

STATE COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING

TNCF 2017 - DRAFT SYLLABUS

Subject :Accountancy

Class : XI

TOPIC	CONTENT
Unit 1 : Introduction To Accounting	Evolution of Accounting; Meaning and Definition of Accounting; Importance of Accounting; Functions of Accounting; Important terms used in Accountancy; Users of accounting information; Role of Accountant in Business
Unit 2 : Conceptual Framework Of Accounting - I	Book keeping: Meaning and Definition; Features; Objectives; Advantages and limitations; Book keeping Vs. Accounting; Accountancy; Accounting cycle; Accounting concepts; Accounting conventions
Unit 3 : Conceptual Framework Of Accounting - Ii	Accounting standards: Meaning and need, International Accounting Standards - An introduction; Indian Accounting standards - An introduction
Unit 4 : Books Of Prime Entry	Double entry system: Meaning; Advantages; Transactions; Accounting equations [Theory and Problems]; Account: Meaning and classification; Journal entries: Meaning, Accounting rules; Steps in journalizing; Passing Journal entries
Unit 5 :	Meaning; Specimen; Posting from journals to

Ledgers	ledgers; Balancing the ledger account
Unit 6 : Trial Balance	Meaning, Methods and Purpose; Specimen of a Trial Balance; Preparation of Trial Balance
Unit 7 : Subsidiary Books – I	Meaning and advantages; Subsidiary books Vs. Principal books; Types of subsidiary books; Purchase book and purchase returns book; Sales book and sales returns book; Bills receivables book and Bills payable book; Journal proper
Unit 8 : Subsidiary Book – II	Cash Book: Meaning; Importance; Kinds of Cash book; Single column cash book; Double column cash book; Three column cash book; Petty cash book: Simple and analytical petty cash book – Ordinary and imprest system
Unit 9 : Bank Reconciliation Statement	Meaning; Need; Causes and disagreement between cash book and Bank statement; Procedure for preparing Bank Reconciliation Statement; Preparation of Bank Reconciliation Statement
Unit 10 : Rectification Of Errors	Meaning and stages of Errors; Classification of Errors; Errors disclosed and errors not disclosed by the Trial Balance; Steps to locate errors; Suspense Account; Rectification Entries
Unit 11 : Capital And Revenue Transactions	Capital and revenue expenditure; Capital and revenue receipts; Deferred revenue expenditure; Distinction between capital and revenue expenditure; Distinction between capital and revenue receipt

<p>Unit 12 : Depreciation Accounting</p>	<p>Meaning and definition; Objects of providing depreciation; Causes of depreciation; Factors determining depreciation; Methods of depreciation (Theory only); Straight line Method – Problems; Written down value method – Problems; Profit or loss on sale of Asset</p>
<p>Unit 13 : Final Accounts Of Sole Proprietors - I</p>	<p>Introduction to final accounts; Trading A/c: Meaning, Format; Profit and Loss A/c: Meaning, Format; Balance Sheet: Meaning, grouping and marshalling of assets & liabilities, classification of assets & liabilities, Format of a balance sheet; Methods of preparing the final accounts: Horizontal form and vertical form; Opening entry and closing entry; Preparation of final accounts</p>
<p>Unit 14 : Final Accounts Of Sole Proprietors – II</p>	<p>Adjustments: Closing stock, outstanding expenses; Prepaid expenses, Accrued income; Depreciation; Bad debts and provision for doubtful debts & discount on Debtors, Provision for discount on creditors; Interest on capital and interest on drawings; Preparation of final accounts with adjustments</p>
<p>Unit 15 : Computerised Accounting</p>	<p>Introduction to computers and computerized accounting; Meaning, Capabilities and Limitations of Computerized Accounting System; Codification and grouping of Accounts; Micro Soft Office – Word and Excel Practical</p>

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Class : XII

TOPIC	CONTENT
Unit 1 : Accounts From Incomplete Records-I	Meaning and Definition; Features and limitations; Differences between incomplete records and double entry system; Statement of Affairs Method: Steps to be followed; Distinction between Statement of affairs and Balance Sheet; Conversion method: Steps to be followed; Statement of affairs method; Conversion method
Unit 2 : Accounts Of Non-Profit Organisations	Introduction; Receipts and Payments Account: Meaning, Format; Income and Expenditure Account: Meaning, Format; Distinction between Receipts and Payments A/c and Income and Expenditure A/c; Balance Sheet; Items peculiar to non-profit organisations which require special treatment
Unit 3 : Partnership Accounts – Basic Concepts	Partnership: Meaning and Features; Features of Limited Liability Partnership; Partnership deed; Relevant provisions of Indian Partnership Act 1932 in the absence of partnership deed; Types of Partners; Fixed/fluctuating capital accounts; Interest on capital and Interest on drawings; Salary and commission; Division of profits among partners; Profit and loss appropriation account

Unit 4 : Treatment Of Goodwill In Partnership Accounts	Goodwill: Meaning and nature; Methods of valuation of Goodwill; Average profit method; Super profit method; Capitalisation method; Need for valuation of goodwill in partnership
Unit 5 : Partnership - Admission	Introduction; Sacrificing ratio and new profit sharing ratio; Revaluation of Assets and Liabilities; Adjustment for Goodwill; Accounting treatment of reserves and accumulated profits; Revaluation account, capital account and Balance Sheet of a new firm
Unit 6 : Partnership Accounts- Retirement	Meaning and reasons for retirement; Gaining ratio and new profit sharing ratio; Revaluation of Assets and Liabilities; Adjustment for Goodwill; Accounting treatment of distribution of reserves and accumulated profits; Revaluation account, capital account and Balance Sheet after retirement
Unit 7 : Partnership Accounts: Death Of A Partner	Meaning; New profit sharing ratio and gaining ratio; Revaluation of Assets and liabilities; Adjustment for goodwill; Distribution of accumulated profits and losses; Amount due to deceased partner's executor; Settlement of amount due
Unit 8 : Company Accounts – I	Company: Definition and characteristics; Characteristics of a Company; Different types of shares and share capital; Accounting treatment for issue of shares at par, Premium and discount; Over subscription and under subscription of shares;

	Forfeitures and reissue of shares
Unit 9 : Financial Statement Analysis - I	Financial Statements: Meaning and Features; Significance & Limitations; Format of company final accounts as per Companies Act, 2013; Tools of financial statement analysis: Common size statement, Comparative statement, Trend Analysis, Funds Flow statement, Cash Flow Statement
Unit 10 : Financial Statement Analysis - II [Problems]	Common size Financial Statements; Comparative Financial Statements; Trend Analysis
Unit 11 : Financial Statement Analysis - III	Accounting Ratios: Meaning and Definition; Objectives and importance; Advantages and limitations; Classification of Ratios on the basis of financial statements and functions; Computation of ratios
Unit 12 : Computer Applications In Accounting - I	Application of computerised accounting system; Automating the accounting system; Designing the accounting reports; Data exchange with other information system
Unit 13 : Computer Applications In Accounting - II (Practical's)	Application of Computerised account system- "Tally with GST package"; Practical on Application of accounting software- Creation of Company, Accounts group, etc. and generation of reports

