

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

**Objective:** The main objective of this paper is to enable the students to understand the fundamental principles and develop skills of preparing and maintaining simple books of accounts from given details.

## One Paper

### 3 Hours

70 Marks

## 210 Periods

Unit	Contents	Marks	Periods
1	Capital and Revenue	8	25
2	Depreciation	12	35
3	Bank Reconciliation Statement	14	45
4	Bills of Exchange	10	25
5	Final Accounts	14	45
6	Accounting from Incomplete Records	12	35
	<b>Total</b>	<b>70</b>	<b>210</b>
	<b>Project</b>	<b>30</b>	<b>30</b>

## Unit 1: Capital and Revenue

**25 Periods 08 Marks**

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

## Unit 2: Depreciation

**35 Periods 12 Marks**

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

### Unit 3: Bank Reconciliation Statement

**45 Periods 14 Marks**

Content	Learning Outcomes
Bank Reconciliation Statement : Meaning Preparation of BRS with the given cash book / pass book balance	<p>The learners would be able to :</p> <ul style="list-style-type: none"> <li>● Understand the concept of bank reconciliation statement</li> <li>● Appreciate the need of preparing bank reconciliation statement</li> <li>● Develop understanding of preparing bank reconciliation Statement</li> </ul>

**Unit 4: Bills of Exchange****25 Periods 10 Marks**

<b>Content</b>	<b>Learning Outcomes</b>
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)	The learners would be able to : <ul style="list-style-type: none"><li>● Acquire the knowledge of using bills of exchange for financing business transactions</li><li>● Understand the need of Bills of exchange in business</li><li>● State the meaning of different terms used in bills of exchange and their implication in accounting</li><li>● Develop in the skill of journalising simple bill transactions in the book of creditor and debtor</li></ul>

**Unit 5: Final Accounts****45 Periods 14 Marks**

<b>Content</b>	<b>Learning Outcomes</b>
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]	The learners would be able to : <ul style="list-style-type: none"><li>● State the meaning of financial statements &amp; the purpose they serve for a sole proprietor.</li><li>● Develop the skill of preparing Trading Account and calculating gross profit.</li><li>● Develop the skill of preparing Profit &amp; Loss Account and calculating the net profit</li><li>● Explain the need for preparing 'Balance Sheet'.</li><li>● Understand the techniques of preparing the 'Balance Sheet'.</li><li>● Develop the understanding to the simple adjustment for closing stock</li></ul>

**Unit 6: Accounting from Incomplete Records****35 Periods 12 Marks**

<b>Content</b>	<b>Learning Outcomes</b>
Accounting from Incomplete Records : Meaning; preparation of statement of Profit, statement of affairs. [statement of affairs method only]	The learners would be able to : <ul style="list-style-type: none"><li>● State the meaning of incomplete records</li><li>● Understand the uses and limitations of incomplete records</li><li>● Develop the skill of computation of profit / loss by preparing Statement of Profit</li><li>● Develop the skill of preparing 'Statement of Affairs' and ascertain the position of the business on a particular date.</li></ul>

**Project Work****Project – I****15 Periods 15 Marks**

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****15 Periods 15 Marks**

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