ELEMENTS OF BOOK-KEEPING AND ACCOUNTANCY (Subject Code 254) CLASS-X (2025-26)

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.

3 Hours 70 Marks **One Paper**

Unit	Contents	Marks
1	Capital and Revenue	8
2	Depreciation	12
3	Bank Reconciliation Statement	14
4	Bills of Exchange	10
5	Final Accounts	14
6	Accounting from Incomplete Records	12
	Total	70
	Project	30

Unit 1: Capital and Revenue

Learning Outcomes Capital and revenue : Capital and revenue receipts, The learners would be able to : capital and revenue expenditure and deferred • Recapitulate the meaning of the terms 'Capital'

and 'Revenue'

expenditure

Expenditure

Unit 2: Depreciation

revenue expenditure

Content

12 Marks

08 Marks

• Appreciate the difference between capital and revenue receipts and capital and revenue

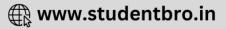
• Acquire the knowledge about deferred revenue

Content	Learning Outcomes
Depreciation : Need and methods of charging	The learners would be able to :
depreciation-straight line and Diminishing balance	• Explain the necessity of providing depreciation on
method (no change in the method)	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 3: Bank Reconciliation Statement

14 Marks

Content	Learning Outcomes
Bank Reconciliation Statement : Meaning	The learners would be able to :
Preparation of BRS with the given cash book / pass	 Understand the concept of bank reconciliation
book balance	statement
	 Appreciate the need of preparing bank
	reconciliation statement
	 Develop understanding of preparing bank
	reconciliation Statement



10 Marks

14 Marks

Content	Learning Outcomes
Bill of Exchange : Nature and use of Bills of	The learners would be able to :
Exchange, Terms used in Bills of Exchange.	 Acquire the knowledge of using bills of exchange
Simple transactions related to bills of exchange (No	for financing business transactions
dishonour, retiring & renewal of the bill)	 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 5: Final Accounts

Unit 4: Bills of Exchange

Content Learning Outcomes Final Accounts : Preparation of Trading and Profit & The learners would be able to : loss Account and Balance Sheet of Sole trader. • State the meaning of financial statements & the Adjustment for closing stock only. [amount of purpose they serve for a sole proprietor. closing stock to be given] • 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 6: Accounting from Incomplete Records

12 Marks

Content	Learning Outcomes
Accounting from Incomplete Records : Meaning; preparation of statement of Profit, statement of affairs. [statement of affairs method only]	 The learners would be able to : 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

Project - I

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

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

15 Marks

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