

**WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION**  
**SYLLABUS FOR CLASSES XI AND XII**  
**SUBJECT: ACCOUNTANCY(ACCT)**

**Course Overview:**

The Accountancy Course is introduced at the senior secondary stage, to enable the specific learning of commerce, following ten years of general schooling. This formal commerce education is particularly relevant in the context of the rapidly changing economic landscape, where accounting has secured its place as a vital source of financial information at the senior secondary level.

The syllabus is designed to provide students with a solid foundation in fundamental accounting concepts and methodologies. It also familiarizes them with the evolving landscape of financial statement preparation and presentation in accordance with applicable accounting standards and the Companies Act of 2013. The emphasis is on equipping students with a comprehensive understanding of accounting as an information system.

Class XI of the course focuses on instilling basic concepts and processes of accounting, leading to the preparation of accounts for a sole proprietorship firm. The significance of Information and Communication Technology (ICT) is highlighted throughout the curriculum, acknowledging its integral role in various aspects of life and business operations. In Class XII, students are introduced to Computerized Accounting Systems, presented as an optional component alongside the Analysis of Financial Statements. This module aims to impart skills necessary for designing need-based accounting databases to maintain accurate and efficient bookkeeping.

The entirety of the senior secondary Accountancy Course is geared towards introducing students to the business world and strengthening their foundational knowledge of the subject. *The annual course duration spans 200 contact hours, with 100 hours allocated to Semester I & III, 80 hours to Semester II & IV, and the remaining 20 hours dedicated to Home Assignments, Projects and Tutorial / Remedial Classes.* This holistic approach ensures that students not only grasp theoretical concepts but also gain practical skills applicable in real-world business scenarios.

**Objectives:**

The main objectives of the Accountancy Course at the senior secondary level are to:

1. Introduce basic accounting concepts and standards to students.
2. Familiarize students with components of financial statements.
3. Instil an understanding of recording business transactions and preparing financial statements.
4. Enable students to handle accounting for Not-for-Profit organizations, Partnership firms, and Company accounts.
5. Empower students to conduct post-analysis of Balance Sheets and other financial statements using tools like Comparative and Common Size Statements and Ratios.
6. Develop students' skills in designing need-based accounting databases.
7. Emphasize the role of Information and Communication Technology (ICT) in business operations.

**CLASS - XI**  
**SEMESTER – I**

**SUBJECT: ACCOUNTANCY (ACCT )**

**FULL MARKS: 40**

UNIT	TOPICS	MARKS
Unit 1	Introduction & Theory Base of Accounting	12
Unit 2	Fundamental Accounting Process – I	16
Unit 3	Reserves & Provisions	6
Unit 4	Bills of Exchange (Excluding Retiring, Renewal and Accommodating Bills)	6
	<b>Total</b>	<b>40</b>

Question Paper Typology			
Sl. No.	Typology of Questions	Marks	In %
1.	Remembering & Understanding	12	30
2.	Applying	20	50
3.	Analyzing, Evaluating and Critical Understanding	8	20

Weightage to form Questions						
Unit	Topics	Unit Marks	Question type	No. of Questions	Marks of each question	Total Marks
Unit 1	Introduction & Theory Base of Accounting	12	MCQ	12	1	12
Unit 2	Fundamental Accounting Process – I	16	MCQ	16	1	16
Unit 3	Reserves & Provisions	6	MCQ	6	1	6
Unit 4	Bills of Exchange (Excluding Retiring, Renewal & Accommodating Bills)	6	MCQ	6	1	6
	<b>Total</b>	<b>40</b>				<b>40</b>

**CLASS - XI**  
**SEMESTER – I**

**SUBJECT: ACCOUNTANCY (ACCT)**

**FULL MARKS: 40**

**CONTACT HOURS: 100 Hours**

**COURSE CODE: THEORY**

UNIT NO.	TOPICS	CONTACT HOURS	MARKS
Unit 1	<p><b>Introduction &amp; Theory Base of Accounting</b></p> <ul style="list-style-type: none"><li>• <b>Accounting:</b> Meaning, Accounting as a source of information, Objectives and limitations. Users of accounting information and their needs. Sub-fields of Accounting (Financial Accounting, Cost Accounting and Management Accounting).</li><li>• <b>Basic Accounting Terms:</b> Entity, Business Transaction, Capital, Drawings, Liabilities (Non-Current and Current), Assets (Non-Current, Current); Expense, Revenue, Income, Profit, Gain, Loss, Purchase, Sales, Goods, Stock, Debtor, Creditor, Voucher, Discount (Trade discount and Cash discount), Contingent Assets and Contingent Liabilities, Revenue and Capital Receipts, Revenue and Capital Expenditure, Deferred Revenue Expenditure.</li><li>• <b>GAAP (Generally Accepted Accounting Principles):</b> Concept.</li><li>• <b>Basic Accounting Concept:</b> Business Entity, Money Measurement, Going Concern, Accounting Period, Cost Concept, Dual Aspect, Revenue Recognition, Matching, Full Disclosure, Consistency, Conservatism, Materiality and Objectivity.</li><li>• <b>System of Accounting:</b> Single Entry and Double Entry.</li><li>• <b>Basis of Accounting:</b> Cash Basis and Accrual Basis.</li><li>• <b>Valuation Principles:</b> Historical Cost, Current Cost, Realizable Value and Present Value.</li><li>• <b>Accounting Standards:</b> Objectives of Accounting Standards (AS) and Indian Accounting Standards (Ind AS). Applicability of Ind AS.</li><li>• <b>Goods and Service Tax (GST):</b> Characteristics and Advantages.</li></ul>	30	12

UNIT NO.	TOPICS	CONTACT HOURS	MARKS
Unit 2	<p><b>Fundamental Accounting Process – I</b></p> <ul style="list-style-type: none"> <li>• <b>Voucher and Transactions:</b> Source documents and Vouchers, Preparation of Vouchers</li> <li>• <b>Fundamental Accounting Equation:</b> Meaning and Analysis.</li> <li>• <b>Rules of Debit and Credit</b></li> <li>• <b>Book of Original Entry:</b> Journal</li> <li>• <b>Special Purpose Books:</b> Purchases Book, Sales Book, Purchases Return Book, Sales Return Book, Journal Proper</li> <li>• <b>Rectification of Errors (Before Preparation of Trial Balance):</b> Classification of Errors: Errors of Omission, Errors of Commission, Errors of Principles, and Compensating Errors. Detection and Rectification of Errors.</li> </ul>	40	16
Unit 3	<p><b>Reserves &amp; Provisions</b></p> <ul style="list-style-type: none"> <li>• <b>Provisions, Reserves – Meaning</b></li> <li>• Difference Between Provisions and Reserves.</li> <li>• <b>Types of Reserves:</b> i. Revenue Reserve ii. Capital Reserve iii. General Reserve iv. Specific Reserve v. Secret Reserve</li> </ul> <p><b>Difference between Capital Reserve and Revenue Reserve</b></p>	15	6
Unit 4	<p><b>Bills of Exchange (Excluding retiring, renewal and accommodating Bills)</b></p> <ul style="list-style-type: none"> <li>• <b>Bills of Exchange and Promissory Note:</b> Definition, features, parties, specimen and distinction.</li> <li>• <b>Important Terms:</b> Terms of Bill, Due Date, Days of Grace, Date of Maturity, Bill at Sight, Bill after Date, Discounting of Bill, Endorsement of Bill, Bill sent for Collection, Dishonour of Bill and Noting of Bill.</li> <li>• <b>Accounting treatment of bills of exchange till dishonour of bill.</b></li> </ul>	15	6
	<b>Total</b>	<b>100</b>	<b>40</b>

**CLASS-XI**  
**SEMESTER – I**  
**SUBJECT: ACCOUNTANCY (ACCT)**

**FULL MARKS: 40**

Unit	Topics	Marks
Unit 1	Fundamental Accounting Process – II	20
Unit 2	Final Accounts of Sole Proprietor	10
Unit 3	Accounts of Non-Profit Seeking Organization	5
Unit 4	Accounts from Incomplete Records (Excluding conversion to Double Entry System)	5
	<b>Total</b>	<b>40</b>

Question Paper Typology			
Sl. No	Typology of Questions	Marks	In %
1.	Remembering & Understanding	12	30
2.	Applying	20	50
3.	Analyzing, Evaluating and Critical Understanding	8	20

Weightage to form Questions						
Unit	Details	Unit Marks	Question type	No of Questions	Marks of each question	Total Marks
Unit 1	Fundamental Accounting Process – II	20	Descriptive	2	5	[10+6+4=20]
			SAQ Type 2	2	3	
			SAQ Type 1	2	2	
Unit 2	Final Accounts of Sole Proprietor	10	Descriptive	1	5	[5+3+2=10]
			SAQ Type 2	1	3	
			SAQ Type 1	1	2	
Unit 3	Accounts of Non-Profit Seeking Organization	5	SAQ Type 2	1	3	[3+2=5]
			SAQ Type 1	1	2	
Unit 4	Accounts from Incomplete Records (Excluding conversion to Double Entry System)	5	Descriptive	1	5	5
	<b>Total</b>	<b>40</b>				<b>40</b>

**CLASS-XI**  
**SEMESTER – II**

**SUBJECT: ACCOUNTANCY (ACCT)**

**FULL MARKS: 40**

**CONTACT HOURS: 80 HOURS**

**COURSE CODE: THEORY**

UNIT NO.	TOPICS	CONTACT HOURS	MARKS
Unit 1	<p><b>Fundamental Accounting Process – II</b></p> <ul style="list-style-type: none"><li>• <b>Ledger:</b> Format, Posting from Journal and Subsidiary Books, Balancing of Accounts.</li><li>• <b>Cash Book:</b> Simple Cash Book, Cash Book with Cash and Bank Column and Petty Cash Book</li><li>• <b>Trial Balance:</b> Objectives, Meaning and Preparation of Trial Balance from Balances only.</li><li>• <b>Bank Reconciliation Statement:</b> Need; Preparation of Bank Reconciliation Statement(<b>excluding amended cash book</b>)</li><li>• <b>Rectification of Errors (After preparation of Trial Balance but excluding after preparation of Final Accounts):</b> Preparation of Suspense Account</li><li>• <b>Depreciation:</b> Meaning, Need for providing Depreciation, factors to be considered while computing Depreciation.</li><li>• <b>Methods of Depreciation:</b>i. Straight Line Method (SLM) ii. Written Down Value Method (WDV)</li><li>• Difference between SLM and WDV;</li><li>• Method of recording Depreciation by <b>charging to asset account only</b>including purchase and sale of Depreciable Assets.</li></ul> <p><b>Note – Excluding change of Method of Depreciation</b></p>	40	20

UNIT NO.	TOPICS	CONTACT HOURS	MARKS
Unit 2	<p><b>Final Accounts of Sole Proprietor</b></p> <ul style="list-style-type: none"> <li>• <b>Meaning, Objectives and Importance</b></li> <li>• <b>Preparation of Manufacturing Account</b></li> <li>• <b>Trading and Profit and Loss Account:</b> Concepts of Gross profit, Operating profit and Net profit.</li> <li>• <b>Balance Sheet:</b> Need, grouping and marshalling of assets and liabilities.</li> <li>• <b>Preparation of Trading and Profit and Loss account and Balance Sheet of a sole proprietorship concern with adjustments:</b> 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 and Manager's Commission.</li> </ul>	20	10
Unit 3	<p><b>Accounts of Non-Profit Seeking Organizations</b></p> <ul style="list-style-type: none"> <li>• <b>Non-Profit Seeking organizations:</b> Concept</li> <li>• <b>Receipts and Payments Account:</b> Meaning and Features.</li> <li>• <b>Income and Expenditure Account:</b> Meaning and Features.</li> <li>• <b>Preparation of Income and Expenditure Account from the given Receipts and Payments Account with additional information.</b></li> </ul>	10	5
Unit 4	<p><b>Accounts from Incomplete Records (Excluding conversion to Double Entry System)</b></p> <ul style="list-style-type: none"> <li>• Features, reasons and limitations.</li> <li>• Preparation of Statement of Profit / Loss and Statement of Affairs.</li> </ul>	10	5
	<b>Total</b>	<b>80</b>	<b>40</b>

[Note: **20 Hours** reserved for Remedial Classes, Tutorials and Home Assignments]

## **CLASS - XI**

### **COURSE CODE: PROJECT**

**Full Marks: 20 [Project Report: 10 Marks; Viva Voce: 10 Marks]**

*Students need to undertake any **one** project out of the four topics given below at the end of Semester II of Class XI.*

Topic 1	Preparation of at least 25 vouchers and recording of transactions with the help of these vouchers, posting the Journal Entries in Ledgers and preparation of Trial Balance therefrom.
Topic 2	Preparation of a Cash Book with cash and bank columns with at least 25 transactions including bank transactions.
Topic 3	Preparation of Bank Reconciliation Statement with the given Cash Book and the Pass Book with at least 25 transactions.
Topic 4	Preparation of Final Accounts of a Sole Trader from the given Journal Entries.

## **ACCOUNTANCY (ACCT)**

**Class XII**

**Semester -III**

**Full Marks: 40**

<b>Unit</b>	<b>Topic</b>	<b>Marks</b>
Unit 1	Accounting for Partnership Firms – I	15
Unit 2	Accounting for Company – I	10
Unit 3	Analysis of Financial Statements <i>OR</i> Computerized Accounts – I	15
	<b>Total</b>	<b>40</b>

### **Question Paper Typology**

<b>Sl. No.</b>	<b>Typology of Questions</b>	<b>Marks</b>	<b>In %</b>
<b>1.</b>	Remembering & Understanding	12	30
<b>2.</b>	Applying	20	50
<b>3.</b>	Analyzing, Evaluating and Critical Understanding	8	20

Weightage to form Questions						
Unit	Topics	Unit Marks	Question type	No. of Questions	Marks of each question	Total Marks
Unit 1	Accounting for Partnership Firms – I	15	MCQ	15	1	15
Unit 2	Accounting for Company – I	10	MCQ	10	1	10
Unit 3	Analysis of Financial Statements OR Computerized Accounts - I	15	MCQ	15	1	15
	<b>Total</b>	<b>40</b>				<b>40</b>

## CLASS XII

### SEMESTER – III

**SUBJECT: ACCOUNTANCY (ACCT**

**FULL MARKS: 40**

**CONTACT HOURS: 100 HOURS**

**COURSE CODE: THEORY**

UNIT NO.	TOPICS	CONTACT HOURS	MARKS
Unit 1	<b>Accounting for Partnership Firms - I</b> <ul style="list-style-type: none"> <li>• <b>Partnership:</b> Features, Partnership Deed.</li> <li>• <b>Provisions of the Indian Partnership Act 1932 in the absence of partnership deed.</b></li> <li>• <b>Fixed v/s fluctuating capital accounts.</b></li> <li>• <b>Preparation of Profit and Loss Appropriation account:</b> Division of profit among partners, guarantee of profits.</li> <li>• <b>Past Adjustments:</b> Relating to interest on capital, interest on drawing, salary and profit-sharing ratio.</li> <li>• <b>Goodwill:</b> Meaning, nature, factors affecting and methods of valuation - average profit, super profit and capitalization.</li> <li>• <b>Recommendations of Accounting Standards in relation to recognition of Goodwill.</b></li> </ul> <p><b>Note: Interest on partner's loan is to be treated as a charge against profits.</b></p>	35	15
Unit 2	<b>Accounting for Company – I</b> <ul style="list-style-type: none"> <li>• <b>Features and types of companies.</b></li> <li>• <b>Share and Share Capital:</b> Nature and types.</li> <li>• <b>Debentures:</b> Meaning and types.</li> <li>• <b>Issue of Debentures</b> at par, at a premium and at a discount.</li> <li>• <b>Issue of Debentures</b> for consideration other than cash.</li> <li>• <b>Issue of Debentures</b> with terms of redemption.</li> <li>• <b>Writing off Discount / loss on issue of Debentures.</b></li> </ul> <p><b>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)</b></p>	25	10

UNIT NO.	TOPICS	CONTACT HOURS	MARKS
Unit 3	<p><b>Analysis of Financial Statements</b></p> <ul style="list-style-type: none"> <li>• <b>Financial Statement Analysis:</b> Meaning, Significance, Objectives, Importance and Limitations.</li> <li>• <b>Accounting Ratios:</b> Meaning, Objectives, Advantages, Classification and computation. <ul style="list-style-type: none"> <li>✓ <b>Liquidity Ratios:</b> Current Ratio and Quick Ratio.</li> <li>✓ <b>Solvency Ratios:</b> Debt to Equity Ratio, Total Asset to Debt Ratio, Proprietary Ratio and Interest Coverage Ratio, Debt to Capital Employed Ratio.</li> <li>✓ <b>Activity Ratios:</b> Inventory Turnover Ratio, Trade Receivables Turnover Ratio, Trade Payables Turnover Ratio, Fixed Asset Turnover Ratio, Net Asset Turnover Ratio and Working Capital Turnover Ratio.</li> <li>✓ <b>Profitability Ratios:</b> Gross Profit Ratio, Operating Ratio, Operating Profit Ratio, Net Profit Ratio and Return on Investment.</li> </ul> </li> <li>• <b>Tools for Financial Statement Analysis :</b>Comparative Statements, Common Size Statements, Ratio Analysis.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <p><b>Computerized Accounts - I</b> <b>Concept of Electronic Spreadsheet:</b></p> <ul style="list-style-type: none"> <li>• Concept, Data Entry, Text Management and Cell Formatting, Data Formatting, Output Reports, Preparation of Reports using Pivot Tables and Common Errors in Spreadsheet.</li> <li>• Payroll Accounting.</li> <li>• Data Graphs, Charts and Diagrams, Preparation of Graphs and Charts using Excel, Advantages of using Graphs and Charts.</li> </ul>	40	15
	<b>Total</b>	<b>100</b>	<b>40</b>

## CLASS-XII

### SEMESTER – IV

#### SUBJECT: ACCOUNTANCY (ACCT)

#### Full Marks: 40

Unit	Topics	Marks
Unit 1	<b>Accounting for Partnership Firms – II</b>	25
Unit 2	<b>Accounting for Company – II</b>	10
Unit 3	<p><b>Cash Flow Statement</b></p> <p style="text-align: center;"><b>OR</b></p> <p><b>Computerized Accounts – II</b></p>	5
	<b>Total</b>	<b>40</b>

Question Paper Typology			
Sl. No.	Typology of Questions	Marks	In %
1.	Remembering & Understanding	12	30
2.	Applying	20	50
3.	Analyzing, Evaluating and Critical Understanding	8	20

Weightage to form Questions						
Unit	Topics	Unit Marks	Question type	No. of Questions	Marks of each question	Total Marks
Unit 1	Accounting for Partnership Firms – II	25	Descriptive	2	5	[10+9+6=25]
			SAQ Type 2	3	3	
			SAQ Type 1	3	2	
Unit 2	Accounting for Company – II	10	Descriptive	1	5	[5+3+2=10]
			SAQ Type 2	1	3	
			SAQ Type 1	1	2	
Unit 3	Cash Flow Statement <i>OR</i> Computerized Accounts - II	5	Descriptive	1	5	[5]
<b>Total</b>		<b>40</b>				<b>40</b>

## CLASS XII

### SEMESTER –IV

**SUBJECT: ACCOUNTANCY (ACCT)**

**Full Marks: 40**

**CONTACT HOURS: 80 HOURS**

#### COURSE CODE: THEORY

UNIT NO.	TOPICS	CONTACT HOURS	MARKS
Unit 1	<b>Accounting for Partnership Firms – II</b> <ul style="list-style-type: none"> <li>• <b>Change in the Profit-Sharing Ratio among the existing partners–</b> Sacrificing Ratio, Gaining Ratio, Accounting for Revaluation of Assets and Reassessment of Liabilities and Treatment of Reserves, Accumulated Profits and Losses.</li> <li>• <b>Admission of a partner:</b> Effect of admission of a partner on change in the Profit-Sharing Ratio, Treatment of Goodwill, 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.</li> </ul>	50	25

UNIT NO.	TOPICS	CONTACT HOURS	MARKS
	<ul style="list-style-type: none"> <li>● <b>Retirement and death of a partner:</b> Effect of Retirement / Death of a Partner on change in Profit Sharing Ratio, Treatment of Goodwill, 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.</li> <li>● <b>Dissolution of Partnership Firm:</b> 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)).</li> </ul>		
Unit 2	<p><b>Accounting for Share Capital - II</b></p> <ul style="list-style-type: none"> <li>● <b>Accounting for share capital:</b> Issue and allotment of equity and preferences shares including simple problems on prorata allotment.</li> <li>● <b>Public subscription of shares:</b> 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.</li> <li>● <b>Forfeiture and reissue of shares:</b> Accounting treatment.</li> <li>● <b>Disclosures:</b> Disclosure of Share Capital in the Balance Sheet of a company as per Schedule III, Part I of the Companies Act, 2013.</li> </ul>	20	10
Unit 3	<p><b>Cash Flow Statement</b></p> <ul style="list-style-type: none"> <li>● <b>Indirect Method of AS-3 (Revised) and without Adjustments:</b> Meaning, Objectives, Benefits, Cash and Cash Equivalents, Classification of Activities and Preparation of Cash Flow Statement</li> </ul> <p style="text-align: center;"><b>OR</b></p> <p><b>Computerized Accounts - II</b></p> <ul style="list-style-type: none"> <li>● <b>Data Base Management System:</b> Defining Data Base Requirements, Identification of Data to be stored in tables, Structure of Data.</li> <li>● Creating Data Table for Accounting, Using Queries, Forms and Reports for generating accounting information with the help of Microsoft Access Software.</li> </ul>	10	5
	<b>Total</b>	<b>80</b>	<b>40</b>

[Note: **20 Hours** reserved for Remedial classes, Tutorials and Home Assignments.]

## CLASS - XII

### **COURSE CODE: PROJECT**

**Full Marks: 20 [Project Report: 10 Marks; Viva Voce: 10 Marks]**

Students need to undertake any **one** project out of the four topics given below

at the end of Semester IV of Class XII.

Topic 1	Analysis of Financial Statements of a concern applying the tools of Ratio Analysis from a given Balance Sheet.
Topic 2	Analysis of Financial Statements of two concerns applying the tools of Comparative and Common size Statements.
Topic 3	Preparation of Cash Flow Statement from given Financial Statement of at least two business enterprises.
Topic 4	Preparation of an imaginary Balance Sheet of any concern as per the Companies Act, 2013 along with Notes to Accounts from a given set of information.