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, employees, 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

Торіс	Detailed Content	Teaching Pedagogy/ Methodology	Learning Outcomes
FIRST UNIT TEST Statistics for Economics	 Meaning of Economics Classification of eco. Activities 	. Students may be asked to list different activities of members of their family, different kinds of scarcities that they face in their daily	<u>Students will be</u> able to –
What is Economics	• Meaning of Statistics in plural and singular sense	life, list examples of qualitative and quantitative data	□Functions an application of statistical tools.
Meaning, Scope, Functions and	• Functions importance and limitations of statistics.	2. Students may be asked to make a questionnaire, collect data on different issues from different sources, read different survey reports.	 Importance of statistics for various sections of society Limitations of statistics

 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 Introduction and Central problems of an Economy INTRODUCTION A types economy Micro &Macroeconomics Positive & normative economics Central problems of an economy Production Possibility Curve (PPC) 	 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 Students will be asked to prepare a questionnaire on a topic selected by them, collect the data, organize it then using statistical tools. 1.Smart class Module: What is an economy, 2.ICT Resource 	and cases of mistrust The nature and methods of collection of data and its application in real life Develop economic reasoning, which the learners can apply in their day today life as citizens, consumers & worker Realization of learner's role in nation building& sensitivity to the economic issues that the nation is facing today
 Introduction Theory of consumer behavior Cardinal Approach/ Utility Analysis 	1.Role- Play 2.ICT Resources 3.Market -survey	 Decision making skill and thinking skill. Relate the topic with real world example Manage their limited income to fulfill their
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Presentation of DataGeometric forms (bar diagrams and pie diagrams),1.Diagrammatic and graphic presentation of 'The impact of Covid-19 on Tourism, hospitality and Entertainment industry'types of diagrams and graphsPresentation of Data6 Graphical Presentation of Data: (i) Frequency diagrams (histogram,1.Diagrammatic and graphic presentation of 'The impact of Covid-19 on Tourism, hospitality and Entertainment industry'Understand the meaning & definition of various concepts and key terms in diagrammatic and graphical presentation		-		
Presentation of DataGraphical Presentation of Data: (i) Frequency diagrams (histogram,1.Diagrammatic and graphic presentation of 'The impact of Covid-19 on Tourism, hospitality and Entertainment industry'Graphical Presentation of various concepts and key terms in diagrammatic and graphical presentation				
Presentation of Datadiagrams),1.Diagrammatic and graphic presentation of 'The impact of Covid-19 on Tourism, hospitality and Entertainment industry'Understand the meaning & definition of various concepts and key terms in diagrammatic and graphical presentation				•••
Presentation of DataGraphical Presentation of Data: (i) Frequency diagrams (histogram,1.Diagrammatic and graphic presentation of 'The impact of Covid-19 on Tourism, hospitality and Entertainment industry'& definition of various concepts and key terms in diagrammatic and graphical presentation				□ Understand the meaning
		alagrams),		& definition of various
of Data: (i) Frequency diagrams (histogram, diagrams (histogram, diagram) on Tourism, hospitality and Entertainment industry'	Presentation of Data	Graphical Presentation		
diagrams (histogram, industry'			on Tourism, hospitality	

	(ii) Arithmetic line		
	(ii) Arithmetic line		
	graphs (time series		
	graph).		
	 Mean Meaning of arithmetic mean and weighted mean, along with their computations. Application of various methods to calculate mean (direct, short cut, step deviation) Median Mode 	1. Project based learning 2.ICT Resource 3. Peer- Teaching and	 Basics of economics and co-relate with economics problem Application of various methods
SECOND UNIT TEST		Learning.	
Measures of Central Tendency	Introduction		
Introductory	 Meaning of Production Function – Short-Run and Long-Run Total Product, Average Product and Marginal Product. Law of variable Proportion/Returns to a Factor Learning the concept of cost in economics producers and differentiating between 	 Peer- Teaching and Learning. Flashcards Role Play 	 Students will understand the concept of Supply and will be able to know the reasons for changes in Supply. Students will apply the knowledge of pricing the products in their real-life situations. The students will be able to understand meaning, short run costs,
Introductory	fixed and variable cost,	4. Discussion on real	Average costs, Marginal
Microeconomics	implicit and explicit cost.	life examples	cost, and relationships
Producer's Behaviors and Supply, cost	•Relation between different kind of costs.		between short run costs
	 Meaning of correlation Types of correlation 		

	• Degrees of Correlation		
	 Scatter diagram 		
	Measures of		
	correlation - Karl		□Understand the Maaning of correlation
	Pearson's method (two		Meaning of correlation.
	variables ungrouped		□Learn different methods
	data) Spearman's rank		of calculating correlation.
	correlation.		
			□Learn to collect,
			organize, and display
			data.
			□Learn to use technology
			to compute the
	 Total, average, and 		correlation for a set of
	marginal revenue		data, and interpret it
			Describe the relationships
	 Meaning and their 		among variables in order to
	relationship.		analyse economic issues.
FINAL TERM	• Meaning of producer's		□understand meaning,
EXAMINATION	equilibrium		TR, AR, MR, relationship
(including first term	equilibrium	1.Discussion method	between them.
and second U.t)	• Conditions in terms of	2.Question -Answer session	
	marginal revenue and	3.case study	□understand the concept
	marginal cost.	,	of equilibrium of
			producers with the help
Statistics for			of MR-MC approach
Economics			
Correlation	Perfect competition -		
Correlation	Features		
	Determination of		
	market equilibrium and		
	effects of shifts in		
	demand and supply.		
			understand the
	• Other Market Forms -		nature of supply,
	monopoly, monopolistic		changes in quantity
	competition - their		supplied, changes in
	meaning and feature.		supply, and the
	1	1	1

			C 1 1 1 C 1
	Simple Applications of		factors that affect
	Demand and Supply:		supply
	Price ceiling, price floor	1.Students will be motivated to present	Understand the market conditions.
Introductory Microeconomics Concept of Revenue Producer's equilibrium		the cost curves and revenue curves in a creative way 2.Concept mapping	 Analyze the price and output determination of a given market structure Application of price ceiling and price flooring by the Government Chain reaction under different situations of dynamics of equilibrium
Forms of Market	 Meaning, Simple and weighted index number Wholesale price index, consumer price index and index of industrial production, uses of index numbers; inflation and index numbers 	 Discussion on real examples of Various Market Forms The economics behind the great cricket game- The IPL- Identifying and the decision behind choosing the players, teams, the pricing of the tickets and the number of games per year. Students will be asked to find products in various markets and discuss it in the class Case study 	 Learn to define Index Numbers. Learn different methods of calculating Index Numbers. Learn to understand different uses of Index Numbers. Learn to collect, organize, and display data.

Statistics for Economics Introduction to Index Numbers	1.Numerical will be solved;2.Worksheet will be provided for practice of the concept at Google classroom3.Flow charts 4.Case study
Project Work	