

**Week wise distribution of
Syllabus for 2010-11
Accountancy (class XI)**

SN	Duration	No of days	Topics to be covered
1	26-06-2010 To 03-07-2010	7days	UNIT-1(introduction to accounting) Accounting meaning , objectives ,accounting as a source of information ,internal and external users of accounting information and there needs Qualitative characteristics of accounting information reliability relevance Understandability and comparability
2	05-07-2010 To 09-07-2010	5days	Basic accounting terms :- Assets ,liabilities ,capital ,expenses ,income ,expenditure ,revenue ,debtors ,creditors ,goods ,costs ,gain ,stock ,purchase ,sales ,losses ,profits ,voucher ,discount ,transactions ,bad debts ,drawings
3	12-07-2010 To 17-07-2010	6days	UNIT-2 Theory base of accounting Accounting principles:- meaning and nature Accounting concept:- entity money measurement ,going concern ,accounting period ,cost concept ,revenue recognition realization matching ,full disclosure (consistency conversation & materiality)
4	19-07-2010 To 24-07-2010	6days	Theory base of accounting (cont....) Accounting standard concepts Process of accounting form of recording business transactions to preparation of trial balance cash basis and accrual basis of accounting
5	26-07-2010 To 31-07-2010	6days	UNIT-3 Recording of business transactions Voucher and transactions:-origin of transaction ,source of document and voucher Preparation of accounting vouchers

			Accounting equation approach meaning and interpretations using accounting equations Rules of debit and credits
6	02-08-2010 To 07-08-2010	6days	Recording of business transactions (cont...) Recording of transactions Book of original entry ,journal ,preparation of ledger ,trial balance ,simple cash book with bank column and petty cash book
7	09-08-2010 To 13-08-2010	5days	Subsidiary books Purchase book ,sales book ,purchase return book ,sales return book & posting into ledger and balancing of accounting
8	16-08-2010 To 21-08-2010	6days	<u>Bank reconciliation statement</u> Meaning ,need ,preparation of bank reconciliation statement with corrected cash book
9	23-08-2010 To 28-08-2010	6days	Bank reconciliation statement (cont....) Bank reconciliation statement with corrected cash book
10	30-08-2010 To 04-09-2010	5days	<u>UNIT-4(Rectification of errors)</u> Trial balance:- meaning ,objectives and preparation Types of errors:- errors of omission , commission ,principle and compensating error
11	06-09-2010 To 07-09-2010	2days	Rectification of errors (cont...) errors affecting trial balance and errors not affecting trial balance
12	08-09-2010		1st CCEP EXAM
13	09-09-2010 To 10-09-2010	2days	Rectification of errors (cont...)
14	13-09-2010 To 20-09-2010		1st terminal examination

15	21-09-2010 TO 25-09-2010	5days	Rectification of errors with help of suspense account
16	27-09-2010 To 30-09-2010	4days	Rectification of errors with help of suspense account (cont...)
17	01-10-2010 To 17-10-2010		Close of school due to common wealth games & autumn break
18	18-10-2010 To 23-10-2010	5days	UNIT-5 <u>Depreciation/provisions and reserve</u> Meaning, need for charging depreciation factors affecting depreciation. straight-line method written down value method excluding change in method
19	25-10-2010 To 30-10-2010	6days	Methods of Depreciation Methods of providing provision for Depreciation account Accumulated Depreciation accounting With asset disposal account
20	01-11-2010 To 06-11-2010	5days	Reserve and provision Meaning ,importance different types of reserves
21	08-11-2010 To 12-11-2010	5days	UNIT-6 <u>Accounting for bills of exchange</u> Bills of exchange and promissory note definition ,features ,parties ,specimen and distinction Important terms:-bills days of grace ,date of maturity ,bill at sight ,negotiation ,endorsement ,discounting of bills

22	15-11-2010 To 20-11-2010	5days	Accounting for bills of exchange Accounting treatment of trade bills Dishonor of bill Retirement & renewal of bill
23	22-11-2010 To 27-11-2010	6days	UNIT-7 <u>Financial statement (without adjustment)</u> Financial statement meaning and users Capital exp ,revenue exp and deferred revenue exp balance sheet grouping and marshalling Preparation of trading and profit and loss account and balance sheet
24	29-11-2010 To 04-12-2010	6days	<u>Financial statement (with adjustment)</u> Adjustments in preparation of financial statement with closing stock ,outstanding exp ,prepaid exp ,accrued income ,income received in advance ,depreciation ,bad debts ,provision for doubtful debts
25	06-12-2010 To 09-12-2010	4days	<u>Financial statement (with adjustment)</u> <u>cont....</u> Provision for discount on debtors ,provision for discount on creditors managers commissions payable and abnormal losses
26	10-12-2010		2nd CCEP EXAM
27	13-12-2010 To 22-12-2010		2nd terminal exam
28	23-12-2010 To 24-12-2010	2days	UNIT-8 <u>Single entry system</u> :-meaning ,advantages ,disadvantages
29	27-12-2010 To 07-01-2011		Winter break
30	10-01-2011		Single entry system

	To 15-01-2011	6days	Accounting for in complete records Statement of affairs methods and calculation of missing figures in conversion method
31	17-01-2011 To 22-01-11	6days	UNIT-9 <u>Computer in accounting</u> Introduction to computer and accounting information system(AIS) Application of computer in accounting Automation of accounting process ,designing accounting reports MIS reporting
32	24-01-2011 To 29-01-2011	5days	Unit-9 cont.... Computer in accounting Data exchange of is comparison of accounting process
33	31-01-2011 To 05-02-2011	6days	UNIT-10 Accounting for data base management system Accounting for data base management system:-concept of relationship of accounting system forms ,quarries and reporting
34	07-02-2011 TO 11-02-2011	5days	Revision work of units 1,2,3,4,
35	14-02-2011 To 19-02-2011	6days	Revision work of units 5,6,7,8
36	21-02-2011	1days	Revision work of unit 9,10
37	22-02-2011		Final exam starts