

Book-keeping and Accountancy
Competency Statements
Standard XI

Unit No.	Topic	Competency Statements
1	Introduction to Book- Keeping and Accountancy	<ul style="list-style-type: none"> ● Students understand the meaning, features and the importance of accounting. ● Students understand basic accounting concepts & Terminologies ● Students can Analyse the role and benefits of book- keeping. ● Students will be able to know the latest accounting standards.
2	Meaning and Fundamental of Double Entry Book-Keeping	<ul style="list-style-type: none"> ● Students understand fundamental principles of Double Entry System. ● Students understand classification and types of Accounts. ● Students are able to apply the golden rules to prepare classification tables. ● Students can prepare a statement of analysis of transaction and accounting equations system.
3	Journal	<ul style="list-style-type: none"> ● Students are able to prepare accounting documents. ● Students can get ability to analyse the effects of each transaction. ● Students become familiar with the standard form and arrangement of Journal entries. ● Students can calculate GST on purchase of goods. ● Students can calculate GST on sale of goods. ● Students are able to pass Journal Entries correctly.
4	Ledger	<ul style="list-style-type: none"> ● Students are able to post recording from Books of original entry to Ledger. ● Students learn the balancing of various ledger accounts ● Students are able to prepare Trial Balance
5	Subsidiary Books	<ul style="list-style-type: none"> ● Students understand the meaning & need of Subsidiary Books. ● Students know the actual recording of transactions in special Journal. ● Students can classify cash & credit transactions. ● Students are able to prepare & balance different types of Cash Book. ● Students learn to give accounting treatment for banking transactions & contra entries. ● Students can prepare various Subsidiary Books.

6	Bank Reconciliation Statement	<ul style="list-style-type: none"> • Students can prepare specimen of different Bank Documents. • Students will understand the difference between Cash Book and Pass Book • Students will know the reasons behind the differences in Cash Book balance and Pass Book balance • Students can prepare Bank Reconciliation Statement competently
7	Depreciation	<ul style="list-style-type: none"> • Students understand the Concept, Methods and Importance of Depreciation. • Students understand the difference between Fixed Assets and Current Assets. • Students are able to calculate the amount of Depreciation of different fixed assets. • Students are able to differentiate the amount of depreciation by Straight Line Method and Written Down Value Method.
8	Rectification of Errors	<ul style="list-style-type: none"> • Students will know the meaning and effects of Rectification of Errors. • Students will know the different Types of Errors and there Examples • Students are able to detect the errors and rectify them. • Students will learn the meaning and need of Suspense A/c. • Students know how to prepare Suspense A/c.
9	Final Accounts of a Proprietary Concern	<ul style="list-style-type: none"> • Students understand the Meaning, Objectives and Importance of Final Accounts. • Students are able to understand the effects of Adjustments • Students use the skills in preparing Trading Accounts, Profit & Loss Account and Balance Sheet with competency.
10	Single Entry System	<ul style="list-style-type: none"> • Students are able to understand the meaning and importance of Single Entry System. • Students can distinguish between single entry & double entry system. • Students are able to prepare Opening & Closing Statements of affairs & statement of Profit or Loss of sole trading concern competently.

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