

## **Syllabus for Students studying in Class XI**

### **(A) Business Studies**

1. **Foundations of Business-** Nature and Purpose of Business, Forms of Business Organisations, Public, Private and Global Enterprises, Business Services, Emerging Modes of Business, Social Responsibility and Business Ethics,

2. **Finance and Trade-** Sources of Business Finance, Small Business, Internal Trade, International Business, Project Work

### **(B) Accountancy**

1. **Financial Accounting-I- Introduction of Accounting:** objectives, advantages and limitations, types of accounting information; Theory Base of Accounting; Fundamental accounting assumptions, Accounting principles, Accounting Standards and IFRS, Double entry system of accounting, Bases of accounting. Accounting Process- Recording of Transactions; Accounting equation, rules of debit and credit, Origin of transactions, Books of original entry, Cash Book, Other books. Preparation of Bank Reconciliation Statement, Ledger and Trial Balance; Bank reconciliation statement, Ledger, Trial balance. Depreciation, Provisions and Reserves; Depreciation, Accounting treatment of depreciation, Provisions and reserves. Accounting for Bills of Exchange; Bills of exchange and promissory note, Accounting treatment of bill transactions. Rectification of Errors.

2. **Financial Accounting-II-** Financial Statements of Sole Proprietorship; Financial Statements, Trading and profit and loss account, Balance Sheet, Adjustments in preparation of financial statements, Incomplete records, Ascertainment of profit/loss by statement of affairs method. Financial Statements of Not-for-Profit Organizations; Not-for-profit organizations, Receipts and Payment account, Income and Expenditure account, Computers in Accounting; Introduction to Computer and Accounting Information System {AIS}, Introduction to operating software, Accounting Information System (AIS), Automation of Accounting Process.

### **(C) Economics**

**1. Introductory Microeconomics-** Introduction: Meaning, Economy, Economic Problems. Consumer Equilibrium and Demand, Producer Behaviour and supply, Form of Market and Price Determination under perfect competition with simple applications.

**2. Statistics for Economics-** Introduction; Meaning, scope and importance of statistics in Economics. Collection, Organisation and Presentation of Data; Statistical Tools and Interpretation; Measures of Central Tendency, Measures of Dispersion, Correlation, Introduction to Index Numbers.

### **3.Elements of Indian Economy**

### **(D) Aptitude**

Coding and Decoding, Arrangements, Cubes, Binary Logic, Calendars, Clocks, Directions, Blood Relations, Logical Consistency, Assumptions, Number series, Puzzles, Seating Arrangement, Non-verbal reasoning, Average, Time and Work, Time and Distance, Train questions, Partnership, Theme Detection, Probability, Data Interpretation,