

# West Bengal Council of Higher Secondary Education

## SUBJECT: ACCOUNTANCY(ACCT)

**CLASS – XI**

**SEMESTER – I**

**FULL MARKS: 40**

UNIT	TOPICS	MARKS
Unit 1	Introduction & Theory Base of Accounting	12
Unit 2	Fundamental Accounting Process – I	16
Unit 3	Reserves & Provisions	6
Unit 4	Bills of Exchange (Excluding Retiring, Renewal and Accommodating Bills)	6
	Total	40

Question Paper Typology			
Sl. No.	Typology of Questions	Marks	In %
1.	Remembering & Understanding	12	30
2.	Applying	20	50
3.	Analyzing, Evaluating and Critical Understanding	8	20

Weightage to form Questions						
Unit	Topics	Unit Marks	Question type	No. of Questions	Marks of each question	Total Marks
Unit 1	Introduction & Theory Base of Accounting	12	MCQ	12	1	12
Unit 2	Fundamental Accounting Process – I	16	MCQ	16	1	16
Unit 3	Reserves & Provisions	6	MCQ	6	1	6
Unit 4	Bills of Exchange (Excluding Retiring, Renewal & Accommodating Bills)	6	MCQ	6	1	6
	Total	40				40

# CLASS – XI

# SEMESTER – I

# FULL MARKS: 40

UNIT	TOPICS	HRS	MARKS
Unit 1	<p>Introduction &amp; Theory Base of Accounting</p> <ul style="list-style-type: none"> <li>Accounting: Meaning, Accounting as a source of information, Objectives and limitations. Users of accounting information and their needs. Sub-fields of Accounting (Financial Accounting, Cost Accounting and Management Accounting).</li> <li>Basic Accounting Terms: Entity, Business Transaction, Capital, Drawings, Liabilities (Non-Current and Current), Assets (Non-Current, Current); Expense, Revenue, Income, Profit, Gain, Loss, Purchase, Sales, Goods, Stock, Debtor, Creditor, Voucher, Discount (Trade discount and Cash discount), Contingent Assets and Contingent Liabilities, Revenue and Capital Receipts, Revenue and Capital Expenditure, Deferred Revenue Expenditure.</li> <li>GAAP (Generally Accepted Accounting Principles): Concept.</li> <li>Basic Accounting Concept: Business Entity, Money Measurement, Going Concern, Accounting Period, Cost Concept, Dual Aspect, Revenue Recognition, Matching, Full Disclosure, Consistency, Conservatism, Materiality and Objectivity.</li> <li>System of Accounting: Single Entry and Double Entry.</li> <li>Basis of Accounting: Cash Basis and Accrual Basis.</li> <li>Valuation Principles: Historical Cost, Current Cost, Realizable Value and Present Value.</li> <li>Accounting Standards: Objectives of Accounting Standards (AS) and Indian Accounting Standards (Ind AS). Applicability of Ind AS.</li> <li>Goods and Service Tax (GST): Characteristics and Advantages.</li> </ul>	30	12
Unit 2	<p>Fundamental Accounting Process – I</p> <ul style="list-style-type: none"> <li>Voucher and Transactions: Source documents and Vouchers, Preparation of Vouchers</li> <li>Fundamental Accounting Equation: Meaning and Analysis.</li> <li>Rules of Debit and Credit</li> <li>Book of Original Entry: Journal &amp; Special Purpose Books: Purchases Book, Sales Book, Purchases Return Book, Sales Return Book, Journal Proper</li> <li>Rectification of Errors (Before Preparation of Trial Balance): Classification of Errors: Errors of Omission, Errors of Commission, Errors of Principles, and Compensating Errors. Detection and Rectification of Errors.</li> </ul>	40	16

Unit 3	<b>Reserves &amp; Provisions</b> <ul style="list-style-type: none"> <li>Provisions, Reserves – Meaning</li> <li>Difference Between Provisions and Reserves.</li> <li>Types of Reserves:                             <ol style="list-style-type: none"> <li>Revenue Reserve</li> <li>Capital Reserve</li> <li>General Reserve</li> <li>Specific Reserve</li> <li>Secret Reserve</li> </ol> </li> </ul> <b>Difference between Capital Reserve and Revenue Reserve</b>	15	6
Unit 4	<b>Bills of Exchange (Excluding retiring, renewal and accommodating Bills)</b> <ul style="list-style-type: none"> <li>Bills of Exchange and Promissory Note:                              Definition, features, parties, specimen and distinction.                         </li> <li>Important Terms:                              Terms of Bill, Due Date, Days of Grace, Date of Maturity, Bill at Sight, Bill after Date, Discounting of Bill, Endorsement of Bill, Bill sent for Collection, Dishonour of Bill and Noting of Bill.                         </li> <li>Accounting treatment of bills of exchange till dishonour of bill.</li> </ul>	15	6
	<b>Total</b>	<b>100</b>	<b>40</b>

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