

## Bhartiya Vidya Mandir Sen. Sec. School, Sector 39, Chandigarh Road, Ludhiana

CLASS - XI Stream-Commerce Subject: ACCOUNTANCY Session :2024-2025

### BOOK: Double Entry Book Keeping -I

Month	Unit/Chapter/Topic	Learning Objective	Resources/Art -Integrated Pedagogy Tools Used/E-Resources	Learning Outcomes/Skills Learnt by Students
<b>APRIL</b>	(I)Introduction to accounting Objectives Advantages and limitations. Types of Accounting Users of accounting information Basic Accounting Terms Business transaction, Account, Capital, Liability, Asset, Receipts, Expenditure, Bill payable, Bills receivable,	They will explain meaning, importance & limitations of Accounting. They will differentiate between Accounting and Bookkeeping. Students will learn various accounting terms.	Activity (to introduce the lesson): Probing questions based on Story Telling related to purchase and sell of articles.  <a href="https://drive.google.com/drive/u/0/mobile/folders/1P5YYB-bvagGQsZAKJsOwnB6f-TkySd0/1-bCE5t6_5zPj3QKhPbRBmcG8MKJVndgd/103XtnMt1YjPwUSdQ-CnpT304e5pkWBI?sort=13&amp;direction=a">https://drive.google.com/drive/u/0/mobile/folders/1P5YYB-bvagGQsZAKJsOwnB6f-TkySd0/1-bCE5t6_5zPj3QKhPbRBmcG8MKJVndgd/103XtnMt1YjPwUSdQ-CnpT304e5pkWBI?sort=13&amp;direction=a</a> <a href="https://drive.google.com/drive/u/0/mobile/folders/1P5YYB-bvagGQsZAKJsOwnB6f-TkySd0/13czeDbEN1hDCUbQ4gZWkTYm65rLkX2LM/18TrDa2SJe2Df67_W1dpxrdQXqHE_tXYW?sort=13&amp;direction=a">https://drive.google.com/drive/u/0/mobile/folders/1P5YYB-bvagGQsZAKJsOwnB6f-TkySd0/13czeDbEN1hDCUbQ4gZWkTYm65rLkX2LM/18TrDa2SJe2Df67_W1dpxrdQXqHE_tXYW?sort=13&amp;direction=a</a>	After completion of this chapter student will be able to understand: Meaning, definition and process of Accounting. Differentiate between Book keeping and Accounting. Identify users of Accounting information To describe objectives, merits & limitations of accounting in the modern economic environment with varied types of business and non-business economic entities. To give examples of terms like business transaction, assets, liabilities, receipts, expenditure, sales and purchases.

Understanding Basic Concept,  
Analytical Problem Solved,  
Calculation

<p style="text-align: center;"><b>MAY</b></p>	<p>Rules of Debit and Credit-Traditional Approach and Modern Approach.  Classification of Accounts  Meaning of Debit and Credit Journal  Meaning and Advantages of Journal.  Journal entries.  Theory Base of Accounting  Accounting Assumptions  * Going Concern  * Accrual  * Consistency  Accounting Principles  * Separate Entity  *Accounting period  * Money measurement  *Full disclosure  * Matching concept  * Cost concept  * Prudence concept  *Materiality concept  * Revenue Recognition concept  *Dual Aspect</p>	<p>To enable the students about the understanding in detail the basic concept of Accountancy,Synthesis meaning of Account, Debit and Credit.  Explain the Classification of Accounts  Understand the Rules of Accounting  Describe the various steps in Journalizing  Draw the format and Journalize the Transact</p>	<p>Activity (to support learning):  Show-casing of real life account books .</p>	<p><a href="https://drive.google.com/drive/u/0/mobile/folders/1P5YYB-bvagGQsZAKJsOwnB6f-TkySd0/13czeDbEN1hDCUbQ4gZWkTYm65rLkX2LM/18TrDa2SJe2Df67_W1dpXrdQXqHE_tXYW?sort=13&amp;direction=a">https://drive.google.com/drive/u/0/mobile/folders/1P5YYB-bvagGQsZAKJsOwnB6f-TkySd0/13czeDbEN1hDCUbQ4gZWkTYm65rLkX2LM/18TrDa2SJe2Df67_W1dpXrdQXqHE_tXYW?sort=13&amp;direction=a</a></p>	<p>Synthesis meaning of Account, Debit and Credit.  Explain the Classification of Accounts o the basis of nature.  Understand the Rules of Accounting  Describe the various steps in Journalizing  Draw the format and Journalize the Transaction  They will understand the accounting standards  Children will describe accounting principles and assumption  Students will explain different accounting principles and assumption.</p>	<p>Understanding Basic Concept, Analytical Problem Solved, Calculation</p>
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<p style="text-align: center;"><b>JULY</b></p>	<p>Vouchers :- Source Documents ☑ Debit Note and Credit Note ☑ Cheques ☑ Cash memo ☑ Bills and Invoice ☑ Pay – in - slip Vouchers Accounting and Non Accounting Vouchers- PROJECT WORK (II)Subsidiary Books – Sub- Division of journal+B58 ☑ Purchase Book ☑ Sales Book ☑ Purchase Return Book ☑ Sales Return Book ☑ Cash Book- Types of cash book Ledger ☑ Posting to ledger accounts. ☑ Balancing of Accounts Trial balance ☑ Meaning ☑ Objective ☑ Preparation of trial balance ☑ Methods of preparing trial balance. Bank reconciliation.</p>	<p>To differentiate among income, profits and gains. Know application of accounting equation &amp; Interpret Accounting Equation To explain the bases of recording accounting transaction and to appreciate that accrual basis is a better basis for depicting the correct financial position of an enterprise</p>	<p>Activity: Prepare / arrange different types of vouchers and source documents and paste it in copy.</p>	<p><a href="https://drive.google.com/drive/u/0/mobile/folders/1P5YYB-bvagGQsZAKJsOwnB6f-TkySd0/173G26-cyIVkb7sYFiVMTdrvynzOJEsVB/1UyhIL7kRFCXo_q00vdrvAH14fPGiAsMg?sort=13&amp;direction=a">https://drive.google.com/drive/u/0/mobile/folders/1P5YYB-bvagGQsZAKJsOwnB6f-TkySd0/173G26-cyIVkb7sYFiVMTdrvynzOJEsVB/1UyhIL7kRFCXo_q00vdrvAH14fPGiAsMg?sort=13&amp;direction=a</a></p>	<p>Student will be able to: Analyze the effect of transactions on accounting equation. Knows the relationship between asset, liabilities and capital. They will be able to analyze accounting transactions on accrual basis and cash basis. They will differentiate between accrual basis and cash basis system. Skill: Learn dealing with people Value: Learning Students will understand concept, application &amp; Interpretation of accounting equation and draw conclusions. Students will be able to calculate income through cash and accrual basis of accounting.</p>	<p>Understanding Basic Concept, Analytical Problem Solved, Calculation</p>
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<p style="text-align: center;"><b>AUGUST / SEPTEMBER</b></p>	<p>Depreciation, Provisions and Reserves</p> <ul style="list-style-type: none"> <li>• Depreciation: Meaning, Features, Need, 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>• Note: Excluding change of method</li> <li>• Difference between SLM and WDV; Advantages of SLM and WDV</li> <li>• Method of recoding 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>• Treatment of disposal of asset</li> <li>• Provisions, Reserves, Difference Between Provisions and Reserves.</li> <li>• Types of Reserves: <ul style="list-style-type: none"> <li>i. Revenue reserve</li> </ul> </li> </ul>	<p>To explain the necessity of providing depreciation and develop the skill of using different methods for computing depreciation.</p> <p>To understand the accounting treatment of providing depreciation directly to the concerned asset account or by creating provision for depreciation account.</p> <p>To appreciate the method of asset disposal.</p> <p>To appreciate the need for creating reserves and also making provisions for events which may belong to the current year but may happen in next year?</p>	<p>Activity – Students will be told to prepare a list of assets surrounding him on which depreciation is charged</p>	<p><a href="https://drive.google.com/drive/u/0/mobile/folders/1P5YYB-bvagGQsZAKJsOwnB6f-TkySd0/1W5QceshA1p17EwgmNha1eWo_HD0xn6Ez/1Vjl1VrR_Xf7oBS9JBavWog-uV3HD0FmB?sort=13&amp;direction=a">https://drive.google.com/drive/u/0/mobile/folders/1P5YYB-bvagGQsZAKJsOwnB6f-TkySd0/1W5QceshA1p17EwgmNha1eWo_HD0xn6Ez/1Vjl1VrR_Xf7oBS9JBavWog-uV3HD0FmB?sort=13&amp;direction=a</a></p>	<p>Explain the necessity of providing depreciation and develop the skill of using different methods for computing depreciation. Understand the accounting treatment of providing depreciation directly to the concerned asset account or by creating provision for depreciation account. learn about the methods of asset disposal Give difference between reserve and reserve fund.</p>	<p>Understanding Basic Concept, Analytical Problem Solved, Calculation</p>
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<p><b>OCTOBER</b></p>	<p>Trial balance and Rectification of Errors</p> <ul style="list-style-type: none"> <li>• Trial balance: objectives, meaning and preparation (Scope: Trial balance with balance method only)</li> <li>• Errors: classification-errors of omission, commission, principles, and compensating; their effect on Trial Balance.</li> <li>• Detection and rectification of errors; <ul style="list-style-type: none"> <li>(i) Errors which do not affect trial balance</li> <li>(ii) Errors which affect trial balance</li> </ul> </li> <li>• preparation of suspense account.</li> </ul>	<p>State the need and objectives of preparing trial balance and develop the skill of preparing trial balance.</p> <p>Will be able to check the arithmetical accuracy of account</p> <p>Know how to prepare the trial balance</p>	<p>Practical questions from work sheet</p> <p>Roll play activityenacting the role of different parties.</p> <p>Ledger balances will be given to the students and students will prepare Trial Balance.</p> <p>Student will collect the ledger balances from different reference books and they will prepare Trial Balance.</p>	<p><a href="https://drive.google.com/drive/u/0/mobile/folders/1P5YYB-bvagGQsZAKJsOwnB6f-TkySd0/1MgYt5J82tsweyhAcCUWGD6gzgT60_nOx/1-ePmdPHuhW0zvRWRTzdBARWJBLeK3_Q_?sort=13&amp;direction=a">https://drive.google.com/drive/u/0/mobile/folders/1P5YYB-bvagGQsZAKJsOwnB6f-TkySd0/1MgYt5J82tsweyhAcCUWGD6gzgT60_nOx/1-ePmdPHuhW0zvRWRTzdBARWJBLeK3_Q_?sort=13&amp;direction=a</a></p>	<p>Understand the concept of Trial Balance,Rectification of errors, Able to Prepare Trial Balance Prepare Suspense a/c</p>	<p>Understanding Basic Concept, Analytical Problem Solved, Calculation</p>
	<p>Financial Statements Meaning, objectives and importance; Revenue and Capital Receipts; Revenue and Capital Expenditure; Deferred Revenue expenditure. Opening journal entry. Trading and Profit and Loss Account: Gross Profit, Operating profit and Net profit. Preparation. Balance Sheet: need, grouping</p>	<p>To enable students to understand concept of final account with and without adjustments.</p> <p>Differentiate between trading &amp; profit and loss account and Trial Balance and Balance sheet.</p> <p>Understand the placement of different accounts in Trading Account, Profit and Loss Account</p>	<p>Lecture Method:Practical questions from worksheet.</p> <p>Project: File Preparation</p>	<p><a href="https://drive.google.com/drive/u/0/mobile/folders/1P5YYB-bvagGQsZAKJsOwnB6f-TkySd0/1gOd7v9aHckd5HivfrXwSgASNwkFNrgGd/1KA_05oWC DIPcov86A3LbQqPQdekVfNUd?sort=13&amp;direction=a">https://drive.google.com/drive/u/0/mobile/folders/1P5YYB-bvagGQsZAKJsOwnB6f-TkySd0/1gOd7v9aHckd5HivfrXwSgASNwkFNrgGd/1KA_05oWC DIPcov86A3LbQqPQdekVfNUd?sort=13&amp;direction=a</a></p>	<p>Student will learn to Understand concept of final account with and without adjustments. Differentiate between trading &amp; profit and loss account and Trial Balance and Balance sheet. Prepare final accounts different</p>	<p>Understanding Basic Concept, Analytical Problem Solved, Calculation</p>

<p><b>NOVEMBER</b></p>	<p>and marshalling of assets and liabilities. Preparation. 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.</p>	<p>and Balance Sheet without adjustments.</p>			<p>accounts in Trading Account, Profit and Loss Account and Balance Sheet without adjustments. Understand the meaning of adjustment entries and its treatment in final accounts. Prepare final accounts with placement of different adjustments in Final Accounts.</p>	
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<p><b>DECEMBER / JANUARY</b></p>	<p>Incomplete Records Features, reasons and limitations. Ascertainment of Profit/Loss by Statement of Affairs method. (excluding conversion method)</p>	<p>Explain the meaning of Incomplete Records Prepare accounts from incomplete records – Preparation of statement of affairs and calculation of profit. To integrate different information. To deal with real life situation</p>	<p>Lecture Method:Practical questions from worksheet. Project: File Preparation</p>	<p><a href="https://drive.google.com/drive/u/0/mobile/folders/1P5YYB-bvagGQsZAKJsOwnB6f-_TkySd0/1BO8R-H0eSgWf8SdByQA3cvewU89UcmXZ/1fau7sTt9iatSL_U4waDURm8lZ7mivTbK?sort=13&amp;direction=a">https://drive.google.com/drive/u/0/mobile/folders/1P5YYB-bvagGQsZAKJsOwnB6f-_TkySd0/1BO8R-H0eSgWf8SdByQA3cvewU89UcmXZ/1fau7sTt9iatSL_U4waDURm8lZ7mivTbK?sort=13&amp;direction=a</a></p>	<p>Explain the meaning of Incomplete Records To know how to prepare accounts from incomplete records – Preparation of statement of affairs and calculation of profit. Students will be able to : Understand the Single and Double Entry system of Accounting Distinguish between Balance Sheet and Statement of Affairs Method. Understand to calculate the profit by statement of Affairs Method.</p>	<p>Understanding Basic Concept, Analytical Problem Solved, Calculation</p>
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