

## ACCOUNTANCY SESSION (20-21)

MONTH: APRIL

Content/Topic	1 <sup>st</sup> Week	2 <sup>st</sup> Week	3 <sup>rd</sup> Week	4 <sup>rd</sup> Week	5 <sup>th</sup> Week
<b>Unit 1: Theoretical Framework</b>  <b>Unit 2: Accounting Process</b>			<b>Orientation Unit 1</b> Introduction to Accounting -accounting Objectives, Accounting- advantages and limitations, types of accounting information; Users of accounting information	<b>Unit 1</b> Basic Accounting Terms: Business Transaction, account, capital, drawings, liability (Noncurrent and current); Asset (Non-current; tangible and intangible assets and current assets). Receipts(capital and revenue), expenditure, expense, income, profits, gains and losses, purchases, purchase returns, sales, sales returns, stock, trade receivables, trade payables, goods, cost, vouchers, discount- trade and cash <ul style="list-style-type: none"> <li>Theory Base of Accounting- Fundamental Accounting Assumptions Accounting Principles</li> </ul>	<b>Unit 1</b> Accounting Standards: Applicability in Ind-AS Goods & Services Tax: Characteristics and Objectives <ul style="list-style-type: none"> <li>Bases of Accounting</li> </ul>
<b>Learning Objective</b>	To enable the students to – <ul style="list-style-type: none"> <li>understand the meaning , characteristics and objectives of Accounting</li> <li>understand basic accounting terms</li> <li>understand meaning and nature of accounting principles and Ind-AS</li> <li>understand Bases of Accounting- Cash basis and Accrual basis</li> </ul>				
<b>Learning Outcome</b>	Students would be able to- <ul style="list-style-type: none"> <li>Apply different basic accounting terms in different transactions</li> <li>explain meaning and nature of accounting principles and IFRS</li> <li>compare bases of accounting- cash basis and accrual basis</li> </ul>				
<b>Activity</b>	<ul style="list-style-type: none"> <li>Class Interaction: Group Discussion- Usage of Accounting and Accountancy in everyday life.</li> </ul>				
<b>Teaching Aids /Resources</b>	<ul style="list-style-type: none"> <li>Practice Assignment : Classification of items into different accounting heads Theory Base of Accounting- concepts, Principles &amp; Assumptions</li> <li>Smart Board : Ch- Theory Base of Accounting – Basis of Accounting(Video presentation)</li> </ul>				

**MONTH: MAY**

<b>Content/Topic</b>	<b>1<sup>st</sup> Week</b>	<b>2<sup>nd</sup> Week</b>	<b>3<sup>rd</sup> Week</b>	<b>4<sup>th</sup> Week</b>	<b>5<sup>th</sup> Week</b>
<b>Unit 2: Accounting Process</b>	<b>Unit 2</b> <ul style="list-style-type: none"> <li>Accounting Equation: Analysis of transactions using accounting equation (cont.)</li> </ul>	<b>Unit 2</b> <ul style="list-style-type: none"> <li>Accounting Equation: Analysis of transactions using accounting equation</li> </ul>	<b>Unit 2</b> <ul style="list-style-type: none"> <li>Accounting Equation: Analysis of transactions using accounting equation</li> </ul>	<ul style="list-style-type: none"> <li>Origin of transactions: Source documents (invoice, cash memo, pay in slip, cheque), preparation of vouchers- cash and non-cash</li> </ul>	<b>SUMMER BREAK</b>
<b>Learning Objective</b>	To enable the students to – <ul style="list-style-type: none"> <li>understand the rules of debit and credit in business transactions</li> <li>analyse the effect of business transactions on Accounting Equation</li> <li>explain the source documents of Accounting</li> </ul>				
<b>Learning Outcome</b>	Students would be able to - <ul style="list-style-type: none"> <li>apply the rules of debit and credit in business transactions</li> <li>show business transactions in the form of Accounting Equation</li> <li>appreciate the purpose of source documents of accounts</li> </ul>				
<b>Assessment/ Activity</b>	Practice Assignment : Accounting Equation – Practical Problems (Textbook) Source Documents & Vouchers Class test : Accounting Equation + Rules of Debit and Credit				
<b>Teaching Aids /Resources</b>	Smart Board : Source Documents & Vouchers – Lecture Note: Recording of Business Transactions.				

**MONTH: JULY**

	<b>1<sup>st</sup> Week</b>	<b>2<sup>nd</sup> Week</b>	<b>3<sup>rd</sup> Week</b>	<b>4<sup>th</sup> Week</b>	<b>5<sup>th</sup> Week</b>
<b>Unit 2: Accounting Process Project Work</b>	<b>Unit 2</b> <ul style="list-style-type: none"> <li>Rules of Debit and Credit: for assets, liabilities, capital, revenue and expenses</li> <li>Books of Original Entry: recording- Journal</li> </ul>	<b>Unit 2</b> <ul style="list-style-type: none"> <li>Books of Original Entry: recording- Journal</li> </ul>	<b>Unit 2</b> <ul style="list-style-type: none"> <li>Books of Original Entry: recording- Journal</li> </ul>	<b>Unit 2</b> <ul style="list-style-type: none"> <li>Ledger- Format, posting from Journal, balancing of accounts</li> <li>Trial Balance: objectives and preparation (balance method only)</li> </ul>	<ul style="list-style-type: none"> <li>Cash Book: Simple Cash book, double column cash book and its ledger posting</li> <li>Project Work</li> </ul>
<b>Learning Objective</b>	To enable the students to - <ul style="list-style-type: none"> <li>understand format of Ledger</li> <li>understand meaning and format of Journal</li> <li>Explain meaning and objectives of preparing a Trial Balance.</li> <li>Understand the different types of cash book</li> </ul>				
<b>Learning Outcome</b>	Students would be able to- <ul style="list-style-type: none"> <li>Post journal entries to Ledger.</li> <li>record entries in Journal</li> <li>Prepare a Trial Balance.</li> <li>prepare different types of cash book</li> </ul>				
<b>Assessment/ Activity</b>	<ul style="list-style-type: none"> <li>Practice Assignment : Journal Entries : Ledger : Comprehensive Question (Journal, Ledger, Trial Balance) Class Test: Journal, Ledger and trial Balance.</li> </ul>				
<b>Teaching Aids /Resources</b>	<ul style="list-style-type: none"> <li>Smart Board : Cash Book : Single and Double Column Cash Book- Video Presentation</li> </ul>				

**MONTH: AUGUST**

<b>Content/Topic</b>	<b>1<sup>st</sup> Week</b>	<b>2<sup>nd</sup> Week</b>	<b>3<sup>rd</sup> Week</b>	<b>4<sup>th</sup> Week</b>	<b>5<sup>th</sup> Week</b>
<b>Unit 2: Accounting Process</b>	Holiday	<b>Periodic Test 1</b> <b>Unit 2</b> Cash Book: Simple cash book, double column cash book and its ledger posting • Cash Book : Ledger Posting • Petty cash book	<b>Periodic Test 1</b> <b>Unit 2</b> <input type="checkbox"/> Other Subsidiary Books- Purchases Returns Book, Sales Returns Book, and Journal Proper	<b>Unit 2</b> <input type="checkbox"/> Other Subsidiary Books- Purchases Returns Book, Sales Returns Book, and Journal Proper	<input type="checkbox"/> Bank Reconciliation Statement: preparation, corrected cash book balance
<b>Learning Objective</b>	To enable the students to - • Understand the preparation of subsidiary books. • Understand causes of differences in Cash book and Pass book balance.				
<b>Learning Outcome</b>	Students would be able to • Prepare other subsidiary books. • prepare Bank Reconciliation Statement				
<b>Assessment/ Activity</b>	• Textual Illustrations: Bank Reconciliation statement: Reasons for difference between Cash book and Pass Book • Practice Assignment- Bank Reconciliation Statement: Practical Problems(Textbook) • <b>Periodic Test 1</b>				
<b>Teaching Aids /Resources</b>	<input type="checkbox"/> Smart Board : Ch- Subsidiary Book- Lecture note on Purchase, Sale , Purchase Return and Sale Return				

**MONTH: SEPTEMBER**

<b>Content/Topic</b>	<b>1<sup>st</sup> Week</b>	<b>2<sup>nd</sup> Week</b>	<b>3rd Week</b>	<b>4<sup>th</sup> Week</b>	<b>5<sup>th</sup> Week</b>
<b>Unit 2: Accounting Process</b>	<b>Revision</b>	<b>Term End - I Exam</b>	<b>Term End - I Exam</b>	<b>Term End - I Exam</b>	<b>Term End - I Exam</b> <input type="checkbox"/> Bills of Exchange and Promissory Note: concept.
<b>Learning Objective</b>	To enable the students to - Understand Journal entries for various transactions related to Bills of Exchange.				
<b>Learning Outcome</b>	Students would be able to- Pass Journal entries for various transactions related to Bills of Exchange.				
<b>Activity/ Assessment</b>	<input type="checkbox"/> Practice Assignment : Bill Of Exchange- Practical Problems (Textbook) <input type="checkbox"/> <b>Term End - I Exam</b>				
<b>Teaching Aids /Resources</b>	-----				

**MONTH: OCTOBER**

<b>Content/Topic</b>	<b>1<sup>st</sup> Week</b>	<b>2<sup>nd</sup> Week</b>	<b>3<sup>rd</sup> Week</b>	<b>4<sup>th</sup> Week</b>	<b>5<sup>th</sup> Week</b>
<b>Unit 2: Accounting Process</b>	<b>Unit 2</b> Bills of Exchange and Promissory Note: Definition, features, parties, specimen and distinction. Important Terms: Term of bill, due date, days of grace, date of maturity, discounting of bill, endorsement of bill, bill sent for collection.	<b>Unit 2</b> Accounting treatment of Bill of Exchange when it is retained till due date, Discounted, Bill Sent for Collection, Endorsement of bill. • Dishonour of bill when it is retained till due date, • discounted with the bank, in case of endorsement or sent to bank for collection	<b>Unit 2</b> ☐ Accounting for Bills of Exchange – Renewal of Bill Accounting for Bills of Exchange – Retiring of Bill	<b>Unit 2</b> ☐ Depreciation- Methods of computation of depreciation: Straight Line Method (charging to asset account)	<b>Unit 2</b> ☐ Depreciation- Methods of computation of depreciation: Written Down Value Method
<b>Learning Objective</b>	To enable the students to – • Understand the Accounting treatment of Bill Transactions in different cases. • Understand Methods of providing Depreciation. • Understand Methods of Recording Depreciation.				
<b>Learning Outcome</b>	Students would be able to • Pass Journal entries for Bill Transactions in different cases. • Prepare Asset Accounts to record depreciation by using different methods of calculating depreciation.				
<b>Assessment/ Activity</b>	Practice Assignment : Bill of Exchange- Different cases – Practical Problems(Textbook) Class Test : Bills of Exchange and Depreciation				
<b>Teaching Aids /Resources</b>	Smart Board: Ch – Depreciation- Introduction to depreciation (Video Presentation)				

**MONTH: NOVEMBER**

<b>Content/Topic</b>	<b>1<sup>st</sup> Week</b>	<b>2<sup>nd</sup> Week</b>	<b>3<sup>rd</sup> Week</b>	<b>4<sup>th</sup> Week</b>	<b>5<sup>th</sup> Week</b>
<b>Unit 2: Accounting Process</b>  <b>Unit 3: Financial Statements of Sole Proprietorship from Complete &amp; Incomplete Records</b>	<b>Unit 2</b> <input type="checkbox"/> Accounting Treatment of Depreciation - By creating provision for depreciation account.	<b>Unit 2</b> <input type="checkbox"/> Accounting Treatment of Depreciation- By creating provision for depreciation account.  Provisions and Reserves: Concept, objectives and difference between provisions and reserves, Types of Reserves- Revenue reserve, capital reserve, general reserve and specific reserves	<b>Unit 3</b> <input type="checkbox"/> Financial Statements (without adjustments) : Objectives and Importance	<b>Unit 3</b> <ul style="list-style-type: none"> <li>• Trading and Profit and Loss Account- Gross Profit, Operating Profit and Net Profit</li> <li>• Balance Sheet: Need, grouping, marshalling of assets and liabilities</li> <li>• Preparation of Trading and Profit &amp; Loss A/c and Balance Sheet of Sole proprietorship.</li> </ul>	<b>Unit 3</b> Financial Statements (with adjustments)
<b>Learning Objective</b>	To enable the students to – <ul style="list-style-type: none"> <li>• Understand the Accounting Treatment Of Provision For Depreciation</li> <li>• Understand the concept of provisions and reserves and types of reserves</li> <li>• understand meaning and objectives of financial statements</li> <li>• identify capital and revenue expenditure, capital and revenue receipts prepare Financial Statements of sole proprietorship</li> </ul>				
<b>Learning Outcome</b>	Students would be able to <ul style="list-style-type: none"> <li>• Record depreciation in provision for depreciation Account</li> <li>• Distinguish between provisions and reserves and different types of reserves</li> <li>• Appreciate grouping and marshalling of assets and liabilities</li> <li>• Classify capital and revenue expenditure, capital and revenue receipts prepare Financial Statements of sole proprietorship</li> </ul>				
<b>Activity</b>	Practice Assignment : Depreciation- Practical Problems(Textbook) Financial Statements - Practical Problems(Textbook)				
<b>Teaching Aids /Resources</b>	Smart Board : Financial Statements with Adjustments Preparation of Financial Statements with Adjustments- Video Presentation				

**MONTH: DECEMBER**

<b>Content/Topic</b>	<b>1<sup>st</sup> Week</b>	<b>2<sup>nd</sup> Week</b>	<b>3<sup>rd</sup> Week</b>	<b>4<sup>th</sup> Week</b>	<b>5<sup>th</sup> Week</b>
<p><b>Unit 3 Financial Statements of Sole Proprietorship from Complete &amp; Incomplete Records</b></p> <p><b>Unit 2: Accounting Process</b></p> <p><b>Project Discussion</b></p>	<p><b>Unit 3</b></p> <ul style="list-style-type: none"> <li>- Adjustments in preparation of financial statements: Closing stock, outstanding expenses, prepaid expenses, accrued income, income received in advance, depreciation, Staff welfare, Interest on Capital</li> <li>• Preparation of Trading and Profit and Loss Account and Balance Sheet of sole proprietorship.</li> </ul>	<p><b>Periodic Test-2</b></p> <p><b>Unit 3</b></p> <ul style="list-style-type: none"> <li>□ Preparation of Trading and Profit and Loss Account and Balance Sheet of sole proprietorship</li> <li>Adjustments in preparation of financial statements: Adjustments in preparation of financial statements: bad debts, provision for doubtful debts, provision for discount on debtors</li> </ul>	<p><b>Periodic Test-2</b></p> <p>Adjustments in preparation of financial statements: abnormal loss, goods taken for personal use and goods distributed as free samples, manager's commission</p>	<p><b>Periodic Test-2</b></p> <p><b>Unit 3</b></p> <ul style="list-style-type: none"> <li>• Incomplete Records: use and limitations</li> <li>• Ascertainment of Profit/loss by statement of affairs method</li> </ul>	<p><b>Unit 3</b></p> <ul style="list-style-type: none"> <li>□ Preparation of Trading, Profit &amp; Loss Account AND Balance Sheet</li> <li><b>Project Discussion</b></li> </ul>
<b>Learning Objective</b>	<p>To enable the students to –</p> <ul style="list-style-type: none"> <li>• analyse need for adjustments in the Final Accounts</li> <li>• know how to calculate the profit from incomplete records</li> </ul>				
<b>Learning Outcome</b>	<p>Students would be able to -</p> <ul style="list-style-type: none"> <li>• prepare financial statements with adjustments</li> <li>• calculate profit from incomplete records</li> </ul>				
<b>Activity/ Assessment</b>	<p>Practice Assignment : Financial Statements Incomplete Records</p> <p><b>Periodic Test-2</b></p>				
<b>Teaching Aids /Resources</b>	<p>Smart Board : Incomplete Records- Statement of affairs method- video presentation</p>				

**MONTH: JANUARY**

<b>Content/Topic</b>	<b>1<sup>st</sup> Week</b>	<b>2<sup>nd</sup> Week</b>	<b>3<sup>rd</sup> Week</b>	<b>4<sup>th</sup> Week</b>	<b>5<sup>th</sup> Week</b>
<p><b>Unit 2: Accounting Process</b></p> <p><b>Unit 5: Computers in Accounting</b></p>	<b>WINTER BREAK</b>	<b>WINTER BREAK</b>	<p><b>Unit 2</b></p> <ul style="list-style-type: none"> <li>• Errors- types: errors of omission, commission, principal and compensating; their effect on trial balance.</li> <li>• Errors- Detection and rectification of errors ; preparation of Suspense A/c</li> </ul>	<p><b>Unit 2</b></p> <p>Errors- Detection and rectification of errors ; preparation of Suspense A/c</p>	<p><b>Unit 5</b></p> <ul style="list-style-type: none"> <li>• Introduction to Computer and AIS: Introduction to computers (Elements, Capabilities, Limitations of Computer System)</li> </ul> <p>Introduction to operating software, utility software and application software. Introduction to AIS, as a part of MIS</p> <p><b>Unit 5</b></p> <ul style="list-style-type: none"> <li>• Introduction to Operating Software, Utility Software and Application Software</li> <li>• Automation of Accounting Process- meaning</li> <li>• Comparison between manual accounting process and computerized accounting process</li> </ul> <p><b>PROJECT WORK</b></p>
<b>Learning Objective</b>	<p>To enable the students to –</p> <ul style="list-style-type: none"> <li>• Understand classification of Errors- errors of omission, commission, principal and compensating □</li> </ul> <p>Rectify errors by rectifying journal entries</p> <ul style="list-style-type: none"> <li>• Understand the need to prepare suspense account</li> </ul>				
<b>Learning Outcome</b>	<p>Students would be able to –</p> <ul style="list-style-type: none"> <li>• Classify errors into different types</li> <li>• Rectify errors by rectifying journal entries</li> <li>• Prepare suspense account</li> </ul>				
<b>Activity</b>	Practice Assignment : Rectification of Errors – Practical Problems (Textbook)				
<b>Teaching Aids /Resources</b>	Smart Board : Rectification of Errors				

**MONTH: FEBRUARY**

<b>Content/Topic</b>	<b>1<sup>st</sup> Week</b>	<b>2<sup>nd</sup> Week</b>	<b>3rd Week</b>	<b>4<sup>th</sup> Week</b>
<b>Unit 5: Computers in Accounting Project Work</b>	<b>Revision PROJECT WORK</b>	<b>Term End - II Exam</b>	<b>Term End - II Exam</b>	<b>Term End - II Exam</b>
<b>Learning Objective</b>	To enable the students to – <ul style="list-style-type: none"><li>• Understand Automation of Accounting Process</li><li>• Understand manual and computerized accounting</li></ul>			
<b>Learning Outcome</b>	Students would be able to – <ul style="list-style-type: none"><li>• appreciate automation of accounting process</li><li>• compare manual and computerized accounting</li><li>• source of accounting software</li></ul>			
<b>Assessment</b>	Class Test : Rectification Of Errors			
<b>Teaching Aids /Resources</b>	Smart Board- Quiz			