

CHOITHRAM SCHOOL, MANIK BAGH, INDORE
ANNUAL CURRICULUM PLAN SESSION 2020-2021

TARGET GROUP: CLASS XI

SUBJECT AREAS: Accountancy

Month & working Days	Theme/ Sub-theme	Learning Objectives		Activities and Resources	Learning Outcome	Assessment
		Subject Specific (Content Based)	Behavioral (Application based)			
MAY -JUNE	(I)Introduction to accounting <ul style="list-style-type: none"> Objectives Advantages and limitations. Types of Accounting Users of accounting information 	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 familiarize the students with the accounting as an information system. To acquaint the students with basic concepts of accounting.	Reference books Self made work sheet Activity (to introduce the lesson): Probing questions based on Story Telling related to purchase and sell of articles. To develop the skills of using accounting equation in processing business transactions. Story telling <u>Story of kirana shop keeper will be narrated</u>	They will explain meaning, importance & limitations of Accounting. They will differentiate between Accounting and Bookkeeping. Students will learn various accounting terms.	Class Test (written Test): Set of Questions will be prepared based on Bloom's Taxonomy.
	Basic Accounting Terms Business transaction, Account, Capital, Liability, Asset, Receipts, Expenditure, Bill payable, Bills receivable,	To give examples of terms like business transaction, assets, liabilities, receipts, expenditure, sales and purchases.				

	<p>Vouchers, Cash and Trade discount, Bad Debts, Gain, Profit, Depreciation, Expenses, Debtors, Creditors, Purchases, Sales, etc.</p> <p>Accounting Equation</p> <p>Basis of Accounting</p> <ul style="list-style-type: none"> Cash and accrual basis 	<p>To differentiate among income, profits and gains.</p> <p>Know application of accounting equation & Interpret Accounting Equation</p> <p>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>Student will be able to: Analyze the effect of transactions on accounting equation.</p> <p>Knows the relationship between asset, liabilities and capital.</p> <p>They will be able to analyze accounting transactions on accrual basis and cash basis.</p> <p>They will differentiate between accrual basis and cash basis system.</p> <p>Skill: Learn dealing with people Value: Learning</p>	<p><u>who sells goods in his locality on credit and cash.</u> (Basis of Accounting)</p>	<p>Students will understand concept, application & Interpretation of accounting equation and draw conclusions.</p> <p>Students will be able to calculate income through cash and accrual basis of accounting.</p> <p>.</p> <p>.</p>	<p>Verbal Assessment of Basic Terms</p> <p>Class Test (written Test): Set of Questions will be prepared based on Bloom's Taxonomy</p> <p>.</p>
JULY	<p>Rules of Debit and Credit- Traditional Approach and Modern Approach.</p> <p>Classification of Accounts</p>	<p>Synthesis meaning of Account, Debit and Credit. Explain the Classification of Accounts Understand the Rules of</p>	<p>Significance of debit and credit in accounts. Significance of various balances. To develop an</p>		<p>Synthesis meaning of Account, Debit and Credit. Explain the Classification of</p>	<p>Class Test (written Test): Set of</p>

	<p>Meaning of Debit and Credit</p> <p>Journal Meaning and Advantages of Journal.</p> <p>Journal entries.</p> <p>Theory Base of Accounting Accounting Assumptions</p> <ul style="list-style-type: none"> • Going Concern • Accrual • Consistency <p>Accounting Principles</p> <ul style="list-style-type: none"> • Separate Entity • Accounting period • Money measurement • Full disclosure • Matching concept • Cost concept • Prudence concept • Materiality concept • Revenue Recognition concept • Dual Aspect 	<p>Accounting</p> <p>Describe the various steps in Journalizing</p> <p>Draw the format and Journalize the Transact</p> <p>To state the meaning of fundamental accounting assumptions and their relevance in accounting.</p> <p>To describe the meaning of accounting principles and the situation in which a principle is applied during the accounting process.</p>	<p>understanding about recording of business transactions in double entry system of accounting.</p> <p>How to Journalize entries</p> <p>Understand the importance of different concepts in business</p> <p>Understandability of Accounting principles and Assumptions.</p> <p>They will be able to co-relate accounting principles in real life financial transactions.</p> <p>Skill :Children will be able to accepts different accounting standards which are practiced nationally</p>	<p>Activity (to support learning):</p> <p>Show-casing of real life account books . (Journal)</p> <p>Self made worksheet</p> <p>Probing questions to the students for building concept of assumption and principles</p>	<p>Accounts o the basis of nature. Understand the Rules of Accounting</p> <p>Describe the various steps in Journalizing Draw the format and Journalize the Transaction</p> <p>They will understand the accounting standards</p> <p>Children will describe accounting principles and assumption</p> <p>Students will explain different accounting principles and assumption.</p>	<p>Questions will be prepared based on Bloom's Taxonomy</p>
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August	<p>Vouchers :- Source Documents</p> <ul style="list-style-type: none"> • Debit Note and Credit Note • Cheques • Cash memo • Bills and Invoice • Pay – in - slip <p>Vouchers Accounting and Non Accounting Vouchers-</p> <p>PROJECT WORK</p> <p>(II)Subsidiary Books – Sub- Division of journal</p> <ul style="list-style-type: none"> • Purchase Book • Sales Book • Purchase Return Book • Sales Return Book • Cash Book- Types of cash book 	<p>.Know different types of Vouchers and source documents.</p> <p>Explain the preparation of accounting vouchers.</p> <p>Understand the need for special purpose books;</p> <p>Record the transaction in the special purpose books; Enable to post the entries from the special purpose book to the ledger and their balancing</p> <p>Describe the Meaning, need advantages and types of Cash Book</p>	<p>They will know about the different types of vouchers to be prepared under different situations.</p> <p>They will be able to differentiate between cash vouchers and non cash vouchers, debit voucher and credit voucher, etc.</p>	<p>Explanations and different types of vouchers and source documents will be shown to them.</p> <p>Activity: Prepare / arrange different types of vouchers and source documents and paste it in copy.</p>	<p>Know different types of Vouchers and source documents. Explain the preparation of accounting vouchers.</p> <p>Understand the need for special purpose books; Record the transaction in the special purpose books</p> <p>Enable to post the entries from the special purpose book to the ledger and their balancing. Describe the Meaning, need advantages and types of Cash Book</p>	<p>Class Test (written Test): Set of Questions will be prepared based on Bloom's Taxonomy</p>
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	<p>Ledger</p> <ul style="list-style-type: none"> • Posting to ledger accounts. • Balancing of Accounts 	Record transactions and posting in ledger	<p>Distinguish between journal and ledger</p> <p>Knows the importance of ledger accounting.</p> <p>Posting of entries to Ledger.</p> <p>Balancing of Accounts Skill: Analysis Value: Order/Sequence Discipline of financial records</p>	Different students can be assigned different accounts to explain Ledger	<p>To integrate different information.</p> <p>To deal with real life situation.</p> <p>They will learn about double entry system of accounting.</p>	
September	<p>Trial balance</p> <ul style="list-style-type: none"> • Meaning • Objective • Preparation of trial balance • Methods of preparing trial balance 	State the need and objectives of preparing trial balance and develop the skill of preparing trial balance.	<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 activity- enacting 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>Understand the concept of Trial Balance</p> <p>Able to Prepare Trial Balance</p> <p>Prepare Suspense a/c</p>	<p>Class Test (written Test):</p> <p>Set of Questions will be prepared based on Bloom's Taxonomy</p>
October	<p>Bank reconciliation.</p> <ul style="list-style-type: none"> • Meaning • Importance of bank reconciliation • Methods of preparing trial balance 	To appreciate that at times bank balance as indicated by cash book is different from the bank balance as shown by the pass book / bank statement and to reconcile both the balances, bank reconciliation	<p>Understand the importance of Bank reconciliation</p> <p>Distinguish between bank passbook and</p>	<p><u>Specimen of Bank Pass Book will be shown to the students.</u></p> <p>Work sheet, Reference book</p>	<p>Student will be able to understand the reason for difference between pass book balance and cash book balance.</p>	<p>Class Test (written Test):</p> <p>Set of Questions</p>

	<ul style="list-style-type: none"> Cash book /Pass book <p>(II)Depreciation: Concept and need Factors affecting depreciation Methods of depreciation Asset disposal account.</p> <p>Provisions and Reserves: Concept Objectives Types of reserves Difference between provisions and reserves.</p>	<p>statement is prepared. To develop understanding of preparing bank reconciliation statement.</p> <p>To explain the necessity of providing depreciation and develop the skill of using different methods for computing depreciation. To understand the accounting treatment of providing depreciation directly to the concerned asset account or by creating provision for depreciation account. 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>To appreciate the difference between reserve and reserve fund.</p>	<p>cashbook</p> <p>Reasons for difference in pass book and cash book.</p> <p>Students will be able to know the need and importance of depreciation in business. Identify appropriate Method of depreciation. Learn to calculate profit or loss on sale of asset.</p> <p>Student will be able to know the different types of reserves and their creation.</p> <p>They understand the difference between provision and reserves.</p>	<p>Activity – Students will be told to prepare a list of assets surrounding him on which depreciation is charged.</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</p> <p>Give difference between reserve and reserve fund.</p>	will be prepared based on Bloom's Taxonomy
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November	Bill of Exchange:(Contd.) <ul style="list-style-type: none"> • Meaning and concept • Parties to bill of exchange • Important terms used in bills • Accounting treatment of bill of exchange. 	<p>To acquire the knowledge of using bills of exchange and promissory notes for financing business transactions;</p> <p>To understand the meaning and distinctive features of these instruments and develop the skills of their preparation.</p> <p>To state the meaning of different terms used in bills of exchange and their implication in accounting.</p> <p>To explain the method of recording of bill transactions.</p> <p>To explain the method of recording of bill transactions.</p>	<p>Students will be able to : Define different instruments used for credit transactions.</p> <p>Define important terms used in bill of exchange</p> <p>Know the Parties to bill of exchange.</p>		<p>Have the knowledge of using bills of exchange and promissory notes for financing business transactions;</p> <p>State the meaning of different terms used in bills of exchange and their implication in accounting.</p> <p>Explain the method of recording of bill transactions.</p>	
December	Financial statements of Sole-Proprietorship <ul style="list-style-type: none"> • Objectives • Importance • Profit & loss A/C • Balance Sheet • Importance of Balance Sheet Financial statements.(With adjustments) Adjustments related to <ul style="list-style-type: none"> • Incomes • Expenses • Provisions 	<p>To enable students to understand concept of final account with and without adjustments.</p> <p>Differentiate between trading & 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 and Balance Sheet without adjustments.</p>	<p>Students will be able to : Know the importance of financial statements</p> <p>Calculate Gross, Operating and Net Profit</p> <p>Distinguish between gross and Net profit</p> <p>Distinguish between Profit and loss A/C and Balance Sheet</p>	<p>Practical questions from worksheet.</p> <p>Project: File Preparation</p>	<p>Student will learn to Understand concept of final account with and without adjustments.</p> <p>Differentiate between trading & profit and loss account and Trial Balance and Balance sheet.</p> <p>Prepare final accounts with placement of</p>	<p>Questions will be given for practice from various reference book.</p>

	<ul style="list-style-type: none"> • Commission • Losses • Drawings • Closing stock 	<p>Understand the meaning of adjustment entries and its treatment in final accounts.</p> <p>Understand the preparation of Final Accounts with Adjustments</p>	<p>Analyze the adjustments related to financial accounts.</p> <p>Skill: Analysis, Problem solving</p>		<p>different accounts in Trading Account, Profit and Loss Account and Balance Sheet without adjustments.</p> <p>Understand the meaning of adjustment entries and its treatment in final accounts.</p> <p>Prepare final accounts with placement of different adjustments in Final Accounts.</p>	
	<p>Accounts from Incomplete Records</p> <ul style="list-style-type: none"> • Meaning and Importance • Limitations • Statement of affairs method <p>PROJECT Work</p>	<p>Explain the meaning of Incomplete Records</p> <p>To know how to prepare accounts from incomplete records – Preparation of statement of affairs and calculation of profit.</p>	<p>Students will be able to :</p> <p>Understand the Single and Double Entry system of Accounting</p> <p>Distinguish between Balance Sheet and Statement of Affairs Method.</p> <p>Understand to calculate the profit by statement of Affairs Method.</p>		<p>Explain the meaning of Incomplete Records</p> <p>Prepare accounts from incomplete records – Preparation of statement of affairs and calculation of profit.</p> <p>To integrate different information.</p> <p>To deal with real life situation.</p>	<p>Similar questions will be given from reference book for practice</p>
January 2021	<p>Rectification of errors:</p> <ul style="list-style-type: none"> • Types of errors • Their effect on trial balance 	<p>To appreciate that errors may be committed during the process of accounting.</p>	<p>Recognize and classify different errors .</p> <p>Rectify different errors.</p>	<p>Practical questions from worksheet.</p>	<p>Appreciate that errors may be committed during the process of accounting.</p>	<p>Work sheet on Rectification of</p>

	<ul style="list-style-type: none">• Detection and rectification of errors• Suspense account <p>REVISION</p>	<p>To understand the meaning of different types of errors and their effect on trial balance.</p> <p>To develop the skill of identification and location of errors and their rectification and preparation of suspense account</p>	<p>Distinguish between errors affecting trial balance and errors not affecting trial balance.</p>		<p>Understand the meaning of different types of errors and their effect on trial balance.</p> <p>Develop the skill of identification and location of errors and their rectification and preparation of suspense account.</p>	<p>errors will be solved .</p>
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