ACCOUNTANCY (Code No. 055)

Rationale

The course in accountancy is introduced at plus two stage of senior second of school education, as the formal commerce education is provided after ten years of schooling. With the fast changing economic scenario, accounting as a source of financial information has carved out a place for itself at the senior secondary stage. Its syllabus content provide students a firm foundation in basic accounting concepts and methodology and also acquaint them with the changes taking place in the preparation and presentation of financial statements in accordance to the applicable accounting standards and the Companies Act 2013.

The course in accounting put emphasis on developing basic understanding about accounting as an information system. The emphasis in Class XI is placed on basic concepts and process of accounting leading to the preparation of accounts for a sole proprietorship firm. The students are also familiarized with basic calculations of Goods and Services Tax (GST) in recording the business transactions. The accounting treatment of GST is confined to the syllabus of class XI.

The increased role of ICT in all walks of life cannot be overemphasized and is becoming an integral part of business operations. The learners of accounting are introduced to Computerized Accounting System at class XI and XII. Computerized Accounting System is a compulsory component which is to be studied by all students of commerce in class XI; whereas in class XII it is offered as an optional subject to Company Accounts and Analysis of Financial Statements. This course is developed to impart skills for designing need based accounting database for maintaining book of accounts.

The complete course of Accountancy at the senior secondary stage introduces the learners to the world of business and emphasize on strengthening the fundamentals of the subject.

Objectives:

1. To familiarize students with new and emerging areas in the preparation and presentation of financial statements.
2. To acquaint students with basic accounting concepts and accounting standards.
3. To develop the skills of designing need based accounting database.
4. To appreciate the role of ICT in business operations.
5. To develop an understanding about recording of business transactions and preparation of financial statements.
6. To enable students with accounting for Not-for-Profit organizations, accounting for Partnership Firms and company accounts.
Accountancy (Code No.055)
Course Structure
Class-XI (2022-23)

Theory: 80 Marks          3 Hours
Project: 20 Marks

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<tr>
<th>Units</th>
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<th>Marks</th>
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<td>Part A: Financial Accounting-1</td>
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<td>Part B: Financial Accounting-II</td>
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<td>Unit-3: Financial Statements of Sole Proprietorship</td>
<td>60</td>
<td>24</td>
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<tr>
<td>Part C: Project Work</td>
<td>20</td>
<td>20</td>
</tr>
</tbody>
</table>

PART A: FINANCIAL ACCOUNTING - I

Unit-1: Theoretical Frame Work

<table>
<thead>
<tr>
<th>Units/Topics</th>
<th>Learning Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Accounting</td>
<td>After going through this Unit, the students will be able to:</td>
</tr>
<tr>
<td>• Accounting- concept, meaning, as a source of information, objectives, advantages and limitations, types of accounting information; users of accounting information and their needs. Qualitative Characteristics of Accounting Information. Role of Accounting in Business.</td>
<td>• describe the meaning, significance, objectives, advantages and limitations of accounting in the modern economic environment with varied types of business and non-business economic entities.</td>
</tr>
<tr>
<td>• Basic Accounting Terms- Entity, Business Transaction, Capital, Drawings. Liabilities (Non Current and Current). Assets (Non Current, Current); Expenditure (Capital and Revenue), Expense, Revenue, Income, Profit, Gain, Loss, Purchase, Sales, Goods, Stock, Debtor, Creditor, Voucher, Discount (Trade discount and Cash Discount)</td>
<td>• identify / recognise the individual(s) and entities that use accounting information for serving their needs of decision making.</td>
</tr>
<tr>
<td>Theory Base of Accounting</td>
<td>After going through this Unit, the students will be able to:</td>
</tr>
<tr>
<td>• Fundamental accounting assumptions: GAAP: Concept</td>
<td>• explain the various terms used in accounting and differentiate between different related terms like current and non-current, capital and revenue.</td>
</tr>
<tr>
<td>• Basic accounting concept : Business Entity,</td>
<td>• give examples of terms like business transaction, liabilities, assets, expenditure and purchases.</td>
</tr>
<tr>
<td></td>
<td>• explain that sales/purchases include both cash and credit sales/purchases relating to the accounting year.</td>
</tr>
</tbody>
</table>
Money Measurement, Going Concern, Accounting Period, Cost Concept, Dual Aspect, Revenue Recognition, Matching, Full Disclosure, Consistency, Conservatism, Materiality and Objectivity
- System of Accounting. Basis of Accounting: cash basis and accrual basis
- Accounting Standards: Applicability in IndAS

- differentiate among income, profits and gains.
- state the meaning of fundamental accounting assumptions and their relevance in accounting.
- describe the meaning of accounting assumptions and the situation in which an assumption is applied during the accounting process.
- explain the meaning, applicability, objectives, advantages and limitations of accounting standards.
- appreciate that various accounting standards developed nationally and globally are in practice for bringing parity in the accounting treatment of different items.
- acknowledge the fact that recording of accounting transactions follows double entry system.
- explain the bases of recording accounting transaction and to appreciate that accrual basis is a better basis for depicting the correct financial position of an enterprise.
- Explain the meaning, advantages and characteristic of GST.

Unit-2: Accounting Process

<table>
<thead>
<tr>
<th>Units/Topics</th>
<th>Learning Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recording of Business Transactions</td>
<td>After going through this Unit, the students will be able to:</td>
</tr>
<tr>
<td>- Voucher and Transactions: Source documents and Vouchers, Preparation of Vouchers, Accounting Equation Approach: Meaning and Analysis, Rules of Debit and Credit.</td>
<td>- explain the concept of accounting equation and appreciate that every transaction affects either both the sides of the equation or a positive effect on one item and a negative effect on another item on the same side of accounting equation.</td>
</tr>
<tr>
<td>- Recording of Transactions: Books of Original Entry- Journal</td>
<td>- explain the effect of a transaction (increase or decrease) on the assets, liabilities, capital, revenue and expenses.</td>
</tr>
<tr>
<td>- Special Purpose books:</td>
<td></td>
</tr>
<tr>
<td>- Cash Book: Simple, cash book with bank column and petty cashbook</td>
<td></td>
</tr>
</tbody>
</table>
- Purchases book
- Sales book
- Purchases return book
- Sales return book
- Journal proper

**Note:** Including trade discount, freight and cartage expenses for simple GST calculation.
- Ledger: Format, Posting from journal and subsidiary books, Balancing of accounts

**Bank Reconciliation Statement:**
- Need and preparation, Bank Reconciliation Statement

**Depreciation, Provisions and Reserves**
- Depreciation: Meaning, Features, Need, Causes, factors
- Other similar terms: Depletion and Amortisation
- Methods of Depreciation:
  i. Straight Line Method (SLM)
  ii. Written Down Value Method (WDV)

**Note:** Excluding change of method
- Difference between SLM and WDV; Advantages of SLM and WDV
- Method of recoding depreciation
  i. Charging to asset account
  ii. Creating provision for depreciation/accumulated depreciation account
- Treatment of disposal of asset
- Types of Reserves:
  i. Revenue reserve
  ii. Capital reserve
  iii. General reserve
  iv. Specific reserve
  v. Secret Reserve
- Difference between capital and revenue reserve

- appreciate that on the basis of source documents, accounting vouchers are prepared for recording transaction in the books of accounts.
- develop the understanding of recording of transactions in journal and the skill of calculating GST.
- explain the purpose of maintaining a Cash Book and develop the skill of preparing the format of different types of cash books and the method of recording cash transactions in Cash book.
- describe the method of recording transactions other than cash transactions as per their nature in different subsidiary books.
- appreciate that at times bank balance as indicated by cash book is different from the bank balance as shown by the pass book / bank statement and to reconcile both the balances, bank reconciliation statement is prepared.
- develop understanding of preparing bank reconciliation statement.
- appreciate that for ascertaining the position of individual accounts, transactions are posted from subsidiary books and journal proper into the concerned accounts in the ledger and develop the skill of ledger posting.
- explain the necessity of providing depreciation and develop the skill of using different methods for computing depreciation.
- understand the accounting treatment of providing depreciation directly to the concerned asset account or by creating provision for depreciation account.
- appreciate the method of asset disposal through the concerned asset account or by preparing asset disposal account.
- appreciate the need for creating reserves and
Trial balance and Rectification of Errors
- Trial balance: objectives, meaning and preparation

(Scope: Trial balance with balance method only)
- Errors: classification - errors of omission, commission, principles, and compensating; their effect on Trial Balance.
- Detection and rectification of errors;
  (i) Errors which do not affect trial balance
  (ii) Errors which affect trial balance
- preparation of suspense account.

also making provisions for events which may belong to the current year but may happen in next year.
- appreciate the difference between reserve and reserve fund.
- state the need and objectives of preparing trial balance and develop the skill of preparing trial balance.
- appreciate that errors may be committed during the process of accounting.
- understand the meaning of different types of errors and their effect on trial balance.
- develop the skill of identification and location of errors and their rectification and preparation of suspense account.

Part B: Financial Accounting - II
Unit 3: Financial Statements of Sole Proprietorship

<table>
<thead>
<tr>
<th>Units/Topics</th>
<th>Learning Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Statements</td>
<td>After going through this Unit, the students will be able to:</td>
</tr>
</tbody>
</table>
| Meaning, objectives and importance; Revenue and Capital Receipts; Revenue and Capital Expenditure; Deferred Revenue expenditure. Opening journal entry. Trading and Profit and Loss Account: Gross Profit, Operating profit and Net profit. Preparation. Balance Sheet: need, grouping and marshalling of assets and liabilities. Preparation. Adjustments in preparation of financial statements with respect to closing stock, outstanding expenses, prepaid expenses, accrued income, income received in advance, depreciation, bad debts, provision for doubtful debts, provision for discount on debtors, Abnormal loss, Goods taken for personal use/staff welfare, interest on capital and managers commission. Preparation of Trading and Profit and Loss account and Balance Sheet of a sole proprietorship with adjustments. | - state the meaning of financial statements the purpose of preparing financial statements.  
- state the meaning of gross profit, operating profit and net profit and develop the skill of preparing trading and profit and loss account.  
- explain the need for preparing balance sheet.  
- understand the technique of grouping and marshalling of assets and liabilities.  
- appreciate that there may be certain items other than those shown in trial balance which may need adjustments while preparing financial statements.  
- develop the understanding and skill to do adjustments for items and their presentation in financial statements like depreciation, closing stock, provisions, abnormal loss etc.  
- develop the skill of preparation of trading and profit and loss account and balance sheet. |
Part C: Project Work (Any One)

1. Collection of source documents, preparation of vouchers, recording of transactions with the help of vouchers.
2. Preparation of Bank Reconciliation Statement with the given cash book and the pass book with twenty to twenty-five transactions.
3. Comprehensive project of any sole proprietorship business. This may state with journal entries and their ledging, preparation of Trial balance. Trading and Profit and Loss Account and Balance Sheet. Expenses, incomes and profit (loss), assets and liabilities are to be depicted using pie chart / bar diagram.
PROJECT WORK

It is suggested to undertake this project after completing the unit on preparation of financial statements. The student(s) will be allowed to select any business of their choice or develop the transaction of imaginary business. The project is to run through the chapters and make the project an interesting process. The amounts should emerge as more realistic and closer to reality.

Specific Guidelines for Teachers

Give a list of options to the students to select a business form. You can add to the given list:

1. A beauty parlour
2. Men's saloon
3. A tailoring shop
4. A canteen
5. A cake shop
6. A confectionery shop
7. A chocolate shop
8. A dry cleaner
9. A stationery shop
10. Men's wear
11. Ladies wear
12. Kiddies wear
13. A Saree shop
14. Artificial jewellery shop
15. A small restaurant
16. A sweet shop
17. A grocery shop
18. A shoe shop
19. A coffee shop
20. A music shop
21. A juice shop
22. A school canteen
23. An ice cream parlour
24. A sandwich shop
25. A flower shop

After selection, advise the student(s) to visit a shop in the locality (this will help them to settle on a realistic amounts different items. The student(s) would be able to see the things as they need to invest in furniture, decor, lights, machines, computers etc.

A suggested list of different item is given below.

1. Rent
2. Advance rent [approximately three months]
3. Electricity deposit
4. Electricity bill
5. Electricity fitting
6. Water bill
7. Water connection security deposit
8. Water fittings
9. Telephone bill
10. Telephone security deposit
11. Telephone instrument
12. Furniture
13. Computers
14. Internet connection
15. Stationery
16. Advertisements
17. Glow sign
18. Rates and Taxes
19. Wages and Salary
20. Newspaper and magazines
21. Petty expenses
22. Tea expenses
23. Packaging expenses
24. Transport
25. Delivery cycle or a vehicle purchased
26. Registration
27. Insurance
28. Auditors fee
29. Repairs & Maintenance
30. Depreciations
31. Air conditioners
32. Fans and lights
33. Interior decorations
34. Refrigerators
35. Purchase and sales

At this stage, performas of bulk of originality and ledger may be provided to the students and they may be asked to complete the same.

In the next step the students are expected to prepare the trial balance and the financial statements.
# Suggested Question Paper Design

**Accountancy (Code No. 055)**  
Class XI (2022-23)

**Theory:** 80 Marks  
**Project:** 20 Marks  
**Total:** 3 hrs.

<table>
<thead>
<tr>
<th>S N</th>
<th>Typology of Questions</th>
<th>Marks</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Remembering and Understanding: Exhibit memory of previously learned material by recalling facts, terms, basic concepts, and answers. Demonstrate understanding of facts and ideas by organizing, comparing, translating, interpreting, giving descriptions, and stating main ideas</td>
<td>44</td>
<td>55%</td>
</tr>
<tr>
<td>3</td>
<td>Applying: Solve problems to new situations by applying acquired knowledge, facts, techniques and rules in a different way.</td>
<td>19</td>
<td>23.75%</td>
</tr>
<tr>
<td>4</td>
<td>Analysing, Evaluating and Creating: Examine and break information into parts by identifying motives or causes. Make inferences and find evidence to support generalizations. Present and defend opinions by making judgments about information, validity of ideas, or quality of work based on a set of criteria. Compile information together in a different way by combining elements in a new pattern or proposing alternative solutions.</td>
<td>17</td>
<td>21.25%</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td>80</td>
<td>100%</td>
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</tbody>
</table>
Accountancy (Code No. 055)
Class-XII (2022-23)

Theory: 80 Marks          3 Hours
Project: 20 Marks

<table>
<thead>
<tr>
<th>Units</th>
<th>Periods</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part A Accounting for Partnership Firms and Companies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unit 1. Accounting for Partnership Firms</td>
<td>105</td>
<td>36</td>
</tr>
<tr>
<td>Unit 2. Accounting for Companies</td>
<td>45</td>
<td>24</td>
</tr>
<tr>
<td></td>
<td>150</td>
<td>60</td>
</tr>
<tr>
<td>Part B Financial Statement Analysis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unit 3. Analysis of Financial Statements</td>
<td>30</td>
<td>12</td>
</tr>
<tr>
<td>Unit 4. Cash Flow Statement</td>
<td>20</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>50</td>
<td>20</td>
</tr>
<tr>
<td>Part C Project Work</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>Project work will include:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project File</td>
<td>4 Marks</td>
<td></td>
</tr>
<tr>
<td>Written Test</td>
<td>12 Marks (One Hour)</td>
<td></td>
</tr>
<tr>
<td>Viva Voce</td>
<td>4 Marks</td>
<td></td>
</tr>
<tr>
<td>Or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part B Computerized Accounting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unit 4. Computerized Accounting</td>
<td>50</td>
<td>20</td>
</tr>
<tr>
<td>Part C Practical Work</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>Practical work will include:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Practical File</td>
<td>4 Marks</td>
<td></td>
</tr>
<tr>
<td>Practical Examination</td>
<td>12 Marks (One Hour)</td>
<td></td>
</tr>
<tr>
<td>Viva Voce</td>
<td>4 Marks</td>
<td></td>
</tr>
</tbody>
</table>
## Part A: Accounting for Partnership Firms and Companies
### Unit 1: Accounting for Partnership Firms

<table>
<thead>
<tr>
<th>Units/Topics</th>
<th>Learning Outcomes</th>
</tr>
</thead>
</table>
| • Partnership: features, Partnership Deed.  
• Provisions of the Indian Partnership Act 1932 in the absence of partnership deed.  
• Fixed v/s fluctuating capital accounts. Preparation of Profit and Loss Appropriation account- division of profit among partners, guarantee of profits.  
• Past adjustments (relating to interest on capital, interest on drawing, salary and profit sharing ratio).  
• Goodwill: meaning, nature, factors affecting and methods of valuation - average profit, super profit and capitalization. | After going through this Unit, the students will be able to:  
• state the meaning of partnership, partnership firm and partnership deed.  
• describe the characteristic features of partnership and the contents of partnership deed.  
• discuss the significance of provision of Partnership Act in the absence of partnership deed.  
• differentiate between fixed and fluctuating capital, outline the process and develop the understanding and skill of preparation of Profit and Loss Appropriation Account.  
• develop the understanding and skill of preparation profit and loss appropriation account involving guarantee of profits.  
• develop the understanding and skill of making past adjustments.  
• state the meaning, nature and factors affecting goodwill  
• develop the understanding and skill of valuation of goodwill using different methods.  
• state the meaning of sacrificing ratio, gaining ratio and the change in profit sharing ratio among existing partners.  
• develop the understanding of accounting treatment of revaluation assets and reassessment of liabilities and treatment of reserves and accumulated profits by preparing revaluation account and balance sheet.  
• explain the effect of change in profit sharing ratio on admission of a new partner.  
• develop the understanding and skill of |

**Note:** Interest on partner's loan is to be treated as a charge against profits.

Accounting for Partnership firms - Reconstitution and Dissolution.

- **Change in the Profit Sharing Ratio** among the existing partners - sacrificing ratio, gaining ratio, accounting for revaluation of assets and reassessment of liabilities and treatment of reserves, accumulated profits and losses. Preparation of revaluation account and balance sheet.
- **Admission of a partner** - effect of admission of a partner on change in the profit sharing ratio, treatment of goodwill (as per AS 26), treatment for revaluation of assets and reassessment of liabilities, treatment of
reserves, accumulated profits and losses, adjustment of capital accounts and preparation of capital, current account and balance sheet.

- **Retirement and death of a partner**: effect of retirement / death of a partner on change in profit sharing ratio, treatment of goodwill (as per AS 26), treatment for revaluation of assets and reassessment of liabilities, adjustment of accumulated profits, losses and reserves, adjustment of capital accounts and preparation of capital, current account and balance sheet. Preparation of loan account of the retiring partner.

- Calculation of deceased partner’s share of profit till the date of death. Preparation of deceased partner’s capital account and his executor’s account.

- **Dissolution of a partnership firm**: meaning of dissolution of partnership and partnership firm, types of dissolution of a firm. Settlement of accounts - preparation of realization account, and other related accounts: capital accounts of partners and cash/bank a/c (excluding piecemeal distribution, sale to a company and insolvency of partner(s)).

**Note:**
(i) If the realized value of tangible assets is not given it should be considered as realized at book value itself.
(ii) If the realized value of intangible assets is not given it should be considered as nil (zero value).
(iii) In case, the realization expenses are borne by a partner, clear indication should be given regarding the payment thereof.

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**Unit-3 Accounting for Companies**

<table>
<thead>
<tr>
<th>Units/Topics</th>
<th>Learning Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting for Share Capital</td>
<td>After going through this Unit, the students will be able to:</td>
</tr>
<tr>
<td>• Features and types of companies</td>
<td></td>
</tr>
</tbody>
</table>
Main Points:
- Share and share capital: nature and types.
- Accounting for share capital: issue and allotment of equity and preference shares. Public subscription of shares - over subscription and under subscription of shares; issue at par and at premium, calls in advance and arrears (excluding interest), issue of shares for consideration other than cash.
- Concept of Private Placement and Employee Stock Option Plan (ESOP), Sweat Equity.
- Accounting treatment of forfeiture and re-issue of shares.
- Disclosure of share capital in the Balance Sheet of a company.

Accounting for Debentures
- Debentures: Meaning, types, Issue of debentures at par, at a premium and at a discount. Issue of debentures for consideration other than cash; Issue of debentures with terms of redemption; debentures as collateral security-concept, interest on debentures. Writing off discount / loss on issue of debentures.

Note: Discount or loss on issue of debentures to be written off in the year debentures are allotted from Security Premium Reserve (if it exists) and then from Statement of Profit and Loss as Financial Cost (AS 16)

Part B: Financial Statement Analysis

Unit 4: Analysis of Financial Statements

<table>
<thead>
<tr>
<th>Units/Topics</th>
<th>Learning Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial statements of a Company: Meaning, Nature, Uses and importance of financial Statement.</td>
<td>After going through this Unit, the students will be able to:</td>
</tr>
<tr>
<td></td>
<td>• develop the understanding of major headings</td>
</tr>
</tbody>
</table>
Statement of Profit and Loss and Balance Sheet in prescribed form with major headings and subheadings (as per Schedule III to the Companies Act, 2013)

Note: Exceptional items, extraordinary items and profit (loss) from discontinued operations are excluded.

- **Financial Statement Analysis: Meaning, Significance** Objectives, importance and limitations.
- **Tools for Financial Statement Analysis:** Cash flow analysis, ratio analysis.
- **Accounting Ratios:** Meaning, Objectives, Advantages, classification and computation.
- **Liquidity Ratios:** Current ratio and Quick ratio.
- **Solvency Ratios:** Debt to Equity Ratio, Total Asset to Debt Ratio, Proprietary Ratio and Interest Coverage Ratio. Debt to Capital Employed Ratio.
- **Activity Ratios:** Inventory Turnover Ratio, Trade Receivables Turnover Ratio, Trade Payables Turnover Ratio, Fixed Asset Turnover Ratio, Net Asset Turnover Ratio and Working Capital Turnover Ratio.
- **Profitability Ratios:** Gross Profit Ratio, Operating Ratio, Operating Profit Ratio, Net Profit Ratio and Return on Investment.

Note: Net Profit Ratio is to be calculated on the basis of profit before and after tax.

**Unit 5: Cash Flow Statement**

<table>
<thead>
<tr>
<th>Units/Topics</th>
<th>Learning Outcomes</th>
</tr>
</thead>
</table>
| - Meaning, objectives Benefits, Cash and Cash Equivalents, Classification of Activities and preparation (as per AS 3 (Revised) (Indirect Method only) | After going through this Unit, the students will be able to:
  - state the meaning and objectives of cash flow statement.
  - develop the understanding of preparation of |
<table>
<thead>
<tr>
<th><strong>Note:</strong></th>
<th>Cash Flow Statement using indirect method as per AS 3 with given adjustments.</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) Adjustments relating to depreciation and amortization, profit or loss on sale of assets including investments, dividend (both final and interim) and tax.</td>
<td></td>
</tr>
<tr>
<td>(ii) Bank overdraft and cash credit to be treated as short term borrowings.</td>
<td></td>
</tr>
<tr>
<td>(iii) Current Investments to be taken as Marketable securities unless otherwise specified.</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Previous years’ Proposed Dividend to be given effect, as prescribed in AS-4, Events occurring after the Balance Sheet date. Current years’ Proposed Dividend will be accounted for in the next year after it is declared by the shareholders.
Project Work

Note: Kindly refer to the Guidelines published by the CBSE. The comprehensive project may contain simple GST calculations.

OR

Part B: Computerised Accounting

Unit 4: Computerised Accounting

Overview of Computerised Accounting System
- Introduction: Application in Accounting.
- Features of Computerised Accounting System.
- Structure of CAS.
- Software Packages: Generic; Specific; Tailored.

Accounting Application of Electronic Spreadsheet.
- Concept of electronic spreadsheet.
- Features offered by electronic spreadsheet.
- Application in generating accounting information - bank reconciliation statement; asset accounting; loan repayment of loan schedule, ratio analysis
- Data representation- graphs, charts and diagrams.

Using Computerized Accounting System.
- Steps in installation of CAS, codification and Hierarchy of account heads, creation of accounts.
- Data: Entry, validation and verification.
- Adjusting entries, preparation of balance sheet, profit and loss account with closing entries and opening entries.
- Need and security features of the system.

Part C: Practical Work
Please refer to the guidelines published by CBSE.

Prescribed Books:
Financial Accounting -I Class XI NCERT Publication
Accountancy -II Class XI NCERT Publication
Accountancy -I Class XII NCERT Publication
Accountancy -II Class XII NCERT Publication
Accountancy – Computerised Accounting System Class XII NCERT Publication

Guidelines for Project Work in Accounting and Practical work in computerised Accounting Class XII CBSE Publication
## Suggested Question Paper Design

Accountancy (Code No. 055)

Class XII (2022-23)

Theory: 80 Marks  Project: 20 Marks  

<table>
<thead>
<tr>
<th>Typology of Questions</th>
<th>Marks</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1 Remembering and Understanding:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exhibit memory of previously learned material by recalling</td>
<td>44</td>
<td>55%</td>
</tr>
<tr>
<td>facts, terms, basic concepts, and answers.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demonstrate understanding of facts and ideas by organizing,</td>
<td></td>
<td></td>
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<tr>
<td>comparing, translating, interpreting, giving descriptions,</td>
<td></td>
<td></td>
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<tr>
<td>and stating main ideas</td>
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<tr>
<td><strong>2 Applying:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Solve problems to new situations by applying acquired</td>
<td>19</td>
<td>23.75%</td>
</tr>
<tr>
<td>knowledge, facts, techniques and rules in a different way.</td>
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<tr>
<td><strong>3 Analysing, Evaluating and Creating:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Examine and break information into parts by identifying</td>
<td>17</td>
<td>21.25%</td>
</tr>
<tr>
<td>motives or causes. Make inferences and find evidence to</td>
<td></td>
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<tr>
<td>support generalizations. Present and defend opinions by</td>
<td></td>
<td></td>
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<tr>
<td>making judgments about information, validity of ideas, or</td>
<td></td>
<td></td>
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<tr>
<td>quality of work based on a set of criteria.</td>
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<tr>
<td>Compile information together in a different way by</td>
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<tr>
<td>combining elements in a new pattern or proposing</td>
<td></td>
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<tr>
<td>alternative solutions.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>80</td>
<td>100%</td>
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