

# SYLLABUS CLASS – XI

## ACCOUNTANCY

### ● Introduction to Accounting

- Accounting-concepts, 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- business transaction, capital, drawings, Liabilities (Non Current & Current). Assets (Non-Current & Current). Fixed Assets(Tangible & Intangible), Expenditure(Capital & Revenue), Expense, Income, Profit, Gain, Loss, Purchase, Sale, Goods, Stock, Debtors, Creditors, Vouchers, Discount(Trade & Cash Discount).

### ● Theory Base of Accounting

- Fundamental accounting assumptions: GAAP Concept
- Business Entity, Money Measurement, Going Concern, Accounting Period, Cost Concept, Dual Aspect, Revenue Recognition, Matching, Full Disclosure, Consistency, Conservatism, Materiality & Objectivity.
- System of Accounting. Basis of Accounting: cash basis & accrual basis
- Accounting Standards: Need, benefits, limitations, applicability; IFRS-Need
- Goods & Services Tax (GST): Characteristics & Objectives.

### ● Recording of Business Transactions

- Vouchers & Transactions: Source Document & Vouchers, Preparation of Voucher5s, Accounting Equation Approach: Meaning & Analysis, Rules of Debit & Credit.
- Recording of Transactions: Books of Original Entry- Journal, Special Purpose Books, Cash Book: Simple Cash Book with Bank column & petty cashbook, Purchase Book, Sales Book, Purchase Return Book, Sales Return Book

Note: Including simple GST calculation

- Ledger: Format, Posting from journal & subsidiary books, Balancing of Accounts.

### ● Bank Reconciliation Statement

- Need & preparation, Bank Reconciliation Statement with adjusted cash book.

### ● Depreciation, Provisions and Reserves

- Depreciation: concept, features, causes, factors.
- Other similar terms: Depletion & Amortization.
- Methods of Depreciation:  
Straight Line Method (SLM), Written Down Value Method (WDV)

Note: Excluding change of method

- Difference between SLM & WDV; Advantages of SLM & WDV
- Accounting treatments of Depreciation  
Charging to Asset Account, Creating Provision for Depreciation/Accumulated Depreciation Account, treatment for Disposal of Asset.
- Provision & Reserve: Difference
- Types of Reserves:  
Revenue Reserve, Capital Reserve, General Reserve, Specific Reserve, Secret Reserve
- Difference between capital & Revenue Reserve

### ● Accounting for Bills of Exchange

- Bills of exchange and promissory note: definition, features, parties, specimen.
- Difference between Bill of Exchange & Promissory Note
- Terms in Bill of Exchange  
Term of Bill, Accommodation Bill (concept), Days of Grace, Date of Maturity, Discounting of Bill, Bill after due date, Negotiation, Bill Sent for collection, Dishonour of bill, Retirement of Bill, Renewal of Bill
- Accounting Treatment

- **Trial Balance & Rectification of Errors**

- Trial Balance: objectives & preparation(**Scope:** Trial balance with balance method only)
- Errors: types-errors of omission, commission, principles and compensating; their effect on Trial Balance.
- Detection and rectification of errors; preparation of suspense account.

- **Financial Statement**

- Receipts & Expenditure: Revenue receipts & capital receipts. Capital expenditure, Revenue Expenditure & deferred expenditure
- Objectives & Importance
- Trading & Profit & Loss Account: Gross Profit, Operating profit & Net Profit, preparation.
- Balance Sheet: need, grouping & marshaling of assets & liabilities. Preparation.
- Adjustments in preparation of financial statements with respect of closing stock, outstanding expense, prepaid expense, 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 & managers commission.
- Preparation of Trading & P&L Account & Balance sheet of a sole proprietorship with adjustments.

## **BUSINESS STUDIES**

- **Evolution & Fundamentals of Business**

- History of 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- Concept Includes Meaning And Features
- 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

- **Forms of Business Organisations**

- Sole proprietorship-Concept, merits and limitations.
- Partnership-Concept, types, merits and limitations of partnership, registration of a partnership firm, partnership deed. Type of partners.
- Hindu Undivided Family Business: Concept.
- Cooperative Societies-Concept, types, merits and limitations.
- Company-Concept, merits and limitations: types: private, public and one person Company - Concept
- Formation of a company – stages, important documents to be used in formation of a company
- Choice of form of business organization

- **Public, Private & Global Enterprises**

- Public sector and private sector enterprises - Concept
- Forms of public sector enterprises: departmental undertaking, statutory corporation and Government Company. Global enterprises, joint ventures, Public Private Partnership – features.

- **Business Services**

- Business services and its types- Meaning, 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, cash credits and e-banking meaning, types of digital payments
- Insurance: principles, type - life, health, fire and marine insurance -Concept
- Postal services: mail, Registered post, parcel, speed post, courier -meaning
- **Emerging Modes of Business**
  - E-Business (Concept), scope and benefits
  - Business Process Outsourcing (BPO): Concept, need and scope
- **Social Responsibility of Business and Business Ethics**
  - Concept of Social responsibility.
  - Case for social responsibility.
  - Responsibility towards owners, investors, consumers, employees, government and community.
  - Environment protection and business- meaning and role.
  - Business Ethics and elements.
- **Sources of business finance**
  - Concept of business finance.
  - Owner's funds – equity shares, preference shares, retained earnings, Global Depository receipt (GDR), American , Depository Receipt (ADR) and International Depository Receipt (IDR)- Concept
- **Small Business and Enterprises**

Entrepreneurship Development (ED): Concept, Characteristics and need

  - Process 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 area
- **International**
  - Internal trade- meaning and types services rendered by a wholesaler and a retailer GST (Goods and Services Tax): Concept and key- features
  - Types of retail-trade-Itinerant and small scale fixed shops retailers
  - Large Scale retailers- Departmental stores, chain stores - concept
  - Concept of automatic vending machine
  - Main documents used in internal trade: Performa invoice, invoice, debit note, credit note. Lorry receipt (LR) and Railways Receipt (RR).
  - Terms of Trade: Cash on Delivery (COD), FREE ON Board (FOB), Cost, Insurance and freight(CIF), Errors and omissions Excepted (E&OE)

## **ECONOMICS**

### **PART-A: Introductory Microeconomics**

- **Introduction**
  - Meaning of microeconomics and macroeconomics: positive and normative economics.
  - What is an economy? Central problems of an economy: What, how for whom to produce: concepts of production possibility frontier and opportunity cost.
- **Consumer's Equilibrium and Demand**
  - Consumer's equilibrium – meaning of utility. Marginal utility. Law of diminishing marginal utility. Conditions of consumer's equilibrium using marginal utility analysis.

- Indifference curve analysis of consumer's equilibrium –the consumer's budget (budget set and budget line). Preferences of the consumer (indifference curve. Indifference map) and conditions of consumer's equilibrium.
- Demand. Market demand, determinants of demand, Demand schedule. Demand curve and its slope. Movement along and shifts in the demand curve: price elasticity of demand – factors affecting price elasticity of demand: measurement of price elasticity of demand percentage- change method.
- **Producer Behavior and Supply**
  - Meaning of Production Function – Short –Run and Long-Run Total Product. Average Product and Marginal Product. Return to a Factor
  - Cost: Short run costs- total cost. Total fixed cost. Total variable cost: Average cost: Average fixed cost: average variable cost and marginal cost –meaning and their relationship.
  - Revenue- total, average and marginal revenue- meaning and their relationship.
  - Producer's equilibrium- meaning and its conditions in terms of marginal revenue –marginal cost. Supply. Market supply. Determinants of supply schedule. Supply curve and its slope. Movements along and shifts in supply curve. Price elasticity of supply: measurement of price elasticity of supply – percentage –change method.
- **Forms of Market and Price Determination under Perfect Competition with simple applications.**
  - Perfect Competition- Features; Determination of market equilibrium and effects of shifts in demand and supply.
  - Other Market Forms- monopoly, monopolistic competition, oligopoly- their meaning and features.
  - Simple applications of Demand and Supply; Price ceiling, price floor.

## **Part B: Statistics for Economics**

- **Introduction**
  - What is Economics?
  - Meaning. Scope. Function and importance of statistics in Economics
- **Collection of data** – Sources of data – primary and secondary: how basic data is collected. With concepts of Sampling: sampling and non-sampling errors: methods of collecting data: some important sources of secondary data: Census of India and National Sample Survey organization.
- **Organisation of data:** Meaning and types of variables: Frequency Distribution.
- **Presentation of Data:** Tabular Presentation and Diagrammatic Presentation of Data: (i) Geometric Forms (bar diagrams and pic diagrams). (ii) Frequency diagrams (histogram. Polygon and ogive) and (iii) Arithmetic line graphs (time series graph).
- **Statistical Tools and Interpretation**

(For all the numerical problems and solutions. The appropriate economic interpretation may be attempted. This means. The students need to solve the problems and provide interpretation for the results derived.)
- **Measures of Central Trendency** – mean (simple and weighted). Median and mode
- **Measures of Dispersion** – absolute dispersion (range, quartile deviation, mean deviation and standard deviation); relative dispersion (co-efficient of range, co-efficient of quartile-deviation, co-efficient of mean deviation, co-efficient of variation); Lorenz curve: Meaning, construction and its application.

- **Correlation** – meaning and properties, scatter diagram; Measures of correlation – Karl Pearson’s method (two variables ungrouped data) Spearman’s rank correlation
- **Introduction to Index Numbers**- meaning, types-wholesale price index, consumer price index and index of industrial production, uses of index number; Inflation and index numbers.