

**KENDRIYA VIDYALAYA SANGATHAN LUCKNOW REGION**  
**Minimum Learning Programme/Package For Students of Class XII**  
**Accountancy**

<b>Day</b>	<b>Gist/Concept/Content/Topic of the Unit</b>	<b>Time Duration</b>	<b>Learning objectives</b>	<b>Learning Exercise/Activity/Process</b>	<b>Learning Outcomes</b>
	Identification of Problem Areas			Checking knowledge acquisition as per the topics taught in class XI. A brief questionnaire will be provided to students. Question answer session	Identification of problem areas and identification of topics for minimum learning package for class XII
<b>Day 1</b>	<b><u>Introduction of Accounting</u></b> Meaning of Accounting difference between Booking-Keeping, Accounting and Accountancy users of Accounting Information, objectives of Accounting	45 Min	To provide the brief knowledge of Accounting, Book keeping and Accountancy and Double entry system	Q1. Give the Meaning of Accounting. Q2. Main objectives of Accounting. Q3. Which system of Accounting is most widely used? Q4. Which the following parties are interested in Accounting Information?	The students will be able to understand <ul style="list-style-type: none"> <li>• Meaning of Accounting Book keeping and Accountancy</li> <li>• Objectives of Accounting</li> <li>• Identify Accounting Cycle</li> <li>• Users of Accounting Information</li> </ul>

**KENDRIYA VIDYALAYA SANGATHAN LUCKNOW REGION**  
**Minimum Learning Programme/Package For Students of Class XII**  
**Accountancy**

<b>Day</b>	<b>Gist/Concept/Content/Topic of the Unit</b>	<b>Time Duration</b>	<b>Learning objectives</b>	<b>Learning Exercise/Activity/Process</b>	<b>Learning Outcomes</b>
<b>Day 2</b>	<p style="text-align: center;"><b><u>Basic Accounting Terms</u></b></p> <ul style="list-style-type: none"> <li>• Business Transactions</li> <li>• Capital</li> <li>• Drawings</li> <li>• Liability (Non Current liability and current liability)</li> <li>• Assets (Non Current Assets and Current Assets)</li> <li>• Receipts (Capital and Revenue)</li> <li>• Expenditure (Capital and Revenue Exp.)</li> </ul>	45 Min	To provide the brief knowledge of Basic Accounting Terms which are generally used in Accounting.	Q1. What are fixed Assets and current Assets and give examples? Q2. What are non current liability and current liability and give examples? Q3. What are the capital Receipts and Revenue Receipts and give the examples? Q4. What are the capital expenditure and Revenue Expenditure and give the examples?	The child can be able to understand the Basic Terms of Accounting and can also able to differentiate between Fixed Assets and current assets, Non Current liability and current liability, Capital Expenditure and Revenue Expenditure.

**KENDRIYA VIDYALAYA SANGATHAN LUCKNOW REGION**  
**Minimum Learning Programme/Package For Students of Class XII**  
**Accountancy**

Day	Gist/Concept/Content /Topic of the Unit	Time Duration	Learning objectives	Learning Exercise/Activity/Processes	Learning Outcomes
<b>Day 3</b>	<p style="text-align: center;"><b><u>Theory Base of Accounting, Accounting standards</u></b></p> <ul style="list-style-type: none"> <li>• Meaning Accounting Principles and Accounting standards</li> <li>• Giving Concern Concept</li> <li>• Accrual concept</li> <li>• Accounting Entity</li> <li>• Accounting Period Concept</li> </ul>	45 Min	To provide the brief knowledge of Principles of Accounting which are mostly used in Accounting.	Q1. Give the meaning of Accounting Principles and Accounting standard. Q2. Explain the following principles/Concepts (a) Going concern concept (b) Accrual Concept (c) Accounting Entity (d) Accounting Period	<ul style="list-style-type: none"> <li>• Students will be able to understand the need of accounting principles in Accounting. Students will be able to understand the need of IFRS in Accounting</li> <li>• Students will be able to understand the different principles of accounting.</li> </ul>

**KENDRIYA VIDYALAYA SANGATHAN LUCKNOW REGION**  
**Minimum Learning Programme/Package For Students of Class XII**  
**Accountancy**

<b>Day</b>	<b>Gist/Concept/Content/Topic of the Unit</b>	<b>Time Duration</b>	<b>Learning objectives</b>	<b>Learning Exercise/Activity/Process</b>	<b>Learning Outcomes</b>
<b>Day 4</b>	<p><b><u>Basis of Accounting</u></b></p> <ul style="list-style-type: none"> <li>➤ Meaning and Difference between Cash Basis and Accrual Basis of Accounting.</li> <li>➤ Meaning of:- <ul style="list-style-type: none"> <li>● Outstanding Exp.</li> <li>● Prepaid Exp.</li> <li>● Accrued Income</li> <li>● Unaccrued Income</li> </ul> </li> </ul>	45 Min	To Provide the brief knowledge of the various basis of Accounting. Such as Cash Basis, Accrual Basis, outstanding and Prepaid Exp. Accrued Income and Unaccrued Income	<p>Q1. What do you understand by cash basis and Accrual Basis?</p> <p>Q2. Distinguish between Cash Basis and Accrual Basis.</p> <p>Q3. Explain the following Terms,</p> <p>(1) Outstanding Exp., Prepaid Exp</p> <p>(2) Accrued Income and Unaccrued Income</p>	The Students will be able to understand the different basis of Accounting, such Cash Bases and Accrual Bases and students will be able to understand the different terms which are mostly used in Accounting.

**KENDRIYA VIDYALAYA SANGATHAN LUCKNOW REGION**  
**Minimum Learning Programme/Package For Students of Class XII**

**Accountancy**

Day	Gist/Concept/Content/Topic of the Unit	Time Duration	Learning objectives	Learning Exercise/Activity/Process	Learning Outcomes
<b>Day 5</b>	<p><b><u>Accounting Procedures Rules of Debit and Credit</u></b></p> <ul style="list-style-type: none"> <li>• Rules of Debit and Credit using Modern approach and Traditional approach</li> <li>• Assets, Liabilities, Capital, Expenses and Revenue</li> <li>• Increase in Assets are Debits and Decrease are Credits</li> <li>• Increase in liabilities are credits and Decrease are Debits.</li> <li>• Increase in capital are credits and Decrease are Debits.</li> <li>• Increase in Expenses are Debits and decrease are credits.</li> </ul>	45 Min	To Provide the brief knowledge of Basic rules of Debit and credit using Modern approach and traditional approach and also brief knowledge the following terms which are generally used in rules of debit and credit in modern approach.	<p>Q1. Explain the following terms:-            (1) Assets            (2) Liabilities            (3) Capital            (4) Expenses and Revenue</p> <p>Q2. What are the rules of Debit and Credit using Modern approach?</p> <p>Q3. What the rules of Debit and credit using traditional approach?</p>	<ul style="list-style-type: none"> <li>• The students will be able to understand the Basic terms used in the rules of Debit and credit in Modern approach.</li> <li>• The students will be able to understand the rules of Debit and Credit using Modern approach and traditional approach.</li> </ul>

- Increase in Income are credit , Decrease in Income are debit.

**Rules of Debit and credit**  
**(Traditional Approach)**

<u>Types of Account</u>	<u>Account to be Debited</u>	<u>Account to be Credited</u>
<u>Personal A/C</u>	<u>Receiver</u>	<u>Giver</u>
<u>Real A/C</u>	<u>What Comes in</u>	<u>What goes out</u>
<u>National A/c</u>	<u>Expenses and Loss</u>	<u>Income and Gain</u>

**KENDRIYA VIDYALAYA SANGATHAN LUCKNOW REGION**  
**Minimum Learning Programme/Package For Students of Class XII**  
**Accountancy**

Day	Gist/Concept/Content/Topic of the Unit			Time Duration	Learning objectives	Learning Exercise/Activity/Processes	Learning Outcomes
<b>Day 6</b>	<p><b><u>Accounting Procedures</u></b></p> <ul style="list-style-type: none"> <li>Classify/Nature The Account using Modern and Traditional Approach with different types of Account.</li> </ul>			45 Min	To Provide the brief knowledge of the various Nature/classify of the different Accounts using Modern Approach and Traditional Approach.	Q1. What do you understand by personal A/c, Real A/c and Nominal A/c in traditional approach? Q2. What do you understand by Assets, Liability Expenses, Income and Capital in Modern Approach?	The students will be able to understand the different nature/classify the Accounts using with the help of Modern approach and traditional approach.
	<b><u>Account</u></b>	<b><u>Modern Approach</u></b> Assets, Liab Exp. Capital, Revenue	<b><u>Traditional Approach,</u></b> <b><u>Personal A/c, Real A/c, Nominal A/c</u></b>				
	Machinery	Assets	Real				

	Creditor	Liability	Personal				
	Sales	Revenue	Nominal				
	Cash	Assets	Real				
	Rent	Expenses	Nominal				
	B/P	Liability	Personal				
	Interest Payable	Liability	Personal				
	O/S Salary	Liability	Personal				
	Prepaid Expenses	Assets	Personal				
	Ram Suppliers	Liability	Personal				
	Bank	Assets	Personal				



**KENDRIYA VIDYALAYA SANGATHAN LUCKNOW REGION**  
**Minimum Learning Programme/Package For Students of Class XII**

**Accountancy**

Day	Gist/Concept/Content/Topic of the Unit	Time Duration	Learning objectives	Learning Exercise/Activity/ Process	Learning Outcomes
Day 7	<p><b><u>Journal and Ledger</u></b>            Meaning of Journal and Journalising.            One transaction may be in the different ways for Journal entries.</p> <ul style="list-style-type: none"> <li>• Ram started Business with cash Rs. 50000 OR</li> <li>• Started Business with Cash Rs. 50000 OR</li> <li>• Commenced Business with cash Rs. 50000 OR</li> <li>• Began Business with Cash Rs. 50000 OR</li> <li>• Commenced the Business with Cash, Stocks and Assets.</li> </ul> <p>*Cash A/c /Bank A/c /Stock A/c /Assets A/c Dr 5000 To Ram's Capital/Capital A/c</p>	45 Min	<p>To provide the brief knowledge of Journal and Journalising and Identified</p> <ul style="list-style-type: none"> <li>• Ascertain the accounts that are affected by a Transaction</li> <li>• Ascertain the nature of the Accounts affected</li> <li>• Ascertain the account to be debited and credited by applying the rules of Debit and Credit. *All entries are made/recorded in the point of views of Business.</li> </ul>	Q1. Started business with cash Rs. 30000, goods Rs 15000 and furniture Rs. 20000.	The students will be able to understand the meaning of Journal and Journalising and Identify nature of Account using Modern Approach and traditional approach and also will be able the rules of Debit and Credit.

5000				
------	--	--	--	--

**KENDRIYA VIDYALAYA SANGATHAN LUCKNOW REGION**  
**Minimum Learning Programme/Package For Students of Class XII**  
**Accountancy**

Day	Gist/Concept/Content/Topic of the Unit	Time Duration	Learning objectives	Learning Exercise/Activity/ Process	Learning Outcomes
Day 7	<p><b><u>Journal and Ledger</u></b>  Meaning of Journal and Journalising.  One transaction may be in the different ways for Journal entries.</p> <ul style="list-style-type: none"> <li>• Ram started Business with cash Rs. 50000 OR</li> <li>• Started Business with Cash Rs. 50000 OR</li> <li>• Commenced Business with cash Rs. 50000 OR</li> <li>• Began Business with Cash Rs. 50000 OR</li> <li>• Commenced the Business with Cash,</li> </ul>	45 Min	<p>To provide the brief knowledge of Journal and Journalising and Identified</p> <ul style="list-style-type: none"> <li>• Ascertain the accounts that are affected by a Transaction</li> <li>• Ascertain the nature of the Accounts affected</li> <li>• Ascertain the account to be debited and credited by applying the rules of Debit and Credit. *All entries are made/recorded in the point of views</li> </ul>	Q1. Started business with cash Rs. 30000, goods Rs 15000 and furniture Rs. 20000.	The students will be able to understand the meaning of Journal and Journalising and Identify nature of Account using Modern Approach and traditional approach and also will be able the rules of Debit and Credit.

	Stocks and Assets. *Cash A/c /Bank A/c /Stock A/c /Assets A/c Dr 5000 To Ram's Capital/Capital A/c 5000		of Business.		
--	---	--	--------------	--	--

**KENDRIYA VIDYALAYA SANGATHAN LUCKNOW REGION**  
**Minimum Learning Programme/Package For Students of Class XII**  
**Accountancy**

<b>Day</b>	<b>Gist/Concept/Content/Topic of the Unit</b>	<b>Time Duration</b>	<b>Learning objectives</b>	<b>Learning Exercise/Activity/Process</b>	<b>Learning Outcomes</b>
<b>Day 8</b>	Purchased/Bought goods from Ram for Cash Rs. 5000 OR Purchased/Bought goods for cash Rs. 5000 OR Purchased goods Rs. 5000 OR Cash purchased Rs 5000 Purchased goods from Ram on Credit Rs 5000 OR Purchased goods from Ram Rs 5000 OR Purchased goods on Credit	45 Min	To provide the brief knowledge of goods and assets.	Q1. Purchased/Bought Machinery from Ram for Cash Rs 5000 OR Purchased/Bought Machinery for Cash Rs. 5000 OR Purchased/Bought Machinery Rs. 5000 OR Purchased Machinery from Ram on credit Rs. 5000 OR Purchased Machinery from Ram Rs. 5000 OR Purchased Machinery from Vendor	The students will be able to understand the term of goods (Purchase) and Assets

Rs 5000 OR Purchased goods from Supplier Rs. 5000 *Purchase A/c Dr 5000 To Cash/To Bank/To Ram/To Creditor/To Supplier 5000			Rs. 5000 OR Bought Machinery on credit Rs 5000 Machinery A/c Asset A/c Dr 5000 To Cash/To Bank/ To Creditor/To Ram/To Vendor's A/c 5000	
---	--	--	---	--

**KENDRIYA VIDYALAYA SANGATHAN LUCKNOW REGION**  
**Minimum Learning Programme/Package For Students of Class XII**  
**Accountancy**

<b>Day</b>	<b>Gist/Concept/Content/Topic of the Unit</b>	<b>Time Duration</b>	<b>Learning objectives</b>	<b>Learning Exercise/Activity/Process</b>	<b>Learning Outcomes</b>
<b>Day 9</b>	Sold goods to Ram for Cash Rs. 5000 OR Sold goods for cash Rs. 5000 OR Sold goods Rs 5000 OR Cash sales Rs. 5000 OR Sold goods to Ram on Credit Rs 5000 OR Sold goods to Ram Rs. 5000 OR	45 Min	To provide the brief knowledge of goods, Assets and Revenue	Q1. Sold Machinery to Ram for Cash Rs. 5000 OR Sold Machinery for Cash Rs 5000 OR Sold Machinery Rs. 5000 OR Sold Machinery to Ram on credit Rs. 5000 Or Sold Machinery to Ram Rs. 5000 OR	The students will be able to differentiate between sales (Revenue) and Assets.

	Sold goods on credit Rs 5000 *Cash A/c /Bank A/c /Ram / Debtor A/c Dr 5000 To salary A/c 5000			Sold Machinery on Credit Rs 5000 *Cash A/c /Bank A/c /Ram /Debtor A/c Dr5000 To Machinery /To Assets 5000	
--	--	--	--	---	--

**KENDRIYA VIDYALAYA SANGATHAN LUCKNOW REGION**  
**Minimum Learning Programme/Package For Students of Class XII**  
**Accountancy**

Day	Gist/Concept/Content/Topic of the Unit	Time Duration	Learning objectives	Learning Exercise/Activity/Process	Learning Outcomes
<b>Day 10</b>	Paid Rent to Mohan Rs. 5000 OR Paid Rent to Land lord Rs 5000 OR Paid Rent Rs. 5000 OR Paid Rent Rs. 5000 and Payment made by Cheque OR Rent due Rs. 5000 OR Outstanding Rent Rs. 5000 OR Rent due but not paid Rs.5000 *Rent A/c Dr. 5000	45 Min	To Provide the brief knowledge of Expenses, Incomes Outstanding and Prepaid Exp, Accrued Income and Unaccrued Income.	Received Interest from Ram 2000 OR Received Int. Rs. 2000 OR Received Int from Bank Rs. 2000 OR Int due on Ram Rs. 2000 OR Accrued Int. Rs. 2000 OR Interest earned during the year but not Received. *Cash A/c /Bank A/c 2000	The students will be able to differentiate between Expense and Incomes The students will be able to understand the following Terms: (1) Expenses (2) Incomes (3) Outstanding Expenses (4) Prepaid Expenses (5) Accrued Income (6) Unaccrued Income

	To Cash/To Bank/To Outstanding Rent A/c 5000			Accrued Interest A/c Dr. To Interest A/c 2000	
--	---	--	--	--	--