

ACCOUNTANCY (THEORY) (Proposed Revision)					
XI Vocational – Commerce Based					
Unit No.	Name of the Unit	Sub Unit	Scope & Limitation	Marks	No. of Periods
1	Basic Accounting Terminologies	a. Accounting Terms	Capital, Goods, Drawings, Transaction, Cash & Credit transactions, Purchases, Sales, Purchase returns, Sales returns, Assets Liabilities, Debtors, Creditors, Folios- Journal folio & Ledger folio, Stock, Bad debts, Discount- Trade discount & Cash discount	03	04
2	Origin and growth of Book-keeping	a. Meaning and importance of accounting	Meaning of Book-keeping, Objectives of book-keeping & Importance, Meaning of Accounting, Difference between book-keeping, Accounting & Accountancy, Parties interested in accounting information	03	03
3	Accounting Principles & Concepts	a. Basic accounting concepts	Business entity concept, Money measurement, Going concern, Accounting period, Cost concept, Dual aspect, Revenue recognition, Matching period, Disclosure, Consistency, Conservatism, Materiality, Objectivity.	03	04
4	Double entry system of book-keeping	a. System of Accounting	Principles of Double Entry system of book keeping, Advantages and Disadvantages of Double entry system of book keeping	03	03
5	Classification of Accounts	a. Classification of Accounts	Personal and Impersonal accounts Personal Account, Real	02	03

		<ul style="list-style-type: none"> b. Fundamental rules of debit and credit c. Accounting Equation 	Account & Nominal Account Rules for Personal account, Real account and Nominal account Basic Accounting Equations		
6	Journal	<ul style="list-style-type: none"> a. Source documents b. Journal c. Journal entries 	Cash memo, Invoice/Bill, Receipt, Cheque, Pay in slip, Debit note, Credit note Meaning and definition of Journal, Importance and utility of Journal, Simple entries, Combined entries	07	10
7	Ledger	<ul style="list-style-type: none"> a. Ledger 	Meaning of Ledger, Ledger posting, Balancing of ledger	02	08
8	Subsidiary Books	<ul style="list-style-type: none"> a. Types of Subsidiary books 	Purchase book, Sales book, Purchase return book, Sales return book, Bills receivable book, Bills payable book, Journal proper and Cash book	04	05
9	Cash Book	<ul style="list-style-type: none"> a. Cash book 	Simple cash book, Double column cash book, Triple column cash book Petty cash book – Simple petty cash book, Analytical petty cash book, Imprest petty cash book and its advantages	05	08
10	Bank Reconciliation Statement	<ul style="list-style-type: none"> a. Bank Reconciliation Statement 	Meaning of Bank Reconciliation Statement, Need for Bank Reconciliation Statement, Reasons for the difference between Cash Book balance AND Pass Book balance	04	05
11	Bills of Exchange	<ul style="list-style-type: none"> a. Bills of exchange 	Meaning-Feature of Bill of Exchange-	05	05

			Meaning of Promissory Note-Specimen of Bill of Exchange, Parties to a Bill of Exchange, Meaning of Discounting, Endorsement, Bill sent to bank for collection, Retirement, Dishonour of Bill, Noting and Protesting.		
12	Trial Balance and Rectification of errors	<p>a. Trial Balance</p> <p>b. Rectification of Errors</p>	<p>Meaning of trial balance, Types of trial balance – Gross and Net trial balance, Forms of trial balance – Journal and Ledger form</p> <p>Classification of errors – Errors that affects the trial balance & Errors which, do not affect the trial balance, One sided errors and two sided errors, Suspense account – Only the meaning and purpose of preparation of suspense account</p>	04	07
13	Final Accounts (Sole trading concern)	a. Parts of Final Accounts	<p>Meaning - Final account, Trading account, Profit & loss account, Balance sheet and their Pro forma Adjustments and adjusting entries</p> <ol style="list-style-type: none"> a. Closing stock b. O/S Expenses c. Prepaid expenses d. O/s income e. Income received in advance f. Depreciation g. Bad Debts h. RDD 	05	10

SUBJECT: ACCOUNTANCY (PRACTICALS) STD: XI VOCATIONAL
FOR COMMERCE BASED VOCATIONAL COURSES (Proposed Revision)
SCOPE AND LIMITATIONS MAX. MKS: 50

UNIT NO	NAME OF THE UNIT	SCOPE AND LIMITATIONS	MARKS ALLOTTED	NO. OF PERIODS
1	Preparation of Basic Vouchers	Preparation of Basic Vouchers such as cash Memos, Receipts, Bills, Invoices, Debit Notes, Credit Notes, Payment vouchers	10	25
2	Preparation of Subsidiary Books of Accounts	Preparation of Subsidiary Books of Accounts such as Purchases book, Sales Book, Purchase Returns Book, Sales Returns Book, Cash Book with cash and Discount columns, Petty Cash book and Journal Proper with the help of basic vouchers.	15	25
3	Preparation of Ledger	Posting of transactions recorded in the subsidiary books to the respective ledger accounts and balancing of Ledger accounts	15	25
	VIVA FILE	TOTAL	05 05 50	
		SECOND TERM		
4	Preparation of Bank Reconciliation Statement	Preparation of Bank Reconciliation Statement with given extracts of Cash book and Pass Book	07	18
5	Bills of Exchange	Journal entries for Drawing and Acceptance of Bill of exchange, Discounting of Bill, Endorsement of Bill, Bill sent to the bank for collection, Retirement of Bill, Honouring of bill on due date and Dishonour of Bill.	06	12
6	Preparation of Trial Balance and Rectification of Errors	Preparation of Trial Balance from the Ledger accounts and the cash book already prepared in Unit No 2 & 3, Rectification of Errors a. That affects the trial balance b. That do not affect the trial balance	05	15
7	Preparation of Final Accounts	a. Trading Account b. Profit and Loss Account c. Balance Sheet (With adjustment as mention in theory syllabus)	12	20
8	Finalisation of Accounts with the help of documents of trade	Preparation of : a. Purchase Book b. Sales Book c. Cash Book (with Cash & Bank column) d. Journal Proper e. Ledger Accounts f. Trial Balance g. Final Accounts	10	10

	VIVA FILE		TOTAL	05 05 50	
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