ELEMENTS OF BOOK-KEEPING AND ACCOUNTANCY (CODE NO. 254) CLASS-X (2024-25)

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.

70 Marks **One Paper** 3 Hours 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
	Total	70	210
	Project	30	30

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	The learners would be able to: Recapitulate the meaning of the terms 'Capital' and 'Revenue' Appreciate the difference between capital and revenue receipts and capital and revenue expenditure Acquire the knowledge about deferred revenue Expenditure

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) i.e. i.e. co	The learners would be able to: ■ Explain the necessity of providing depreciation on ixed assets ■ Develop the skill of using the different methods e.e. straight line and diminishing balance for computing depreciation ■ Prepare fixed assets accounting using straight ine and diminishing balance method of charging depreciation

Unit 3: Bank Reconciliation Statement

45 Periods 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







Unit 4: Bills of Exchange

25 Periods 10 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

45 Periods 14 Marks

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

35 Periods 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 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)





