



ST. LAWRENCE HIGH SCHOOL

A JESUIT CHRISTIAN MINORITY INSTITUTION

Syllabus planner for the academic year 2020-21

Subject: Accountancy (ACCT)

TERM: First

TEACHERS' NAMES: Mr Patha Datta and Mr. Pralay Kabi.

No. of working days:- 20

No. of periods available: 02 (Estimated)

CLASS: XI

SECTION: B & C

MONTH	NO. OF PERIODS	LESSONS	TOPICS COVERED	HOME WORK	CLASS 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.	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 the Text Book & 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.

Submitted on: 27th January, 2020

Signature of Teachers: P. Datta ; Pralay Kabi 27.01.2020
PRINCIPAL 27.1.20

Academic Co-ordinator:

J. Sharma
28/1/2020

VICE PRINCIPAL

P. Datta
28/2/2020



ST. LAWRENCE HIGH SCHOOL

A JESUIT CHRISTIAN MINORITY INSTITUTION

Syllabus planner for the academic year 2020-21

Subject: Accountancy (ACCT)

TERM: First, Pre-Annual & Annual

TEACHERS' NAMES: Mr Patha Datta and Mr. Pralay Kabi.

No. of working days:- 70

No. of periods available: 62 (Estimated)

CLASS: XI

SECTION: B & C

MONTH	NO. OF PERIODS	LESSONS	TOPICS COVERED	HOME WORK	CLASS WORK
MAY	12	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.	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	14	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	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	26	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 Syllabus of First Term Examination: Unit 1, Unit 2 & Unit 3.	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.	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	10	First Term Examination Unit 4: Rectification of Errors	3rd August to 17th August, 2020. 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. 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.

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Submitted on: 27th January, 2020

Signature of Teachers: P. Datta ; Pralay Kabi 27.01.2020
 27.1.20

PRINCIPAL

Academic Co-ordinator:
 VICE PRINCIPAL

J. Sheyke 28/1/2020
 28/1/2020



ST. LAWRENCE HIGH SCHOOL

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Syllabus planner for the academic year 2020-21



Subject: Accountancy (ACCT)

TERM: Pre-Annual & Annual

TEACHERS' NAMES: Mr Patha Datta and Mr. Pralay Kabi.

No. of working days:- 76

No. of periods available: 70 (Estimated)

CLASS: XI

SECTION: B & C

MONTH	NO. OF PERIODS	LESSONS	TOPICS COVERED	HOME WORK	CLASS WORK
SEPTEMBER	26	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. Submission of the Accountancy Project on, 21st September, 2020.
OCTOBER	15	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	20	Unit 8: Financial Statements of Not for Profit Organisation Unit 9: Accounts from Incomplete Records	Concept, features, preparation of Income & Expenditure A/c and Balance Sheet from given Receipts & Payment A/c. Meaning, uses and limitations; Ascertainment of profit/loss by statement of affairs method.	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	9	Unit 9: Accounts from Incomplete Records(Contd.) Unit 10: Computers in Accounting Entire Syllabus Completed	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.

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Submitted on: 27th January, 2020

Signature of Teachers: *Pa Datta ; Pralay Kabi, 27.01.2020*

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28/2/2020*



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Subject: Accountancy (ACCT)

TERM: Pre-Annual & Annual

TEACHERS' NAMES: Mr Patha Datta and Mr. Pralay Kabi.

No. of working days:- 20

No. of periods available: 06 (Estimated)

CLASS: XI

SECTION: B &

MONTH	NO. OF PERIODS	LESSONS	TOPICS COVERED	CLASS WORK	HOME WORK
JANUARY	6	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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Submitted on: 27th January, 2020

Signature of Teachers: P. Datta; Pralay Kabi; 27.01.2020
PRINCIPAL 27.1.20.

Academic Co-ordinator:

J. Shrope
28/1/2020

VICE PRINCIPAL

J. Shrope
28/1/2020