

**Subject- Accountancy**

Serial Number	Month	Name of Chapters	Subject-Topic	Learning outcomes
1.	May	Bridge course	Accounting, Branches of Accounting, Features of Accounting, Basic Accounting term	After completion of this chapter student will be able to understand Meaning of accounting, Business Transaction, objectives of financial Accounting, Accounting Standards
2.	June	Introduction to accounting	Objectives, advantage and limitations, type of accounting, user of accounting information basic accounting terms : Business transaction ,Account ,capital, liability, assets ,receipts ,expenditure, bills payment. bills receivable voucher, cash, Trade account, bad debts, gain, profit depreciation, expenses, debtors, creditors, purchase ,sales etc., To explain the base of recording accounting transaction and 2 appreciate that accrual basis in the better basis of defining the correct financial position of an enterprise	After completion of this chapter student will be able to understand: Meaning, definition and process of accounting, differentiate between bookkeeping and accountancy, Identify user accounting information. To describe objectives, merits and limitations by accounting in modern economy environment with various type of business and non-business economic entities. To give examples of the terms like business transaction assets, liability, receipts, expenditure, sales and purchase differentiate among income profit and gain.
		Basis of accounting	To explain the bases of recording accounting transaction and to appreciate that accrual basis in the better basis dpc sing the correct financial position of an enterprises	They will be able to analyse the accounting transaction on accrual basis and cash basis

3.	July	Rules of debit and credit	Traditional approach and Modern approach classification of Accounts Meaning of debit and credit	Synthesis meaning of account debit and credit. Explain the classification of accounts. Understand the rules of accountancy. Significance of debit and credit in accounts ,significance of various balance . To develop an understanding about recording a business transaction in double entry system of accounting.
4.	July	Journal	Meaning and advantage of journal Journal entries sub-division of journal purchase book, sales book. purchase return book, sales return book ,cashbook .Type of cashbook	Describe the various steps in journalising. Draw the format and journalise the transact. To describe the meaning of accounting principles and the situation in which a principle applied during the accounting process. Understandability the accounting principles and assumption. children will be able to accept different accounting standard which are practices nationally. Describe the meaning of needs and types of cashbooks record the transaction in the special purpose of book
5.	August	Ledger	Posting of Ledger account balancing of accounts	Know the importance of ledger accounting. posting

			recording transaction and posting in ledger	the entries to ledger. Balancing of Account different students can be assigned different accounts to explain ledger. To integrate different information to deal with real life situation they will learn about double entry system of accounting
6.	August	Trial balance	Meaning, objectives, preparation of trial balance, Method of trial balance.	State the need an objective of preparing of trial balance & develop the skill of preparing trial balance. will be able to check the arithmetical accuracy of account know how to prepare the trial balance Understand the concept of trial balance Able to prepare trial balance Prepared suspense account
7.	September	Bank reconciliation	Meaning, Importance of bank reconciliation, method of preparing trial balance cash book and pass book	Understand the importance of bank reconciliation, Distinction between bank passbook and cashbook. Reason for difference in bank book cash book and passbook. To develop understanding of preparing bank reconciliation statement Specimen of bank passbook will be shown in the students.
8.	October	Depreciation	Concept and need factor affecting depreciation. Method of depreciation Assets disposal account	To explain the necessary of providing depreciation and develop the skill of using different method for computing depreciation. Students will be able to know the need and importance of depreciation in business. Identify appropriate method of depreciation account. Learn the calculate profit or loss on sales of assets. Activity: students will be told to prepare a list of assets

				surrounding him on which depreciation is charged
9.	November	Provision and reserve	Concept, objective, type of reserve, difference between provision and reserve	To appropriate the needs for creating reserve and also making provision for events will may belong to current year but may happen in the next year. Students will be able to know the different type of reserve and their creation. They understand the difference between provision and reserve.
10.	November	Financial statement of sole Proprietorship	Objective, importance, Trading Account, profit and loss account ,Balance sheet, Importance of balance sheet  Adjustment related to income, expenses ,provision ,bad debts, Commission ,losses drawing and closing stock. Difference between trading and profit & loss account and balance sheet	To enable students to understand concept of financial account with and without adjustment. Students will be able to know the importance of financial Statements Calculate Gross, Operating and Net Profit. prepare questions from worksheet Students will be learned the understand concept of financial Question will be given for practice from various reference boo
11.	December	Proprietorship Financial statement with adjustment	Adjustment related to income, expenses, provision Commission, losses, drawing ,closing stock	Understand the placement of difference account in trading account, profit and loss account, Balance sheet with adjustment. Understand the meaning of adjustment entry and its treatment of financial account understand the preparation of final account with adjustment <b>Project: File Preparation</b>
12.	January	Rectification of errors	Type of errors their effect on trial balance, deduction and rectification of the errors, suspense account	To understand the meaning of different type of errors and their effect on trial balance Develop the skill of identification and location of the errors and their

				rectification and preparation of suspense accounts. worksheet on rectification of the errors will be solved.
	February	Revision		