

**YEAR PLAN 2018 – 2019**

**Grade XI ACCOUNTS**

**The academic year is divided into three sessions.**

**Session One:** June 4 to August 21, 2018.

**Session Two:** September 3 to December 22 2018.

**Session Three:** January 3 to March 18, 2019

Continuous Assessment: June, July, October, January

**Summative Assessment I** – August 2018

**Summative Assessment II**-December 2018

**Summative Assessment III** – March 2019

- AIM:**
1. To provide an understanding of the principles of accounts and practice in recording transactions and interpreting individual as well as company Accounts.
  2. To develop an understanding of the forms and classification of financial statements as a mean of communicating financial Information.

<b>Duration</b>		<b>Specific learning objectives</b>	<b>Activities</b>	<b>Resources.</b>
June	1. Introduction to Accounting  2. Journal, Ledger and Trial Balance  ( 19 working days) Monthly test	<ul style="list-style-type: none"> <li>• To understand the Basic Accounting Terms</li> <li>• To know the Need, Definition, Objectives and Process of Accounting.</li> <li>• To distinguish between Book-Keeping, accountancy and Accounting</li> <li>• To identify the Users of Accounting Information and their need.</li> <li>• To know the Rules of Debit and Credit.</li> <li>• To know the Meaning and the Preparation of Journal.</li> <li>• To bring out the Advantages of Journal</li> <li>• To understand the Meaning and Procedure for posting.</li> <li>• To know the Procedure for Balancing and the Significance of Balances.</li> <li>• To know the Relationship between Journal and Ledger</li> </ul>	<ul style="list-style-type: none"> <li>• Discuss the basic Accounting Terms</li> <li>• Seminar</li> <li>• Prepare notes on basic Accounting Terms</li> <li>• Discuss about the Users of Accounting Information</li> <li>• Chart showing the Rules of Debit and Credit.</li> <li>• Chart showing the format of Journal</li> </ul>	Frank ISC Accountancy Viva Publishers NCERT Reference text / Internet
July	3. Bank Reconciliation Statement  (20 working days ) Revision for Summative Exam 1 MONTHLY TEST	<ul style="list-style-type: none"> <li>• To know the Importance and Need of Bank Reconciliation Statement.</li> <li>• To understand the Causes for Disagreement between Cash Book and Pass Book Balances.</li> <li>• To prepare Bank Reconciliation</li> </ul>	<ul style="list-style-type: none"> <li>• Chart showing the format of Bank Reconciliation Statement</li> <li>• Discuss about the Causes for Disagreement between Cash Book and Pass Book Balances.</li> </ul>	Frank ISC Accountancy Viva Publishers NCERT Reference text / Internet
August	First Term Exams Onam holidays			
September	4. Depreciation	<ul style="list-style-type: none"> <li>• understand the Need and Meaning of the Depreciation</li> <li>• know the methods of Depreciation</li> </ul>	<ul style="list-style-type: none"> <li>• Discussion , explanation</li> <li>• Group discussion about Depreciation</li> </ul>	Frank ISC Accountancy Viva Publishers NCERT Reference text / Internet
October	5. Bills of Exchange 6. Accounting concepts ( 20 working days) Monthly test	<ul style="list-style-type: none"> <li>• To understand the meaning of Negotiable Instruments</li> <li>• To explain the basic terms in Bills of Exchange</li> <li>• To prepare Bills of Exchange</li> <li>• To understand the meaning of GAAP</li> </ul>	<ul style="list-style-type: none"> <li>• Group discussion</li> <li>• Students presentation</li> </ul>	Frank ISC Economics Viva Publishers NCERT Reference

		<ul style="list-style-type: none"> <li>To know the basic concept of accounting</li> <li>To understand the concept and objectives of Accounting Standards</li> </ul>		text / Internet
November	7.Final Accounts and Concept of Trading, Profit and Loss account and Balance Sheet (with and without adjustments), Marshalling of Balance Sheet  ( 19 working days)	<ul style="list-style-type: none"> <li>To differentiate capital and Revenue Expenditure /Income/profit/loss</li> <li>To differentiate Provision and Reserve</li> <li>To prepare Trading, Profit and Loss account</li> <li>To understand marshalling of a Balance Sheet</li> </ul>	<ul style="list-style-type: none"> <li>Discussion about capital and Revenue Expenditure /Income/profit/loss</li> <li>Seminar</li> </ul>	Frank ISC Accountancy Viva Publishers NCERT Reference text / Internet
December	Revision Summative exam II			
January	8.Rectification of Errors 9.Accounts from incomplete records 10.Non Trading Organisation  Project work, Revision ( 20 working days) Monthly test	<ul style="list-style-type: none"> <li>To identify the Kinds of Errors.</li> <li>To understand the Procedure for Rectification of Errors</li> <li>To rectify the errors</li> <li>To understand the meaning, features and limitations of incomplete records</li> <li>To prepare Statements of affairs</li> <li>To differentiate between Statements of affairs and Balance Sheet</li> <li>To understand the meaning and objectives of Non Trading Organisation</li> <li>To differentiate between Receipt and Payments accounts and Income and Expenditure accounts</li> <li>To prepare Receipt and Payments accounts and Income and Expenditure accounts</li> </ul>	<ul style="list-style-type: none"> <li>Analysing the kinds of Errors</li> <li>Discussion about the Rectification of Errors</li> <li>Seminar</li> <li>worksheet</li> </ul>	Frank ISC Accountancy Viva Publishers NCERT Reference text / Internet
February	11.Introduction to the use of computers in Accounting  ( 16 working days)  Revision	<ul style="list-style-type: none"> <li>To discuss application of computer in accounting system</li> <li>To make a comparison between manual and computerized accounting</li> <li>To understand the basic accounting software</li> </ul>	Seminar Collect information about accounting software	Frank ISC Accountancy Viva Publishers NCERT Reference text / Internet
March	Summative Assessment III			

**Projects/ Field trips:** (As per the guidelines given by ISC.)October / November

**Facilitators' name:** Mrs Tharamma Varghese

**Text Book** – Frank ISC Accountancy

**Checked**