



# ST. LAWRENCE HIGH SCHOOL

A JESUIT CHRISTIAN MINORITY INSTITUTION



Syllabus planning for the academic year 2018

TERM: First

TEACHERS' NAME: Mr. Partha Datta , Mr. Siddhartha Chatterjee & Mr. Pralay Kabi

No. of working days:- 22

No. of periods available: 6 (Estimated)

Subject: Accountancy (ACCT)

CLASS: XI

SECTION: B& C

MONTH	NO. OF PERIODS	LESSONS	TOPICS COVERED	HOMEWORK	CLASS WORK
JANUARY					
FEBRUARY					
MARCH					
APRIL	6	Unit 1: Introduction to Accounting <ul style="list-style-type: none"> <li>Accounting</li> <li>Basic Accounting Terms</li> </ul> ACCT Project	Meaning, objectives, types, merits, demerits, quantitative characteristics of accounting information, Basis of Accounting, Types of Accounting. Business Transaction, Event, Account, Capital, Drawings & Other concepts.	Questions as per H.S. Council guideline from the Text Book and from the Reference Book.	Class notes, discussion and explanation of the Chapter. Discussion of question from Page No. 1.30 to 1.32 of Text Book & from Page No. 4 to 7 of the Reference Book  Primary discussion on the Accountancy Project.

Teachers are requested to prepare a LESSON PLAN for each Topic to be taught. The Lesson plans are to be submitted along with the monthly planner.

PRINCIPAL

Submitted on: 24<sup>th</sup> January, 2018.

Signature of Teachers: .....

*Partha Datta*  
*Siddhartha Chatterjee*  
*Pralay Kabi*  
(S.C.A)

ACADEMIC CO-ORDINATOR

St. Lawrence High School

*[Signature]*  
24/1/18

VICE PRINCIPAL

*[Signature]*

Academic Co-ordinator: .....



# ST. LAWRENCE HIGH SCHOOL

A JESUIT CHRISTIAN MINORITY INSTITUTION



Syllabus planning for the academic year 2018

TERM: First Term & Mid Term

TEACHERS' NAME: Mr. Partha Datta , Mr. Siddhartha Chatterjee & Mr. Pralay Kabi

No. of working days:- 73

No. of periods available: 51(Estimated)

Subject: Accountancy (ACCT)

CLASS: XI

SECTION: B& C

MONTH	NO. OF PERIODS	LESSONS	TOPICS COVERED	HOMEWORK	CLASS WORK
MAY	7	Unit 2: Theory Base of Accounting <ul style="list-style-type: none"> <li>Fundamental Accounting Assumptions</li> <li>Accounting Principles</li> <li>Indian Accounting Standards</li> </ul> ACCT Project	Going concern, Consistency, Accrual. Accounting entity, money measurement, accounting period, full disclosure, materiality, Prudence, cost concept and dual concept, revenue recognition, matching. Concept and objective, brief introduction to international financial reporting standards (IFRS). Selection of Topic of the Acct Project.	Questions as per H.S. Council guideline from the Text Book and from the Reference Book.  Data Analysis of the Project.	Class notes, discussion and explanation of the Chapter. Discussion of questions as per H.S. Council guideline from the Text Book & the Reference Book.  Assisting the students in data analysis of the Project.
JUNE	15	Unit 3: Recording of Transactions & Preparation of Trial Balance <ul style="list-style-type: none"> <li>Accounting Equation</li> <li>Double Entry System</li> <li>Rules of Debit and Credit</li> <li>Evidence of Transactions</li> </ul> ACCT Project	Meaning, Analysis of transactions using accounting equations. Basic and detailed idea. For Assets, Liabilities, Capital revenue and expenses. Source documents (invoice, cash memo, pay in slip, cheque), Preparation of vouchers. Finalisation of Topic of the Acct Project	Questions as per H.S. Council guideline from the Text Book and from the Reference Book.  Preparation of the ACCT Project.	Class notes, discussion and explanation of the Chapter. Discussion of questions as per H.S. Council guideline from the Text Book & the Reference Book.  Assisting the students to prepare the ACCT Project.
JULY	17	Unit 3: Continued..... <ul style="list-style-type: none"> <li>Books of Original Entry</li> <li>Cash Book</li> <li>Special Purpose Books</li> <li>Bank Reconciliation Statement</li> <li>Ledger</li> <li>Trial Balance</li> </ul> ACCT Project First Term Test	Meaning, format and recording there in. Simple, Cash book with bank column, Petty Cash Book. Purchase day book, sales day book, return outward book, return inward book, bills receivable & payable book. Meaning, need and preparation. Meaning, utility, format, posting from journal etc. Meaning objective and preparation.  <b>25<sup>th</sup> July to 8<sup>th</sup> August, 2018</b>	Questions as per H.S. Council guideline from the Text Book and from the Reference Book.  Preparation of the ACCT Project.	Class notes, discussion and explanation of the Chapter. Discussion of questions as per H.S. Council guideline from the Text Book & the Reference Book.  Assisting the students to prepare the ACCT Project.
AUGUST	12	Unit 4: Rectification of Errors	Types and location of errors; Rectification of errors; Suspense Account: Meaning, Preparation and treatment of Suspense Account; Balancing in Final Statements.	Questions as per H.S. Council guideline from the Text Book and from the Reference Book.	Class notes, discussion and explanation of the Chapter. Discussion of questions as per H.S. Council guideline from the Text Book & the Reference Book.

Teachers are requested to prepare a LESSON PLAN for each Topic to be taught. The Lesson plans are to be submitted along with the monthly planner.

PRINCIPAL

Submitted on: 24<sup>th</sup> January, 2018.

Signature of Teachers: .....

  
  


ACADEMIC CO-ORDINATOR

St. Lawrence, High School

VICE PRINCIPAL

Academic Co-ordinator: .....





# ST. LAWRENCE HIGH SCHOOL

A JESUIT CHRISTIAN MINORITY INSTITUTION

Syllabus planning for the academic year 2018

TERM: Mid Term & Annual

TEACHERS' NAME: Mr. Partha Datta , Mr. Siddhartha Chatterjee & Mr. Pralay Kabi

No. of working days:- 73

No. of periods available: 58(Estimated)

Subject: Accountancy (ACCT)

CLASS: XI

SECTION: B & C

MONTH	NO. OF PERIODS	LESSONS	TOPICS COVERED	HOMEWORK	CLASS WORK
SEPTEMBER	18	Unit 5: Depreciation, Provisions and Reserves  Unit 6: Accounting for Bills of Exchange  ACCT Project	Meaning need and factors affecting depreciation; Methods of computing depreciation (St. Line Method & Written Down Method), Provision for Depreciation; Meaning, objective and difference between provision & reserves.  Definition, features, parties, specimen and distinctions; Important terms; honour, dishonour, discounting, endorsement, sent for collection, renewal and retirement of bill.	Questions as per H.S. Council guideline from the Text Book and from the Reference Book.  Questions as per H.S. Council guideline from the Text Book and from the Reference Book.	Class notes, discussion and explanation of the Chapter. Discussion of questions as per H.S. Council guideline from the Text Book & the Reference Book.  Class notes, discussion and explanation of the Chapter. Discussion of questions as per H.S. Council guideline from the Text Book & the Reference Book.  <b>Verification &amp; Submission of the Accountancy Project on 24<sup>th</sup> September, 2018.</b>
OCTOBER	13	Unit 7: Financial Statements	Objectives and importance, Preparation of Trading, Profit & Loss A/c and Balance Sheet; Adjustments and Marshalling of assets and liabilities.	Questions as per H.S. Council guideline from the Text Book and from the Reference Book.	Class notes, discussion and explanation of the Chapter. Discussion of questions as per H.S. Council guideline from the Text Book & the Reference Book.
NOVEMBER	17	Unit 8: Financial Statements of Not for Profit Organisation	Concept, features, preparation of Income & Expenditure A/c and Balance Sheet from given Receipts & Payment A/c.	Questions as per H.S. Council guideline from the Text Book and from the Reference Book.	Class notes, discussion and explanation of the Chapter. Discussion of questions as per H.S. Council guideline from the Text Book & the Reference Book.
DECEMBER	10	Unit 9: Accounts from Incomplete Records Unit 10: Computers in Accounting	Meaning, uses and limitations; Ascertainment of profit/loss by statement of affairs method; Conversion method of single entry. Components of CAS, features, grouping of accounts, using software of CAS, merits and demerits of CAS, important terms, difference between CAS and manual accounting system.	Questions as per H.S. Council guideline from the Text Book and from the Reference Book.  Questions as per H.S. Council guideline from the Text Book and from the Reference Book.	Class notes, discussion and explanation of the Chapter. Discussion of questions as per H.S. Council guideline from the Text Book & the Reference Book.  Class notes, discussion and explanation of the Chapter. Discussion of questions as per H.S. Council guideline from the Text Book & the Reference Book.

Teachers are requested to prepare a LESSON PLAN for each Topic to be taught. The Lesson plans are to be submitted along with the monthly planner.

PRINCIPAL

Submitted on: 24<sup>th</sup> January, 2018.

Signature of Teachers:

VICE PRINCIPAL

ACADEMIC CO-ORDINATOR

Academic Co-ordinator: 24/1/18  
St. Lawrence High School



# ST. LAWRENCE HIGH SCHOOL

A JESUIT CHRISTIAN MINORITY INSTITUTION

Syllabus planning for the academic year 2018

TERM: Mid Term & Annual

TEACHERS' NAME: Mr. Partha Datta , Mr. Siddhartha Chatterjee & Mr. Pralay Kabi

No. of working days:- 21

No. of periods available: 18(Estimated)

Subject: Accountancy (ACCT)

CLASS: XI

SECTION: B& C

MONTH	NO. OF PERIODS	LESSONS	TOPICS COVERED	HOMEWORK	CLASS WORK
JANUARY	18	Revision of Entire Syllabus of Accountancy.	From Unit 1 to Unit 10 of the Accountancy Syllabus as per H.S. Council guideline .	Practice of MCQ and SAQ from Test Papers.	Discussion of MCQ and SAQ from the Test Papers.

Teachers are requested to prepare a LESSON PLAN for each Topic to be taught. The Lesson plans are to be submitted along with the monthly planner.

PRINCIPAL

Submitted on: 24<sup>th</sup> January, 2018.

Signature of Teachers: .....

*P. Datta* *S. Chatterjee* *P. Kabi*  
(SCH)

VICE PRINCIPAL

*[Signature]*

Academic Co-ordinator: .....

ACADEMIC CO-ORDINATOR  
*[Signature]*  
St. Lawrence High School