

ELEMENTS OF BOOK-KEEPING AND ACCOUNTANCY (CODE NO. 254)
CLASS-IX (2021-22)

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.

TERM-I

UNIT	MCQ BASED QUESTION PAPER		MARKS
	THEORY- 35 MARKS	DURATION-90 MINUTES	
I	Introduction to Book keeping and Accounting		8
II	Accounting Equation Effects		8
III	Nature of Accounts and Rules of Debit and Credit		8
IV	Journal		11
	TOTAL		35
	PROJECT WORK (PART-1)		15

There would be only one project for the academic Session. The project work would be divided into two parts i.e. Term I (15 marks) and Term II (15 marks).

Unit I: Introduction to Book keeping and Accounting

Content	Learning Outcome
Introduction to Book keeping and Accounting Introduction to Book Keeping and Accounting: Need, objectives, advantages	The learners would be able to: <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 II: Accounting Equation Effects

Content	Learning Outcome
Accounting Equation effects: Business entity Concept, dual aspect of transaction and the accounting equation, effect of transactions on accounting equation.	The learners would be able to : <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

Unit III: Nature of Accounts and Rules of Debit and Credit

Content	Learning Outcome
Nature of Accounts and Rules of debit and credit: Classification of accounts, rules debit and credit, preparation of accounting vouchers and supporting documents (Bills, cash memo, debit note, credit note)	The learners would be able to: <ul style="list-style-type: none"> ● Understand the Classification of accounts ● Explain the rules of debit and credit ● Apply the rules of debit and credit ● Prepare the accounting vouchers with the help of supporting documents

Unit IV: Journal

Content	Learning Outcome
Journal: Need for journal, journal entries (no compound entries), subsidiary books (Cash book, purchase book, sales book, purchase return book,	The learners would be able to: <ul style="list-style-type: none"> ● Understand the need for journal ● Develop the understanding of recording of subsidiary books

TERM-II

UNIT	SUBJECTIVE QUESTION PAPER		MARKS
	THEORY- 35 MARKS	DURATION- 2 HOURS	
V	Ledger		12
VI	Recording and posting of cash transaction		12
VII	Trial balance		11
		TOTAL	35
	PROJECT WORK (PART-2)		15

Unit V: Ledger

Content	Learning Outcome
Ledger: Definition and importance, relation between journal and ledger. Meaning of posting, guiding rules procedure of posting transactions from journal to ledger and balancing of accounts.	<p>The learners would be able to:</p> <ul style="list-style-type: none"> ● Explain the concept of ledger and its importance in accounting process. ● Appreciate the relationship between journal and ledger. ● Develop the understanding for posting of transactions and balancing of accounts. ● Explain the meaning of ledger posting ● Understand the procedure of ledger posting

Unit VI: Recording and Posting of Cash Transactions

Content	Learning Outcome
Recording and posting of cash transactions: Necessity of cash book and its preparation. Simple cash book and cash book with cash and discount column. Petty cash book with imprest system.	<p>The learners would be able to:</p> <ul style="list-style-type: none"> ● Explain the purpose of maintaining a cash book ● Develop the skill of preparing the format of different types of cash books ● 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

Unit VII: Trial Balance

Content	Learning Outcome
Trial Balance: Purpose and Preparation (Only Balance Method; No suspense Account)	<p>The learners would be able to:</p> <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:

There would be only one project for the academic Session. The project work would be divided into two parts i.e. Term I (15 marks) and Term II (15marks).The teacher should help students to identify any one project from the given topics:

Project – I 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 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)

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CLASS-X (2021-22)

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TERM-I

UNIT	MCQ BASED QUESTION PAPER		MARKS
	THEORY- 35 MARKS	DURATION-90 MINUTES	
I	Capital and Revenue		8
II	Depreciation		12
III	Bank Reconciliation Statement		15
	TOTAL		35
	PROJECT WORK (PART-1)		15

There would be only one project for the academic Session. The project work would be divided into two parts i.e. Term I (15 marks) and Term II (15marks).

Unit I: Capital and Revenue

Content	Learning Outcome
Capital and revenue: Capital and revenue receipts, capital and revenue expenditure and deferred revenue expenditure	The learners would be able to: <ul style="list-style-type: none"> ● Recapitulate the meaning of the terms 'Capital' and 'Revenue' ● Appreciate the difference between capital and revenue receipts and capital and revenue expenditure ● Acquire the knowledge about deferred revenue Expenditure

Unit II: Depreciation

Content	Learning Outcome
Depreciation: Need and methods of charging depreciation-straight line and Diminishing balance method (no change in the method)	The learners would be able to: <ul style="list-style-type: none"> ● Explain the necessity of providing depreciation on fixed assets ● Develop the skill of using the different methods i.e. straight line and diminishing balance for computing depreciation ● Prepare fixed assets accounting using straight line and diminishing balance method of charging depreciation

Unit III: Bank Reconciliation Statement

Content	Learning Outcome
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

TERM –II

UNIT	SUBJECTIVE QUESTION PAPER		MARKS
	THEORY- 35 MARKS	DURATION- 2 HOURS	
IV	Bills of Exchange		10
V	Final Accounts		13
VI	Accounting from Incomplete Records		12
	TOTAL		35
	PROJECT WORK (PART-2)		15

Unit IV: Bills of Exchange

Content	Learning Outcome
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)	<p>The learners would be able to :</p> <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 V: Final Accounts

Content	Learning Outcome
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]	<p>The learners would be able to:</p> <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 VI: Accounting from Incomplete Records

Content	Learning Outcome
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:

There would be only one project for the academic Session. The project work would be divided into two parts i.e. Term I (15 marks) and Term II (15marks).The teacher should help students to identify **any one project** from the given topics:

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