

(II) ELEMENTS OF BOOK-KEEPING AND ACCOUNTANCY (CODE NO. 254) CLASS-IX

Objective : The main objective of this paper is to enable the students to understand the fundamental principles and to develop skills of preparing and maintaining simple books of accounts from given details.

One Paper

3 Hours

70 Marks

210 Periods

Unit	Contents	Marks	Periods
1	Introduction to Book Keeping and Accounting	8	25
2	Accounting Equation effects	8	25
3	Nature of Accounts and Rules for debit and credit	8	25
4	Journal	12	35
5	Ledger	11	35
6	Recording and posting of cash transactions	12	35
7	Trial balance	11	30
	Total	70	210

Project	30	30
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Unit 1 : Introduction to Book keeping and Accounting 25 Periods 08 Marks

Content	Learning Outcomes
Introduction to Book Keeping and Accounting : Need, objectives, advantages	<p>The learners would be able to :</p> <ul style="list-style-type: none"> ● Identify the need of Book Keeping. ● Understand the Objectives of Book Keeping. ● Appreciate the advantages of Book Keeping. ● Describe the meaning, objectives and advantages of accounting.

Unit 2 : Accounting Equation effects 25 Periods 08 Marks

Content	Learning Outcomes
Accounting Equation effects : Business entity Concept, dual aspect of transaction and the accounting equation, effect of transactions on accounting equation.	<p>The learners would be able to :</p> <ul style="list-style-type: none"> ● Understand the importance of business entity concept ● Explain the concept of accounting equation and appreciate that every transaction affects the accounting equation

	<ul style="list-style-type: none"> • Understand the method of recording cash transactions in simple cash book, double column cash book (cash book with cash and discount column) and petty cash book • Understand the concept of imprest system • Develop the skill of maintaining petty cash book on imprest system
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Unit 7 : Trial Balance

30 Periods 11 Marks

Content	Learning Outcomes
Trial Balance : Purpose and Preparation (Only Balance Method; No suspense Account)	The learners would be able to : <ul style="list-style-type: none"> • State the need and objective of preparing trial balance • Develop the skill of preparing trial balance by balance method

Project Work

Project - I

15 Periods

15 Marks

Prepare a pictorial/verbal dictionary of accounting terms

Or

Prepare subsidiary books

Or

Diagrammatic presentation of principles of accounting

(Or any other topic related to the course content)

Project - II

15 Periods

15 Marks

Preparation of a Cash Book of ;

i. Your pocket money

ii. Help your parent to maintain one month cash statement

(OR any other topic related to the course content)

Unit 3 : Bank Reconciliation Statement

45 Periods 14 Marks

Content	Learning Outcomes
Bank Reconciliation Statement : Meaning Preparation of BRS with the given cash book / pass book balance	The learners would be able to : <ul style="list-style-type: none"> • Understand the concept of bank reconciliation statement • Appreciate the need of preparing bank reconciliation statement • Develop understanding of preparing bank reconciliation statement

Unit 4 : Bills of Exchange

25 Periods 10 Marks

Content	Learning Outcomes
Bill of Exchange : Nature and use of Bills of Exchange, Terms used in Bills of Exchange. simple transactions related to bills of exchange (No dishonour, retiring & renewal of the bill)	The learners would be able to : <ul style="list-style-type: none"> • Acquire the knowledge of using bills of exchange for financing business transactions • Understand the need of Bills of exchange in business • State the meaning of different terms used in bills of exchange and their implication in accounting • Develop in the skill of journalising simple bill transactions in the book of creditor and debtor

Unit 5 : Final Accounts

45 Periods 14 Marks

Content	Learning Outcomes
Final Accounts : Preparation of Trading and Profit & loss Account and Balance Sheet of Sole trader. Adjustment for closing stock only. [amount of closing stock to be given]	The learners would be able to : <ul style="list-style-type: none"> • State the meaning of financial statements & the purpose they serve for a sole proprietor. • Develop the skill of preparing Trading Account and calculating gross profit. • Develop the skill of preparing Profit & Loss Account and calculating the net profit • Explain the need for preparing 'Balance Sheet'. • Understand the techniques of preparing the 'Balance Sheet'. • Develop the understanding to the simple adjustment for closing stock

Unit 6 : Accounting from Incomplete Records

35 Periods 12 Marks

Content	Learning Outcomes
Accounting from Incomplete Records : Meaning; preparation of statement of Profit, statement of affairs. [statement of affairs method only]	<p>The learners would be able to :</p> <ul style="list-style-type: none"> ● State the meaning of incomplete records ● Understand the uses and limitations of incomplete records ● Develop the skill of computation of profit / loss by preparing Statement of Profit ● Develop the skill of preparing 'Statement of Affairs' and ascertain the position of the business on a particular date.

Project Work**Project - I****15 Periods****15 Marks**

Identify 20 items and classify them as capital and revenue receipts, capital and revenue expenditure and deferred revenue expenditure
(OR any other topic related to the course content)

Project -II**15 Periods****15 Marks**

Make a statement of affairs for incomplete records of a small shop.
(OR any other topic related to the course content)