**Syllabus Details(2015-16)**

**Class: - XI Subject: - Accountancy Teacher Name: Mr. Sanjeev Kumar**

**Book Name: Double Entry Book Ref. Book\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Keeping (T.S Grewal )**

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| **S.**  **No.** | **Month** | **No of working days** | **Unit/ chapter** | **Weightage of marks & Type of questions** | **Remarks** |
|  | **April** |  |  |  |  |
| **1 week** |  |  |  |  |
| **2 week** |  | **Introduction to Accounting, Basic Accounting Terms** |  |  |
| **3 week** |  | **Journal and Ledger** |  |  |
| **4 week** |  | **Journal and Ledger** |  | **Test** |
| **S.**  **No.** | **Month** | **No of working days** | **Unit/ chapter** | **Weightage of marks & Type of questions** | **Remarks** |
|  | **May** |  |  |  |  |
| **1 week** |  | **Rules of Debit and credit** |  | **Test of Journal and Ledger** |
| **2 week** |  | **Accounting Equation** |  |  |
| **3 week** |  | **Special Purpose Book-I**  **Cash Book (Simple, Two column cash Book)** |  |  |
| **4 week** |  | **Exercise question of cash book**  **Special purpore book –II**  **Other books** |  | **Test of cash book** |
|  | **July** |  |  |  |  |
| **1 week** |  | **Bank Reconciliation statement exercise question practical problems** |  |  |
| **2 week** |  | **Revision of Bank**  **Reconciliation statement** |  | **Test of BIRIS** |
| **3 week** |  | **Trial Balance, Practical question,**  **Introduction to Depreciation chapter** |  |  |
| **4 week** |  | **Methods of deprecation straight line method, written down value method, Provision for deprecation account, machinery disposal account.** |  | **Test of Depreciation** |
| **S.**  **No.** | **Month** | **No of working days** | **Unit/ chapter** | **Weightage of marks & Type of questions** | **Remarks** |
|  | **August** |  |  |  |  |
| **1 week** |  | **Financial statement of sole proprietorship, Trading account, profit and loss account, balance sheet** |  |  |
| **2 week** |  | **Adjustment in preparation of financial statements** |  |  |
| **3 week** |  | **Practical problems of financial statements (Revision of Financial statements)** |  | **Test of Financial statements)** |
| **4 week** |  | **Accounts for incomplete records🡪 Single entry system (Practical problems)** |  |  |
|  | **Sept.** |  |  |  |  |
| **1 week** |  | **Revision** |  |  |
| **2 week** |  | **Revision** |  |  |
| **3 week** |  | **Test** |  |  |
| **4 week** |  | **Test** |  |  |
| **S.**  **No.** | **Month** | **No of working days** | **Unit/ chapter** | **Weightage of marks & Type of questions** | **Remarks** |
|  | **October** |  |  |  |  |
| **1 week** |  | **Provision and reserves accounting for bill of exchange** |  |  |
| **2 week** |  | **Practical question for bill of exchange** |  | **Test of bill of exchange** |
| **3 week** |  | **Rectification of errors** |  |  |
| **4 week** |  | **Revision of Rectification of errors** |  | **Test of Rectification of errors** |
|  | **November** |  |  |  |  |
| **1 week** |  | **Financial statements of not for profit organisations** |  |  |
| **2 week** |  | **Revision & Practical Problems of not for profit organization** |  |  |
| **3 week** |  | **Revision** |  |  |
| **4 week** |  | **Project work** |  |  |