . sourcing of accounting system (readymade+customized) and tailor made accounting system advantages ,dis advantages of each options .
35	25-01-2010 To 30-01-2010	4Days	Unit-10 Accounting and data base system: Accounting and data base management system concept of entity and relation ship in an accounting system Designing and creating simple tables forms,queries and re parts in the context of accounting system .
36	01-02-2010 To 06-02-2010	6Days	Revision work unit(I,II,III)
37	08-02-2010 To 13-02-2010	5Days	<u>Revision work unit(IV,V)</u>
38	15-02-2010 To 20-02-2010	6Days	Revision work(unit VI,VII,VIII)
39	22-02-2010 To 27-02-2010	5Days	Revision work(unitIX&X)
40	01-03-2010 To 16-03-2010		ANNUAL EXAMINATION