

# O. P. JINDAL SCHOOL, SAVITRINAGAR, TAMNAR

## Annual Syllabus Break-up for the session 2023-2024

Subject: BUSINESS STUDIES

Class: XI COMMERCE

Sl.	Month	No. of Instructional days	No. of periods	Chapters to be taught	Subject enrichment activities	Values to be imparted	Extra content to be taught
1.	April	15	25	<b>I. Introduction to accounting</b>  i. Basic Accounting Terms Business transaction, Account, Capital, Liability, Asset, Receipts, Expenditure, Bill payable, Bills receivable, Vouchers, Cash and Trade discount, Bad Debts, Gain, Profit, Depreciation, Expenses, Debtors, Creditors, Purchases, Sales, etc.	To give examples of terms like business transaction, assets, liabilities, receipts, expenditure, sales and purchases. To differentiate among income, profits and gains.	Students will learn various accounting terms.	Story telling Story of kirana shop keeper will be narrated who sells goods in his locality on credit and cash. (Basis of Accounting)

				<p>(ii) Rules of Debit and Credit Traditional Approach and Modern Approach.</p> <p>Classification of Accounts. Journal Meaning and Advantages of Journal.</p> <p>Journal entries</p>	<p>Activity (to support learning):</p> <p>Show-casing of real life account books . ( Journal) Self made worksheet Probing questions to the students for building concept of assumption and principles</p>	<p>Describe the various steps in Journalizing</p> <p>Draw the format and Journalize the Transaction</p>	<p>Questions will be prepared based on Bloom's Taxonomy</p>
3.	May						
4.	June	15	25	<p>(I) Introduction to accounting</p> <ul style="list-style-type: none"> <li>• Objectives</li> <li>• Advantages and limitations.</li> <li>• Types of Accounting</li> <li>• Users of accounting information</li> </ul> <p>Basic Accounting</p>	<p>Class Test (written Test ): Set of Questions will be prepared based on Bloom's Taxonomy.</p> <p>Story telling Story of kirana shop keeper will be narrated who sells goods in his locality on credit and cash.( Basis of Accounting)</p> <p>Activity (to support learning):</p> <p>Show-casing of real life</p>	<p>After completion of this chapter student will be able to understand: Meaning, definition and process of Accounting. Differentiate between Book keeping and Accounting. Identify users of Accounting information To describe objectives, merits</p>	

			<p>Terms Business transaction, Account, Capital, Liability, Asset, Receipts, Expenditure, Bill payable, Bills receivable, Vouchers, Cash and Trade discount, Bad Debts, Gain, Profit, Depreciation, Expenses, Debtors, Creditors, Purchases, Sales, etc.</p> <p>Basis of Accounting</p> <ul style="list-style-type: none"> <li>• Cash and accrual basis</li> </ul> <p>Rules of Debit and Credit Traditional Approach and Modern Approach.</p> <p>Classification of Accounts.</p>	<p>account books . ( Journal) Self made worksheet.</p>	<p>&amp;limitations of accounting in the modern economic environment with varied types of business and non-business economic entities. To give examples of terms like business transaction, assets, liabilities, receipts, expenditure, sales and purchases.</p> <p>To differentiate among income, profits and gains.</p> <p>To explain the bases of recording accounting transaction and to appreciate that accrual basis is a better basis for depicting the correct financial position of an enterprise</p> <p>Synthesis meaning of Account, Debit and Credit. Explain the Classification of</p>	
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				<p>Meaning of Debit and Credit Journal Meaning and Advantages of Journal. Journal entries</p>		<p>Accounts Understand the Rules of Accounting Describe the various steps in Journalizing Draw the format and Journalize the Transaction,</p>	
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5.	July	15	25	<p>Theory Base of Accounting Accounting Assumptions</p> <ul style="list-style-type: none"> <li>• Going Concern</li> <li>• Accrual</li> <li>• Consistency</li> </ul> <p>Accounting Principles •</p> <p>Separate Entity</p> <ul style="list-style-type: none"> <li>• Accounting period</li> <li>• Money measurement</li> <li>• Full disclosure</li> <li>• Matching concept</li> <li>• Cost concept</li> <li>• Prudence concept</li> <li>• Materiality concept</li> <li>• Revenue Recognition concept</li> <li>• Dual Aspect</li> </ul> <p>Vouchers :-</p> <p>Source Documents</p> <ul style="list-style-type: none"> <li>• Debit Note and Credit Note</li> <li>• Cheques</li> </ul>	<p>Probing questions to the students for building concept of assumption and principles. Explanations and different types of vouchers and source documents will be shown to them.</p> <p>Activity:</p> <p>Prepare / arrange different types of vouchers and source documents and paste it in copy.</p>	<p>Understand the importance of different concepts in business Understandability of Accounting principles and Assumptions. They will be able to corelate accounting principles in real life financial transactions. Skill :Children will be able to accepts different accounting standards which are practiced nationally. They will know about the different types of vouchers to be prepared under different situations. They will be able to differentiate between cash vouchers and non cash vouchers, debit voucher and credit voucher, etc.</p>	
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				<ul style="list-style-type: none"> <li>• Cash memo</li> <li>• Bills and Invoice</li> <li>• Pay – in - slip</li> </ul> <p>Vouchers Accounting and Non Accounting Vouchers.</p> <p>Accounting Equation</p>		<p>Know application of accounting equation &amp; Interpret Accounting Equation.</p>	
6.	<b>AUGUST</b>	15	25	<p>(II)Subsidiary Books – Sub- Division of journal</p> <ul style="list-style-type: none"> <li>• Purchase Book</li> <li>• Sales Book</li> </ul>		<p>Understand the need for special purpose books; Record the transaction in the special purpose books; Enable to post the</p>	

				<ul style="list-style-type: none"> <li>• Purchase Return Book</li> <li>• Sales Return Book</li> <li>• Cash Book- Types of cash book</li> </ul> <p>Ledger</p> <ul style="list-style-type: none"> <li>• Posting to ledger accounts.</li> <li>• Balancing of Accounts</li> </ul>		<p>entries from the special purpose book to the ledger and their balancing</p> <p>Describe the Meaning, need advantages and types of Cash Book</p> <p>To deal with real life situation. They will learn about double entry system of accounting.</p>	
7.	<b>September</b>	18	35	<p>Trial balance</p> <ul style="list-style-type: none"> <li>• Meaning</li> <li>• Objective</li> <li>• Preparation of trial balance</li> <li>• Methods of preparing trial balance</li> </ul> <p>Bank reconciliation. •  Meaning • Importance of bank reconciliation</p>	<p>Practical questions from work sheet.</p> <p>Roll play activityenacting the role of different parties.</p> <p>Ledger balances will be given to the students and students will prepare Trial Balance.</p> <p>Student will collect the ledger balances from different reference books and they will prepare Trial Balance.</p> <p>Activity – Students will be told to prepare a list of assets</p>	<p>Will be able to check the arithmetical accuracy of account Know how to prepare the trial balance.</p>	

			<p>•Methods of preparing trial balance.</p> <p>(II)Depreciation:  Concept and need  Factors affecting depreciation  Methods of depreciation  Asset disposal account.</p>	<p>surrounding him on which depreciation is charged.</p>	<p>Student will be able to understand the reason for difference between pass book balance and cash book balance.</p> <p>To explain the necessity of providing depreciation and develop the skill of using different methods for computing depreciation. To understand the accounting treatment of providing depreciation directly to the concerned asset account or by creating provision for depreciation account. To appreciate the method of asset disposal.</p>	<p>Specimen of Bank Pass Book will be shown to the students.</p>
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8.	<b>October</b>	15	25	<p>Provisions and Reserves: Concept Objectives Types of reserves Difference between provisions and reserves.</p> <p>Bill of Exchange:(Contd.)</p> <ul style="list-style-type: none"> <li>• Meaning and concept</li> <li>• Parties to bill of exchange</li> <li>• Important terms used in bills</li> <li>• Accounting treatment of bill of exchange.</li> </ul>	<b>Use live examples.</b>	<p>Student will be able to know the different types of reserves and their creation. They understand the difference between provision and reserves.</p> <p>Students will be able to :</p> <ul style="list-style-type: none"> <li>Define different instruments used for credit transactions.</li> <li>Define important terms used in bill of exchange</li> <li>Know the Parties to bill of exchange.</li> </ul>	
9.	<b>November</b>	25	35	<p>Accounts from Incomplete Records</p> <ul style="list-style-type: none"> <li>• Meaning and Importance</li> <li>• Limitations</li> <li>• Statement of affairs method</li> </ul>		<p>Students will be able to :</p> <ul style="list-style-type: none"> <li>Understand the Single and Double Entry system of Accounting</li> <li>Distinguish between Balance Sheet and Statement of Affairs Method. Understand to calculate the profit by statement of Affairs</li> </ul>	<p>Similar questions will be given from reference book for practice</p>

				<p>Rectification of errors:</p> <ul style="list-style-type: none"> <li>• Types of errors</li> <li>• Their effect on trial balance</li> <li>• Detection and rectification of errors</li> <li>• Suspense account</li> </ul>		<p>Method.</p> <p>To understand the meaning of different types of errors and their effect on trial balance. To develop the skill of identification and location of errors and their rectification and preparation of suspense account</p>	<p>Work sheet on Rectification of errors will be solved .</p>
	<b>December</b>	25	35	<p>Financial statements of Sole-Proprietorship</p> <ul style="list-style-type: none"> <li>• Objectives</li> <li>• Importance</li> <li>• Profit &amp; loss A/C</li> <li>• Balance Sheet</li> <li>• Importance of Balance Sheet</li> </ul> <p>Financial statements.(With adjustments)</p> <p>Adjustments related to</p> <ul style="list-style-type: none"> <li>• Incomes</li> <li>• Expenses</li> <li>• Provisions</li> </ul>		<p>Students will be able to :</p> <p>Know the importance of financial statements</p> <p>Calculate Gross, Operating and Net Profit</p> <p>Distinguish between gross and Net profit</p> <p>Distinguish between Profit and loss A/C and Balance Sheet</p> <p>Analyze the adjustments related to financial accounts.</p>	<p>Practical questions from worksheet.</p> <p>Project: File Preparation</p>

				Commission • Losses • Drawings • Closing stock			
	<b>January</b>			REVISION			