



ST. LAWRENCE HIGH SCHOOL

A JESUIT CHRISTIAN MINORITY INSTITUTION



Syllabus Planner for the year 2021-22

TERM: First Term

TEACHERS' NAMES: Mr. Partha Datta & Mr. Pralay Kabi

No. of working days:- 64

Subject: Accountancy (ACCT)

CLASS: 11

SECTION: B & C

MONTH	LESSONS	TOPICS COVERED	HOME WORK	CLASS WORK
JUNE 1st Term from 14th June to 15th Sept, 2021	Unit 1: Introduction to Accounting a) Accounting b) 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. Preparation of Accountancy Project.	Class notes, discussion and explanation of the Chapter. Assigning Accountancy Projects to the students.
JULY	Unit 2: Theory Base of Accounting a) Fundamental Accounting Assumptions b) Accounting Principles c) 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. Preparation of Accountancy Project	Class notes, discussion and explanation of the Chapter. Assisting the students to prepare the Accountancy Project.
AUGUST	Unit 3: Recording of Transactions & Preparation of Trial Balance Accounting Equation, Double Entry System, Rules of Debit & Credit, Evidence of Transactions ACCT Project	Meaning, Analysing of transactions For Assets, Liabilities, Capital, Revenue & Expenses Source documents (invoice, cash memo, pay in slip, cheque) Preparation of vouchers	Questions as per H.S. Council guideline from the Text Book and from the Reference Book. Preparation of Accountancy Project	Class notes, discussion and explanation of the Chapter. Assisting the students to prepare the Accountancy Project
SEPTEMBER 1st Term Online exam starts from 16th September, 2021	Unit 3: Recording of Transactions & Preparation of Trial Balance continued.... Books of Original Entry, Ledger, Trial Balance ACCT Project The entire syllabus of 1 st Term is completed	Meaning, Format and recording there in Meaning, Utility, Format, Posting from Journal, Balancing of Accounts	Questions as per H.S. Council guideline from the Text Book and from the Reference Book. Preparation of Accountancy Project	Class notes, discussion and explanation of the Chapter. Assisting the students to prepare 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 : 15th March, 2021

Signature of Teachers: *Partha Datta* 15.3.2021 *Pralay Kabi* 15.03.2021

PRINCIPAL

Academic Co-ordinator: *Jayashree Sheya* 15/3/21

VICE PRINCIPAL

[Signature]
15/3/2021



ST. LAWRENCE HIGH SCHOOL

A JESUIT CHRISTIAN MINORITY INSTITUTION



Syllabus Planner for the year 2021-22

TERM: Second Term

TEACHERS' NAMES: Partha Datta & Mr. Pralay Kabi

No. of working days:- 44

Subject: Accountancy (ACCT)

CLASS: 11

SECTION: B & C

MONTH	LESSONS	TOPICS COVERED	HOME WORK	CLASS WORK
2nd Term will be from 1st October, 2021 to 14th Feb, 2022 OCTOBER	Unit 3: Continued..... • Cash Book • Special Purpose Books • Bank Reconciliation Statement ACCT Project	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 and Journal Proper Meaning, need and preparation.	Questions as per H.S. Council guideline from the Text Book and from the Reference Book. Preparation of Accountancy 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 Accountancy Project.
NOVEMBER	Unit 4: Rectification of Errors Unit 5: Depreciation, Provisions and Reserves ACCT Project	Types and location of errors; Rectification of errors; Suspense Account: Meaning, Preparation and treatment of Suspense Account; Balancing in Final Statements. 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.	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. Preparation of Accountancy 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. 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 Accountancy Project
DECEMBER	Unit 6: Accounting for Bills of Exchange Unit 7: Financial Statements ACCT Project	Definition, features, parties, specimen and distinctions; Important terms; honour, dishonour, discounting, endorsement, sent for collection, renewal and retirement of bill. 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. 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 Accountancy Project on Friday, 10 th December, 2021.

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Submitted on : 15th March, 2021

Signature of Teachers: Partha Datta 15.3.2021 Pralay Kabi 15.03.2021

PRINCIPAL

Academic Co-ordinator:

Jayashree Shetty 15/3/21

VICE PRINCIPAL

15/3/2021



FOR GOD AND COUNTRY

ST. LAWRENCE HIGH SCHOOL

A JESUIT CHRISTIAN MINORITY INSTITUTION



Syllabus Planner for the year 2021-22

TERM: Second Term

TEACHERS' NAMES: Partha Datta & Mr. Pralay Kabi

No. of working days:- 28

Subject: Accountancy (ACCT)

CLASS: 11

SECTION: B & C

MONTH	LESSONS	TOPICS COVERED	HOME WORK	CLASS WORK
JANUARY	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.
	Unit 9: Accounts from Incomplete Records.	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.
FEBRUARY 2nd Term Online Exam begins from 17th Feb, 2022	Unit 9: Accounts from Incomplete Records(Contd.)	Conversion method of single entry.	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.
	Unit 10: Computers in Accounting The entire syllabus is completed.	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.		

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Submitted on: 15th March, 2021

Signature of Teachers: Partha Datta 15.3.2021. Pralay Kabi 15.03.2021

PRINCIPAL

Academic Co-ordinator: Jayashree Shepa 15/3/21

VICE PRINCIPAL

Chandray
15/3/2021