

I PUC ACCOUNTANCY –SYALLABUS 2013 -14

SL NO.	OBJECTIVES	UNIT OR CHAPTER	SUB TOPICS	NO. OF TEACHING HOURS	LEARNING OUT COMES	EVALUATION	ACTIVITIES
1.	To enable the students to acquire knowledge of basic terms ,definitions, concepts and conventions of Book Keeping and Accountancy	1.INTRODUCTION TO ACCOUNTING	1.1 Book-keeping, Accounting and Accountancy : 1.2 Accounting as source of information: Objectives of Accounting : 1.3 Objectives of Accounting : 1.4 Role of Accounting : 1.5 Basic Terms in Accounting: Entity :Business Transactions: Cash transaction: Credit Transaction: Capital : Drawings : Assets : Liabilities : Debtor :Creditor: Goods : Purchases :Sales :Stock : Profit :Gain : Expenses : Loss :Expenditure :Revenues : Discount :Voucher :	08	The student will be able to state the meaning and definition of book-keeping, accounting and accountancy. To discuss accounting as a source of information. To explain the objectives of accounting. To describe the role of accounting. To explain the basic terms used in accounting.	Oral and written evaluation Question and answers interaction, Process evaluation. Unit Tests	Home assignments.

2.	To enable the students to Understand Business transactions and to know accounting concepts and conventions which are essential for carrying out the practical accounting process .	2. THEORY BASE OF ACCOUNTING	<p>2.1 Generally accepted accounting principles.(GAAP)</p> <p>2.2 The important accounting concepts are:</p> <p>2.3 Accounting Conventions:</p> <p>2.4 System of Accounting:</p> <p>2.5 Bases of Accounting :</p> <p>2.6 Accounting Standards:</p>	05	<p>The student will be able to identify the need for theory base accounting.</p> <p>To explain the nature of Generally Accepted Accounting principles (GAAP).</p> <p>To describe the meaning and purpose of the basic accounting concepts.</p> <p>To enumerate the accounting standards issued by the Institute of Chartered Accountants of India.</p> <p>To describe the systems of accounting and to describe various basis of accounting.</p>	<p>Oral and written evaluation Question and answers interaction, Process evaluation.</p> <p>Unit Tests</p>	Home assignments.
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3	To enable the students to study different documents used for business transactions by knowing their contents and formats and to understand the actual process of recording business transactions in the journal and posting them from journal to ledger.	3. RECORDING OF BUSINESS TRANSACTIONS -I	3.1 Voucher -meaning 3.2 Accounting equation 3.3 Accounting cycle 3.4 Kinds of accounts Rules of debit and credit English and American system. 3.5 journal óMeaning, features format. types of journal entry. 3.6 Ledger- Meaning, features format, posting to ledger, balancing of ledger account, preparation of personal account	20	The student will be able to understand the meaning of voucher, accounting equation accounting cycle, kinds of accounts. Application of rule of debit and credit to different kinds of accounts under English and American system. To understand the meaning of journal, passing of journal entries in the journal, simple and compound . To understand the meaning of ledger, ledger account and posting of journal entries from journal to ledger, balancing of ledger accounts and preparation of personal accounts.	Oral and written evaluation Question and answers interaction, Process evaluation. Unit Tests	Home assignments. Problems-solutions. Collection of different kinds of vouchers. Preparing the specimens of vouchers, journals and ledger accounts.
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4	<p>To enable the students to Know and practice the basic principles of Book keeping and Accountancy To enable the students to Understand and practice the content and specimen of various books of account and recording of transactions in special journals, cash book, petty cash book e.t.c.</p>	<p>4 RECORDING OF BUSINESS TRANSACTIONS -II</p>	<p>4.1 Meaning of subsidiary books 4.2 Features of subsidiary books. 4.3 Types of subsidiary books. Purchases, purchases returns book, sales book, sales returns book 4.4 Journal proper 4.5 cash book meaning and features Types of cash book, simple and three column cash book. 4.6 Petty cash book meaning and types Preparation of analytical petty cash book under imprest system.</p>	22	<p>The student will be able to understand Meaning of subsidiary books, Features of subsidiary books. Types of subsidiary books. Purchases, purchases returns book, sales book, sales returns book Journal proper cash book meaning and features Types of cash book, simple and three column cash book. Petty cash book meaning and types Preparation of analytical petty cash book under imprest system. practically with problems and solutions.</p>	<p>Oral and written evaluation Question and answers interaction, Process evaluation. Unit Tests</p>	<p>Home assignments. Problems-solutions.</p>
5	<p>To ascertain the reasons for the differences in bank balances in cash books and passbook. To know the method of preparing bank reconciliation statement.</p>	<p>5 BANK RECONCILIATION STATEMENT</p>	<p>5.1 Meaning and need for Bank Reconciliation Statement: 5.2 Reasons for the difference between the cash book balance and pass book balance : 5.3 Preparation of Bank Reconciliation Statement:</p>	12	<p>After studying this chapter the student will be able to state the meaning and need for the preparation of bank reconciliation statement. identify causes of difference between bank balance as per cash book and passbook. prepare the bank reconciliation statement-. Problems and solutions.</p>	<p>Oral and written evaluation Question and answers interaction, Process evaluation. Unit Test</p>	<p>Home assignments. Problems-solutions.</p>

6	<p>To enable the students to Develop the skill of calculations and accuracy. To enable the students to Develop the technique of entering the transactions into the books of account with the understanding of their ultimate effect on final account.</p> <p>To ascertain the arithmetical accuracy of entries posted from journal to ledger. To know the actual preparation of Trial Balance. To know the types of errors and to understand the procedure adopted for rectification of errors.</p>	<p>6 TRIAL BALANCE AND RECTIFICATION OF ERRORS.</p>	<p>6.1 Meaning of Trial Balance 6.2 : Objectives of preparing the Trial Balance. 6.3 :Preparation of Trial Balance : 6.4 Errors- meaning, types rectification of errors and its methods .</p>	08	<p>After studying this chapter, the student will be able to: state the meaning of trial balance; explain the objectives of preparing trial balance; prepare the trial balance; problems and solutions rectify the errors in the incorrect trial balance; explain the types of errors; state various process of locating errors; rectify the errors with suspense account; problems and solutions</p>	<p>Oral and written evaluation Question and answers interaction, Process evaluation.</p> <p>Unit Test</p>	<p>Home assignments. Problems-solutions.</p>
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7.	To know the importance of bills of exchange in business transactions and the procedure for recording transactions	7 ACCOUNTING FOR BILLS OF EXCHANGE TRANSACTIONS.	<p>7.1 Meaning :</p> <p>7.2 Features of a Bill of Exchange :</p> <p>7.3 Parties to a Bill of Exchange :</p> <p>7.4 Specimen of a Bill of Exchange.</p> <p>7.5 Meaning of promissory note :</p> <p>7.6 Features of a Promissory Note :</p> <p>7.7 Parties to a promissory Note</p> <p>7.8 Specimen of promissory note</p> <p>7.9 Important Terms:</p> <p>7.10 Format of Bills Receivable Book and Bills Payable Book</p> <p>7.11 Accounting treatment of Bill transactions:</p>	12	<p>After studying this chapter, the student will be able to:</p> <ul style="list-style-type: none"> state the meaning of bill of exchange and a promissory note distinguish between a bill of exchange and a promissory note explain the meaning of different terms involved in the bill transactions. record bill of exchange transactions in journal leading to honour, dishonour, discounting, endorsing, retirement and renewal of bill. State the meaning of accommodation bill. 	<p>Oral and written evaluation</p> <p>Question and answers interaction, Process evaluation.</p> <p>Unit Test</p>	<p>Home assignments. Problems-solutions.</p> <p>Collection of specimen of Bill of exchange. promissory note</p>
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8.	To enable the students to Prepare the final account of proprietary concern and learn to analyze them..	8 FINANCIAL STATEMENTS	8.1 meaning and users 8.2 Capital and Revenue items. 8.3 Preparation of financial statements Trading account, profit and loss account ,closing entries balance sheet format of financial statements. 8.4 Adjustments in preparation of financial statements with respect to closing stock, outstanding expenses, prepaid expenses, accrued incomes, income received in advance, depreciation, appreciation, bad debts, provision for doubt full debts, provision for discount on debtors and creditors, interest on capital, interest on drawings 8.5 Problems on the preparation of financial statements with adjustments.	16	After studying this chapter, the student will be able to: Understand the meaning and users of final accounts Learn about Capital and Revenue items. Preparation of financial statements Trading account, profit and loss account ,closing entries balance sheet format of financial statements. Adjustments in preparation of financial statements with respect to closing stock, outstanding expenses, prepaid expenses, accrued incomes, income received in advance, depreciation, appreciation, bad debts, provision for doubt full debts, provision for discount on debtors and creditors, interest on capital, interest on drawings Problems on the preparation of financial statements with adjustments. Problems and solutions	Oral and written evaluation Question and answers interaction, Process evaluation. Unit Test	Home assignments. Problems-solutions. Collection of specimen of financial statements .

9.	To enable the students to Ascertain profit or loss from in complete records.	9.ACCOUNTS FROM INCOMPLETE RECORDS.	<p>9.1 Meaning and definition of accounts from incomplete records</p> <p>9.2 Salient features</p> <p>9.3 uses of accounts from incomplete records</p> <p>9.4 Limitations of accounts from incomplete records</p> <p>9.5 Differences between double entry system and accounts from incomplete records</p> <p>9.6 Ascertainment of profit or loss under accounts from incomplete records</p> <p>9.7 Distinction between statement of affairs and balance sheet.</p> <p>9.8 Preparation of revised statement of affairs.</p>	12	. After studying this chapter, the student will be able to: understand the meaning and definition of accounts from incomplete records, salient features uses of accounts from incomplete records, limitations of accounts from incomplete records ,differences between double entry system and accounts from incomplete records, ascertainment of profit or loss under accounts from incomplete records, distinction between statement of affairs and balance sheet, .preparation of revised statement of affairs.	<p>Oral and written evaluation Question and answers interaction, Process evaluation.</p> <p>Unit Test</p>	Home assignments. Problems-solutions.

10.	To enable the students to Learn to use computer in accounting.	10 COMPUTERS IN ACCOUNTING	<p>10.1 Introduction to Computer:</p> <p>10.2. Application of Computers in Accounting Process:</p> <p>10.3. Comparison of accounting process in Manual and Computerised Accounting :</p> <p>10.4. Sourcing of Accounting System (Software) :</p>	05	<p>After studying this Chapter, the student will be able to :</p> <p>state the meaning of computer accounting, elements of computer system</p> <p>state the meaning of Accounting Information System [AIS]</p> <p>describe the automation of accounting process explain design of accounting reports from accounting data</p> <p>state the various Management Information System [MIS] reports and their uses explain the data exchange with other information systems distinguish between a manual and computerised accounting system highlight the advantages and limitations of computerised accounting system and state the sourcing of a computerised accounting system.</p>	<p>Oral and written evaluation Question and answers interaction, Process evaluation.</p> <p>Unit Test</p>	Computer lab work
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