

# **SYLLABUS OF CLASS XI COMMERCE**

**ACADEMIC SESSION 2023-2024**

**SUBJECT: ACCOUNTANCY/ 055**

**CLASS: XI**

**MONTH & TERM WISE PORTION**

<b>MONTHS</b>	<b>CHAP. No.</b>	<b>NAME OF CHAPTER'S</b>	<b>REMARKS</b>
June 2023	1	Introduction to Accounting	
June 2023	2	Basic Accounting Terms	
July 2023	3	Theory Base of Accounting (GAAP)	
July 2023	4	Bases of Accounting	
July 2023	5	Accounting Equation	
July 2023	6	Rules of Debit & Credit	
July 2023	7	Vouchers	
July/Aug. 2023	8	Journal Entries	
Aug. 2023	9	Ledger	
Aug. 2023	14	Trial Balance	
Aug. 2023	12	Goods and Services Tax (GST)	
Sept. 2023	10	Special Purpose Books I	

**Exam Syllabus First Terminal: Chapter 1 to 10, 12 & 14.**

Sept/ Oct. 2023	11	Special Purpose Books II	
Oct/ Nov. 2023	15	Depreciation	
Nov. 2023	16	Provision & Reserves	
Nov. 2023	17	Rectification of Errors	

**Exam Syllabus Second Terminal: Chapter 1 to 17**

Dec 2023/ Jan 2024	18	Financial Statement of Sole Proprietorship	
Jan. 2024	19	Adjustments in Preparation of Financial Statement.	
Jan 2024	20	Incomplete Records	

**Exam Syllabus Final Term: Full Course**

**Note: Project work for each term will also be held.**

# **Accountancy (Code No. 055)**

## **Class-XI (2023-24)**

### **DETAILED SYLLABUS**

#### **CHAPTERS NAMES WITH UNITS/ CONTENTS/ TOPICS**

##### **Introduction to Accounting**

- Accounting- concept, meaning, as a source of information, objectives, advantages and limitations, types of accounting information; users of accounting information and their needs. Qualitative Characteristics of Accounting Information. Role of Accounting in Business.
- Basic Accounting Terms- Entity, Business Transaction, Capital, Drawings. Liabilities (Non-Current and Current). Assets (Non-Current, Current); Expenditure (Capital and Revenue), Expense, Revenue, Income, Profit, Gain, Loss, Purchase, Sales, Goods, Stock, Debtor, Creditor, Voucher, Discount (Trade discount and Cash Discount)

##### **Theory Base of Accounting**

- Fundamental accounting assumptions: GAAP: Concept
- Basic Accounting Concept: Business Entity, Money Measurement, Going Concern, Accounting Period, Cost Concept, Dual Aspect, Revenue Recognition, Matching, Full Disclosure, Consistency, Conservatism,
- Materiality and Objectivity
- System of Accounting. Basis of Accounting: cash basis and accrual basis
- Accounting Standards: Applicability of Accounting Standards (AS) and Indian Accounting Standards (Ind AS)
- Goods and Services Tax (GST): Characteristics and Advantages.

##### **Recording of Business Transactions**

- Voucher and Transactions: Source documents and Vouchers, Preparation of Vouchers, Accounting Equation Approach: Meaning and Analysis, Rules of Debit and Credit.
- Recording of Transactions: Books of Original Entry- Journal

##### **Special Purpose Books:**

- Cash Book: Simple, cash book with bank column and petty cash book.
- Purchases book
- Sales book
- Purchases return book
- Sales return book

- Journal proper

**Note: Including trade discount, freight and cartage expenses for simple GST calculation.**

- Ledger: Format, Posting from Journal and Subsidiary Books, Balancing of Accounts.

### **Bank Reconciliation Statement:**

- Need and preparation, Bank Reconciliation Statement

### **Depreciation, Provisions and Reserves**

- Depreciation: Meaning, Features, Need, Causes, factors
- Other similar terms: Depletion and Amortisation
- Methods of Depreciation:  
Straight Line Method (SLM)  
Written Down Value Method (WDV)

**Note: Excluding change of method**

- Difference between SLM and WDV; Advantages of SLM and WDV
- Method of recoding depreciation
  - Charging to asset account
  - Creating provision for depreciation/accumulated Depreciation Account
- Treatment of disposal of asset
- Provisions, Reserves, Difference Between Provisions and Reserves.
- Types of Reserves:
  - Revenue reserve
  - Capital reserve
  - General reserve
  - Specific reserve
  - Secret Reserve
- Difference between capital and revenue reserve.

### **Trial balance and Rectification of Errors**

- Trial balance: objectives, meaning and preparation  
(**Scope:** Trial balance with balance method only)
- Errors: classification-errors of omission, commission, principles, and compensating; their effect on Trial Balance.
- Detection and rectification of errors; Errors which do not affect trial balance, Errors which affect trial balance.
- preparation of suspense account.

### **Financial Statements**

- Meaning, objectives and importance; Revenue and Capital Receipts; Revenue and Capital Expenditure; Deferred Revenue expenditure. Opening journal entry. Trading and Profit and Loss Account: Gross Profit, Operating profit and Net profit. Preparation. Balance Sheet:

need, grouping and marshalling of assets and liabilities. Preparation. Adjustments in preparation of financial statements with respect to 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, interest on capital and managers commission. Preparation of Trading and Profit and Loss account and Balance Sheet of a sole proprietorship with adjustments.

### **Incomplete Records**

Features, reasons and limitations.

- Ascertainment of Profit/Loss by Statement of Affairs method. (excluding conversion method)

### **PROJECT WORK (ANY ONE)**

1. Collection of source documents, preparation of vouchers, recording of transactions with the help of vouchers.
2. Preparation of Bank Reconciliation Statement with the given cash book and the pass book with twenty to twenty-five transactions.
3. Comprehensive project of any sole proprietorship business. This may state with journal entries and their ledgering, preparation of Trial balance. Trading and Profit and Loss Account and Balance Sheet. Expenses, incomes and profit (loss), assets and liabilities are to be depicted using pie chart / bar diagram.

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# **SYLLABUS OF CLASS XI COMMERCE**

**ACADEMIC SESSION 2023-2024**

**SUBJECT: BUSINESS STUDIES / 054**

**CLASS: XI**

**MONTH & TERM WISE PORTION**

<b>MONTHS</b>	<b>CHAP. No.</b>	<b>NAME OF CHAPTER'S</b>	<b>REMARKS</b>
June/July 2023	1	Nature and Purpose of Business	
July 2023	2	Forms of Business Organization	LLP Deleted
July. 2023	3	Public, Private and Global	
Aug. 2023	4	Business Services	
Sept. 2023	5	Emerging Modes of Business	BPO- Concept, Need & Scope: Deleted

**Exam Syllabus First Terminal: Chapter 1 to 5**

Oct. 2023	6	Social Responsibility of Business and Business Ethics	
Oct./Nov. 2023	7	Sources of Business Finance	GDR, ADR, IDR : Deleted

**Exam Syllabus Second Terminal: Chapter 1 to 7 & Case Studies.**

Nov. 2023	8	Small Business	
Nov./ Dec. 2023	9	Internal Trade	
Jan. 2024	10	International Trade I	
Jan. 2024	10	International Trade II	

**Exam Syllabus Final Term: Full Course & Case Studies.**

**Note: Project work for each term will also be held.**

# **BUSINESS STUDIES (Code No. 054)**

## **Class-XI (2023-24)**

### **DETAILED SYLLABUS**

#### **CHAPTERS NAMES WITH UNITS/ CONTENTS/ TOPICS**

##### **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 Centres, 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, tertiaryMeaning 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

##### **Forms of Business organizations**

Sole Proprietorship-Concept, merits andlimitations

Partnership-Concept, types, merits and limitation of partnership, registration of a partnership firm, partnership deed. Typesof 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, importantdocuments to be used in formation of a company

Choice of form of business organization

##### **Public, Private and Global Enterprises**

Public sector and private sectorenterprises – Concept

Forms of public sector enterprises: Departmental Undertakings, Statutory Corporations and Government Company

Global Enterprises – FeatureJoint venture

Public private partnership – concept

##### **Business Services**

Business services – meaning and types.Banking: Types of bank accounts - savings, current, recurring, fixed depositand multiple option deposit account.

Banking services with particular reference to Bank Draft, Bank Overdraft, Cash credit.

E-Banking: meaning, types of digitalpayments

Insurance – Principles. Types – life, health,fire and marine insurance – concept.

Postal Service - Mail, Registered Post, Parcel, Speed Post, Courier – meaning

## **Emerging Modes of Business**

E - business: concept, scope and benefits

## **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

## **Finance and Trade**

### **Sources of Business Finance**

Concept of business finance

Owners' funds- equity shares, preference share, retained earnings

Borrowed funds: debentures and bonds, loan from financial institution and commercial banks, public deposits, trade credit, Inter Corporate Deposits (ICD)

### **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.

## **Internal Trade**

Internal trade - meaning and types 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.

## **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

## **Project Work**

As per CBSE Guidelines

**2023-2024**

**DETAILS OF MARKS ALLOTMENT (BLUE PRINT)**

**CLASS: XI & XII Commerce**

**SUBJECT: ACCOUNTANCY (055)**

<b>No. of Questions</b>	<b>Marks Allotted</b>	<b>Total Marks</b>
20	1	20
6	3	18
3	4	12
5	6	30
<b>(Total) 34</b>	<b>****</b>	<b>80</b>
Project	****	20
<b>Total Marks</b>	<b>****</b>	<b>100</b>

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**2023-2024**

**DETAILS OF MARKS ALLOTMENT (BLUE PRINT)**

**CLASS: XI & XII Commerce**

**SUBJECT: BUSINESS STUDIES (054)**

<b>No. of Questions</b>	<b>Marks Allotted</b>	<b>Total Marks</b>
20	1	20
4	3	12
6	4	24
4	6	24
<b>(Total) 34</b>	<b>****</b>	<b>80</b>
Project	****	20
<b>Total Marks</b>	<b>****</b>	<b>100</b>