

Class – IX
REVISED SYLLABUS
(For the Session of 2020-21 Only)
Element of Book-Keeping & Accountancy
(THEORY)

Objective :The main objective of this paper is to enable the student to understand the fundamental principles and to develop skills of preparing and maintaining simple accounts books, and records from given details.

- I. *Introduction* : Need for Book-Keeping, Objectives and advantages of Book-keeping.
- II. *Basic concepts* : Dual aspect of transactions and
- III. Nature of Accounts and Rules for debit and credit : Classification of accounts, Rules for debit and credit
- IV. *Journal* : Need for journal; Journal entries.
- V. *Ledger* : Definition and importance; relation between journal and ledger; Meaning of posting, guiding rule for posting transactions, balancing of accounts
- VI. *Recording and posting of cash transactions* : Necessity of cash book-types of cash books-petty cash books
- VII. *Trial balance* : Purpose, methods and limitations