

COMMERCE ACADEMIC PLANNER

(2023-24)

CLASS-11

ACCOUNTANCY Class - XI (Code No. 055)

The syllabus content provides students a firm foundation in basic accounting concepts and methodology and also acquaint them with the changes taking place in the preparation and presentation of financial statements in accordance to the applicable accounting standards and the Companies Act 2013.

The emphasis in Class XI is placed on basic concepts and process of accounting leading to the preparation of accounts for a sole proprietorship firm. The students are also familiarized with basic calculations of Goods and Services Tax (GST) in recording the business transactions. The accounting treatment of GST is confined to the syllabus of class XI.

The complete course of Accountancy at the senior secondary stage introduces the learners to the world of business and emphasize on strengthening the fundamentals of the subject.

General Objectives:

1. To familiarize students with new and emerging areas in the preparation and presentation of financial statements.
2. To acquaint students with basic accounting concepts and accounting standards.
3. To develop the skills of designing need-based accounting database.
4. To appreciate the role of ICT in business operations.
5. To develop an understanding about recording of business transactions and preparation of financial statements.

Syllabus of UT – I:

- Chapter. 1. Introduction to Accounting
- Chapter. 2. Basic Accounting Terms
- Chapter. 3. Theory Base of Accounting, Accounting Standards and Indian Accounting Standards (Ind-AS)
- Chapter. 4. Bases of Accounting
- Chapter. 5. Accounting Equation

Syllabus for Term – I:

- Chapter. 1. Introduction to Accounting

- Chapter. 2. Basic Accounting Terms
- Chapter. 3. Theory Base of Accounting, Accounting Standards and Indian Accounting Standards (Ind-AS)
- Chapter. 4. Bases of Accounting
- Chapter. 5. Accounting Equation
- Chapter. 6. Accounting Procedures-Rules of Debit and Credit
- Chapter. 7. Origin of Transactions-Source Documents and Preparation of Vouchers
- Chapter. 8. Journal
- Chapter. 9. Ledger
- Chapter. 10. Special Purpose Books I-Cash Book 11. Special Purpose Books II-Other Books
- Chapter. 11. Accounting of Goods and Services Tax (GST)
- Chapter. 12. Trial Balance

Syllabus of UT – II:

- Chapter. 1. Bank Reconciliation
- Chapter. 2. Depreciation
- Chapter. 3. Provisions and Reserves

Syllabus for Term II:

- Chapter. 1. Financial Statements of Sole Proprietorship 19. Adjustments in Preparation of Financial Statements
- Chapter. 2. Accounts from Incomplete Records-Single Entry System

Syllabus for Final Term:

- Chapter. 1. Introduction to Accounting
- Chapter. 2. Basic Accounting Terms
- Chapter. 3. Theory Base of Accounting, Accounting Standards and Indian Accounting Standards (Ind-AS)
- Chapter. 4. Bases of Accounting
- Chapter. 5. Accounting Equation
- Chapter. 6. Accounting Procedures-Rules of Debit and Credit
- Chapter. 7. Origin of Transactions-Source Documents and Preparation of Vouchers
- Chapter. 8. Journal
- Chapter. 9. Ledger
- Chapter. 10. Special Purpose Books I-Cash Book 11. Special Purpose Books II-Other Books
- Chapter. 11. Accounting of Goods and Services Tax (GST)
- Chapter. 12. Bank Reconciliation
- Chapter. 13. Depreciation
- Chapter. 14. Provisions and Reserves
- Chapter. 15. Trial Balance
- Chapter. 16. Rectification of Errors

Chapter. 17. Financial Statements of Sole Proprietorship 19. Adjustments in Preparation of Financial Statements

Chapter. 18. Accounts from Incomplete Records-Single Entry System

SUBJECT – BUSINESS STUDIES (054)

Learning Objectives:

- To inculcate business attitude and develop skills among students to pursue higher education, world of work including self-employment.
- To develop students with an understanding of the processes of business and its environment.
- To acquaint students with the dynamic nature and inter-dependent aspects of business.
- To develop an interest in the theory and practice of business, trade and industry.
- To familiarize students with theoretical foundations of the process of organizing and managing the operations of a business firm.
- To help students appreciate the economic and social significance of business activity and the social cost and benefits arising there from.
- To acquaint students with the practice of managing the operations and resources of business.
- To enable students to act more effectively and responsibly as consumers, employers, employees and citizens.

FIRST UNIT TEST SYLLABUS:

Unit 1: Evolution and Fundamentals of Business:

- History of Trade and Commerce in India: Indigenous Banking System, Rise of Intermediaries, Transport, Trading Communities: Merchant Corporations, Major Trade Centers, Major Imports and Exports, Position of Indian Sub-Continent in the World Economy
- Business – meaning and characteristics
- Business, profession and employment – Concept
- Objectives of business
- Classification of business activities - Industry and Commerce
- Industry-types: primary, secondary, tertiary Meaning and subgroups

- Commerce-trade: (types-internal, external; wholesale and retail) and auxiliaries to trade; (banking, insurance, transportation, warehousing, communication, and advertising) – meaning
- Business risk-Concept

Unit 2: Forms of Business organizations:

- Sole Proprietorship-Concept, merits and limitations
- Partnership-Concept, types, merits and limitation of partnership, registration of a partnership firm, partnership deed. Types of partners
- Hindu Undivided Family Business: Concept
- Cooperative Societies-Concept, merits, and limitations
- Company - Concept, merits and limitations; Types: Private, Public and One Person Company – Concept
- Formation of company - stages, important documents to be used in formation of a company
- Choice of form of business organization

FIRST TERM SYLLABUS:

Unit-1 & 2 AS MENTIONED ABOVE

Unit 3: Public, Private and Global Enterprises:

- Public sector and private sector enterprises – Concept
- Forms of public sector enterprises: Departmental Undertakings, Statutory Corporations and Government Company
- Global Enterprises – Feature Joint venture Public private partnership – concept

Unit 4: Business Services:

- Business services – meaning and types. Banking: Types of bank accounts - savings, current, recurring, fixed deposit and multiple option deposit account
- Banking services with particular reference to Bank Draft, Bank Overdraft, and Cash credit. E-Banking: meaning, types of digital payments
- Insurance – Principles. Types – life, health, fire and marine insurance – concept
- Postal Service - Mail, Registered Post, Parcel, Speed Post, Courier – meaning

Unit 5: Emerging Modes of Business:

- E - Business: concept, scope and benefits

Unit 6: Social Responsibility of Business and Business Ethics:

- Concept of social responsibility
- Case of social responsibility
- Responsibility towards owners, investors, consumers, employees, government and community
- Role of business in environment protection
- Business Ethics - Concept and Elements

SECOND UNIT TEST SYLLABUS:

Unit 7: Sources of Business Finance:

- Concept of business finance
- Owners' funds- equity shares, preferences share, retained earnings
- Borrowed funds: debentures and bonds, loan from financial institution and commercial banks, public deposits, trade credit, Inter Corporate Deposits (ICD)

Unit 8: Small Business and Enterprises:

- Entrepreneurship Development (ED): Concept, Characteristics and Need. Process of Entrepreneurship Development: Start-up India Scheme, ways to fund start-up. Intellectual Property Rights and Entrepreneurship
- Small scale enterprise as defined by MSMED Act 2006 (Micro, Small and Medium Enterprise Development Act)
- Role of small business in India with special reference to rural areas
- Government schemes and agencies for small scale industries: National Small Industries Corporation (NSIC) and District Industrial Centre (DIC) with special reference to rural, backward areas

FINAL TERM SYLLABUS:

Unit-1 to 8 AS MENTIONED ABOVE

Unit 9: Internal Trade:

- Internal trade - meaning and types of services rendered by a wholesaler and a retailer
- Types of retail-trade-Itinerant and small scale fixed shops retailers
- Large scale retailers-Departmental stores, chain stores – concept
- GST (Goods and Services Tax): Concept and key-features

Unit 10: International Trade:

- International trade: concept and benefits
- Export trade – Meaning and procedure
- Import Trade - Meaning and procedure
- Documents involved in International Trade; indent, letter of credit, shipping order, shipping bills, mate’s receipt (DA/DP)
- World Trade Organization (WTO) meaning and objectives

SUBJECT – Economics (030)

Learning Objectives:

- To enable students to understand how optimum real-life decisions are taken by individuals under situations of scarcity
- To enable students to understand how optimum decisions are taken by firms in the economy
- To understand the environment-economy inter linkages.
- To acquaint the students with the concepts of micro economics dealing with consumer demand and consumer behavior.
- To make the student understand the supply side of the market through the production and cost behavior of firms.
- To make the student understand different types of market and levels of competition prevailing in the market.
- To familiarize the students with different types of market imperfections and strategies adopted by firms in the imperfect market.
- Understand how economics is linked with the study of economic activities in consumption, production, and distribution.
- Understand why knowledge of statistics can help in describing consumption, production, and distribution.
- Learn about some uses of statistics in the understanding of economic activities.
- Understand the meaning and purpose of data collection.
- Distinguish between primary and secondary sources.
- To enable students to understand dynamic changes in equilibrium and price.
- communicate economic thought and analysis in both written and oral contexts to varied audiences

Topic	Detailed Content	Teaching Pedagogy/ Methodology	Learning Outcomes
<p>FIRST UNIT TEST</p> <p>Statistics for Economics</p> <p>What is Economics Meaning, Scope, Functions and</p>	<ul style="list-style-type: none"> • Meaning of Economics • Classification of eco. Activities • Meaning of Statistics in plural and singular sense • Functions importance and limitations of statistics. 	<p>1. Students may be asked to list different activities of members of their family, different kinds of scarcities that they face in their daily life, list examples of qualitative and quantitative data</p> <p>2. Students may be asked to make a questionnaire, collect data on different issues from different sources, read different survey reports.</p>	<p><u>Students will be able to –</u></p> <p><input type="checkbox"/> Functions an application of statistical tools.</p> <p><input type="checkbox"/> Importance of statistics for various sections of society</p> <p><input type="checkbox"/> Limitations of statistics</p>

<p>Importance of Statistics</p> <p>Collection of Data</p> <p>Introductory Micro Economics</p> <p>Introduction</p>	<ul style="list-style-type: none"> • Collection of data – sources of data - primary and secondary; methods of collecting data •some important sources of secondary data: Census of India and National Sample Survey Organization <p>Introduction and Central problems of an Economy</p> <ul style="list-style-type: none"> • INTRODUCTION • A types economy • Micro &Macroeconomics • Positive & normative economics • Central problems of an economy • Production Possibility Curve (PPC) 	<p>3. Students will be told to bring their last year mark sheet and tell them to collect the data subject wise after forming a group</p> <p>Students will be asked to prepare a questionnaire on a topic selected by them, collect the data, organize it then using statistical tools.</p> <p>1.Smart class Module: What is an economy,</p> <p>2.ICT Resource</p>	<p>and cases of mistrust</p> <p><input type="checkbox"/>The nature and methods of collection of data and its application in real life</p> <p>. Develop economic reasoning, which the learners can apply in their day today life as citizens, consumers & worker</p> <p>. Realization of learner’s role in nation building& sensitivity to the economic issues that the nation is facing today</p>
<p>FIRST TERM EXAMINATION(including first unit test)</p> <p>Introductory Microeconomic</p> <p>Consumer’s Equilibrium</p>	<ul style="list-style-type: none"> • Introduction • Theory of consumer behavior • Cardinal Approach/ Utility Analysis 	<p>1.Role- Play</p> <p>2.ICT Resources</p> <p>3.Market -survey</p>	<p>. Decision making skill and thinking skill.</p> <p>. Relate the topic with real world example</p> <p>. Manage their limited income to fulfill their</p>

<p>and Demand</p>	<ul style="list-style-type: none"> • Ordinal Approach/ Indifference Curve Analysis • The consumer’s budget • Preferences of the consumers 		<p>priorities and maximum satisfaction.</p> <ul style="list-style-type: none"> . Economic values will inculcate. . Optimum utilization of resources.
<p>Statistics for Economics</p> <p>Organization of Data</p>	<ul style="list-style-type: none"> • Meaning and types of variables • Frequency Distribution. • Types of series. • Conversion of series. 	<p>1.Raw data to be organized into various types of series, group discussion on usage of sampling method</p> <p>2. Peer- Teaching and Learning</p> <p>3. Assignments</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Understand the usage concept of Elasticity of Demand in Business <input type="checkbox"/> Concept of universe and sample
<p>Presentation of Data</p>	<ul style="list-style-type: none"> • Tabular Presentation • Diagrammatic Presentation of Data: (i) Geometric forms (bar diagrams and pie diagrams), • Graphical Presentation of Data: (i) Frequency diagrams (histogram, polygon, and Ogive) and 	<p>1.Diagrammatic and graphic presentation of ‘The impact of Covid-19 on Tourism, hospitality and Entertainment industry’</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Relevance of various types of diagrams and graphs <input type="checkbox"/> Understand the meaning & definition of various concepts and key terms in diagrammatic and graphical presentation

<p>FINAL TERM EXAMINATION (including first term and second U.t)</p> <p>Statistics for Economics</p> <p>Correlation</p>	<ul style="list-style-type: none"> • Degrees of Correlation • Scatter diagram • Measures of correlation - Karl Pearson's method (two variables ungrouped data) Spearman's rank correlation. • Total, average, and marginal revenue • Meaning and their relationship. • Meaning of producer's equilibrium • Conditions in terms of marginal revenue and marginal cost. • Perfect competition - Features • Determination of market equilibrium and effects of shifts in demand and supply. • Other Market Forms - monopoly, monopolistic competition - their meaning and feature. 	<p>1. Discussion method</p> <p>2. Question - Answer session</p> <p>3. case study</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Understand the Meaning of correlation. <input type="checkbox"/> Learn different methods of calculating correlation. <input type="checkbox"/> Learn to collect, organize, and display data. <input type="checkbox"/> Learn to use technology to compute the correlation for a set of data, and interpret it <input type="checkbox"/> Describe the relationships among variables in order to analyse economic issues. <input type="checkbox"/> understand meaning, TR, AR, MR, relationship between them. <input type="checkbox"/> understand the concept of equilibrium of producers with the help of MR-MC approach <input type="checkbox"/> understand the nature of supply, changes in quantity supplied, changes in supply, and the
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<p>Statistics for Economics</p> <p>Introduction to Index Numbers</p> <p>Project Work</p>		<p>1.Numerical will be solved;</p> <p>2.Worksheet will be provided for practice of the concept at Google classroom</p> <p>3.Flow charts</p> <p>4.Case study</p>	
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