



ST. LAWRENCE HIGH SCHOOL

A JESUIT CHRISTIAN MINORITY INSTITUTION



Syllabus planning for the academic year 2019

TERM: First

TEACHER NAME: Mr. U James Riju *PARTHA DATTA*

No. of working days:- 21

No. of periods available: 02 (Estimated)

Subject: Accountancy (ACCT)

CLASS: XI

SECTION: B & C *4D*

MONTH	NO. OF PERIODS	LESSONS	TOPICS COVERED	CLASS WORK	HOME WORK
JANUARY					
FEBRUARY					
MARCH					
APRIL	02	Unit 1: Introduction to Accounting <ul style="list-style-type: none"> • Accounting • Basic Accounting Terms 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.	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.	Questions as per H.S. Council guideline from the Text Book and from 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: 28th January, 2019.

Signature of Teacher: *U. James Riju, P. Datta*

VICE PRINCIPAL *[Signature]*

Academic Co-ordinator: *[Signature]*
28/1/19



ST. LAWRENCE HIGH SCHOOL

A JESUIT CHRISTIAN MINORITY INSTITUTION



Syllabus planning for the academic year 2019

TERM: First, Pre- Annual & Annual

TEACHER NAME: Mr. U James Riju *PARHA DATTA*

No. of working days:- 70

No. of periods available: 55 (Estimated)

Subject: Accountancy (ACCT)

CLASS: XI

SECTION: B & C *4 D*

MONTH	NO. OF PERIODS	LESSONS	TOPICS COVERED	CLASS WORK	HOME WORK
MAY	07	Unit 2: Theory Base of Accounting <ul style="list-style-type: none"> Fundamental Accounting Assumptions Accounting Principles Indian Accounting Standards 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.	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.	Questions as per H.S. Council guideline from the Text Book and from the Reference Book. Data Analysis of the Project.
JUNE	15	Unit 3: Recording of Transactions & Preparation of Trial Balance <ul style="list-style-type: none"> Accounting Equation Double Entry System Rules of Debit and Credit Evidence of Transactions 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	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	Questions as per H.S. Council guideline from the Text Book and from the Reference Book. Preparation of the ACCT Project.
JULY	21	Unit 3: Continued..... <ul style="list-style-type: none"> Books of Original Entry Cash Book Special Purpose Books Bank Reconciliation Statement Ledger Trial Balance 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. 29th July to 9th August, 2019	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.	Questions as per H.S. Council guideline from the Text Book and from the Reference Book. Preparation of 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.	Class notes, discussion and explanation of the Chapter. Discussion of questions as per H.S. Council guideline from the Text Book & the Reference Book.	Questions as per H.S. Council guideline from the Text Book and from the Reference Book.

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PRINCIPAL

Submitted on: 28th January, 2019.

Signature of Teacher: *U. James Riju P. Datta*

VICE PRINCIPAL.....*J. Riju*

Academic Co-ordinator: *Susmita Banerji*
28/1/19



ST. LAWRENCE HIGH SCHOOL

A JESUIT CHRISTIAN MINORITY INSTITUTION

Syllabus planning for the academic year 2019

TERM: Pre- Annual & Annual

TEACHER NAME: Mr. U James Riju & Partha Dasg

No. of working days:- 73

No. of periods available: 60 (Estimated)

Subject: Accountancy (ACCT)

CLASS: XI

SECTION: B & C & D

MONTH	NO. OF PERIODS	LESSONS	TOPICS COVERED	CLASS WORK	HOME WORK
SEPTEMBER	17	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.	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. Verification & Submission of the Accountancy Project on 2nd September, 2019.	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.
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.	Class notes, discussion and explanation of the Chapter. Discussion of questions as per H.S. Council guideline from the Text Book & the Reference Book.	Questions as per H.S. Council guideline from the Text Book and from the Reference Book.
NOVEMBER	18	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.	Class notes, discussion and explanation of the Chapter. Discussion of questions as per H.S. Council guideline from the Text Book & the Reference Book.	Questions as per H.S. Council guideline from the Text Book and from the Reference Book.
DECEMBER	12	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.	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.	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.

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PRINCIPAL

Submitted on: 28th January, 2019.

Signature of Teacher: *U. James Riju, P. Dasg*

VICE PRINCIPAL.....*Jaly*.....

Academic Co-ordinator: *Susmita Banerjee*
28/1/19



ST. LAWRENCE HIGH SCHOOL

A JESUIT CHRISTIAN MINORITY INSTITUTION



Syllabus planning for the academic year 2019

TERM: Pre- Annual & Annual

TEACHER NAME: Mr. U James Riju *PARTHADASTA*

No. of working days:- 23

No. of periods available: 18 (Estimated)

Subject: Accountancy (ACCT)

CLASS: XI

SECTION: B&C & D

MONTH	NO. OF PERIODS	LESSONS	TOPICS COVERED	CLASS WORK	HOME 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 .	Discussion of MCQ and SAQ from the Test Papers.	Practice of MCQ and SAQ from Test Papers.

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PRINCIPAL.....

Submitted on: 28th January, 2019.

Signature of Teacher: *U. James Riju* *P. Datta*

VICE PRINCIPAL..... *[Signature]*

Academic Co-ordinator: *[Signature]*
28/1/19