



SPLIT UP SYLLABUS FOR CLASS XI Commerce (2024-25)

CLASS - XI

SUBJECT: ENGLISH CORE (301)

TEXT BOOK: HORNBILL & SNAPSHOTS

REFERENCE BOOKS: FULL MARKS ASSIGNMENTS IN ENGLISH FOR CLASS XI WRITING & GRAMMAR BOOK (ARIHANT)

Month	WD	Chapter/Topic	Activities	Learning Outcome
June	18	1. Revision (Bridging Class) (i) Grammar (ii) Writing: (iii) Breifing on new introductio ns 2. Hornbill-L-1- The Portrait of a Lady	Ice-Breaker Activity - for better understanding of the students' current level of understanding of the subject. Worksheets - solving worksheets based on the topics Solo Presentation - Daily (on any random topic) PPT Presentation - summing up the Bridging classes (different topics to different groups of students) Portrait of your grandparents Research - Author & his famous works	To Revise the previous content - useful for the current session as well. To Bridge gaps, as found in the Ice Breaker Activity. To strengthen concept clarity. Development of optimistic attitude Respect for grandparents Family values
July	25	1. Hornbill-Poem-1-A Photograph Grammar :- Tenses Clauses 2. Snapshots-L-1- The Summer of the Beautiful White Horse 3. Writing Skills - Advertisement Writing - Classified Adv.-	Read out poem on similar theme. Figures of Speech with examples Powerpoint presentation Research onn Armenian genocide PPT - group presentation 1. Collection – Advertisement Samples. 2. Art Integration – Design Advertisements. 3. Subject Integration – History of Advertisements.	Comparative study of the previous prose and the current poem. Poetic Devices and About the Poet Group Discussion - Childhood and passing time. Would be able to apply literal, interpretative and critical level in analyzing a short story. To determine the tone of a short story Comprehend the irony hidden in the story. 1. To Learn to Write Advertisements (Classifieds & Commercials) 2. Role of Advertisements in day to day life. Problem Solving Skills

		<p>To Let, Tutions, Lost and Found, Kennel, Travel & Tours, Matrimonials</p> <p>4. Hornbill-L-2- We're Not Afraid To Die If We Can All Be Together</p>	<p>Class reading (with suitable expression, pronunciation and information) PPT - individual presentation.</p>	<p>About the author. To inculcate the values of determination and will power.</p>
August	23	<p>1. Note Making & Summarising</p> <p>2. Snapshots-L-2- The Address</p> <p>3. Hornbill-L-3- Discovering Tut – The Saga Continues</p>	<p>Research – research on acceptable and widely used abbreviations.</p> <p>Practice sample questions.</p> <p>Research - types of addresses (Home and foreign country) War and its impacts - powerpoint presentation.</p> <p>Pre-Reading Activity: Prevention of things (at home, in general) While Reading Activity: Research on the Pharao dynasty. Post Reading Activity: Our Actions and its impact on history Research with the pictures and present in the form of an article.</p> <p>Collection of poems on nature. Video presentation – changes in nature.</p> <p>Watch Sample videos of ASL. Mock ASL.</p>	<p>To be able to differentiate between annotation, outline notes, column notes, mind maps and summary notes from a text. To sue note taking suggestions to develop a summary and a good note. To understand and learn the skill of squeezing main ideas into shortened content. To learn the format of note making, numbering and abbreviating</p> <p>To understand its usefulness in the busy schedules of the world.</p> <p>Attachment to the origin of a person. Feelings of nationalism and nativity. Respect of the feelings of others.</p> <p>To grasp the theme and meaning of the prose. Their critical and creative thinking sills would be enhanced. Would be ready to accept the reality of life. Vocabulary enrichment. Enhance writing skills. Importance of nature. Summarisation of the poem with poetic devices.</p> <p>To practice speaking and listening skills though mock ASL assessments.</p>

		<p>4. Hornbill-Poem-2-The Laburnum Top</p> <p>5. ASL</p>		
September	23	<p>1. Writing Skills – Poster Writing</p> <p>2. Grammar – Gap Filling, Sentence Reordering, Sentence Transformation</p> <p>3. Hornbill-Poem-3-Voice of the Rain</p>	<p>Collection – collect sample posters and arrange them in a file.</p> <p>Slogan Creation – write slogans on basic social issues</p> <p>Solve sample questions</p> <p>Worksheets to be practised.</p> <p>Sample questions to be practiced.</p> <p>Group activity - Poetry writing (on nature) Class discussion - on the title of the poem.</p>	<p>To be able to create visual impact through creative poster designing using appropriate language tools, like Slogans and Tag lines. To be able to highlight social concerns and requirements through the help of posters.</p> <p>To practice grammar questions and apply the knowledge of Language skills.</p> <p>To enhance the grammar skills and practice sentence structure To be able to read and infer. Recitation - with proper tone. Strengthening of vocabulary. To draw a comparative study between human life and nature.</p>
October	19	<p>1. Snapshots-L-3-Mother's Day</p>	<p>Classroom interaction - My mother's daily lessons. Discussion on the title of the lesson. About the author - background Reading - aloud with expressions, pronunciation and modulation. Role play - enact different parts of the play in the classroom. Writing - write a script (of your own) on Mother's Day.</p>	<p>To facilitate making connectins between similar situations in different storylines/life experiences through the genre of theatre/drama that is more credible and realistic to comprehend the mother's stereotype and understand her significant role in family bonding. To empathize with her problems and seek resolution. To develop basic skills of language. To develop reading skills and listening skills. To be able to comprehend the role of a mother and inculcate the values of respect and obedience.</p>

		2. Hornbill-Poem-4-Childhood	<p>Presentation - PPT presentation to show the synopsis.</p> <p>Discussion - the theme of the poem and difficult words.</p> <p>Poetic devices - Chart presentation by a group activity.</p>	<p>To facilitate making connections between similar situations in different storylines/life experiences</p> <p>To read and recognize the purpose of human loss and the hidden pathos and nuances of the lines, correlating them with personal experiences - to build up didactics, empathy and sympathy with the loss of the speaker and the final resigned acceptance and optimism.</p> <p>Vocabulary enrichment.</p> <p>Enhancement of analytical skills.</p>
November	20	<p>1. Writing Skills - Speeches & Debates</p> <p>2. Hornbill-L-4-The Adventure</p> <p>3. Vistas-L-4-Birth</p>	<p>Video Watching – watching videos of famous orators.</p> <p>Classroom presentation – child to present on the given topic.</p> <p>Debate & Speech competitions.</p> <p>Sample questions.</p> <p>PPT Presentation – on any famous science fiction story/movie/series.</p> <p>Research – find about any other writing of the author (Jayant Vishnu Narlikar) and read.</p> <p>Classroom presentation – Presentation of the author's ideas in the form of dialogue delivery.</p> <p>Presentation - PPT presentation by the students.</p> <p>Discussion - on the title.</p> <p>About the author - background.</p> <p>Role play - on critical situations (students to gather the information)</p> <p>Drawing - draw a sketch of the last scene of the room from the story.</p>	<p>To understand the difference between Speech and Debate</p> <p>To know about different formats of speech and debate.</p> <p>To learn the phrases most widely used in speeches and debates.</p> <p>To be able to express one's view points on a given topic or discussion.</p> <p>To be able to read, understand and summarise the story.</p> <p>To develop imaginative skills.</p> <p>Connecting science to imagination.</p> <p>To allow problem solving - identifying the problem; considering the options; weighing the pros and cons of each option; reaching an empathetic decision with the protagonist.</p> <p>To facilitate making connections between similar situations in different storylines/life experiences.</p> <p>To encourage the uncovering of motives; absorbing didactics.</p> <p>To read and recognize the purpose of economy of words and the hidden pathos and nuances of a precious father-child relationships that is crumbling,</p>

		4. Hornbill-Poem-5-Father to Son	<p>Interaction & Interpretation - on the title of the poem.</p> <p>About the author - background</p> <p>Recitation - aloud</p> <p>Presentation - Slide presentation by the students.</p>	<p>correlating with personal experiences-to build up didactics, empathy and sympathy with the loss of the father.</p> <p>To help the learners distinguish different perspectives; analyzing them; drawing conclusion/s.</p> <p>The learners would unfold their logical thinking skills.</p>
December	22	<p>1. Hornbill-L-5-Silk Road</p> <p>2. Vistas-Poem-1-The Tale of the Melon City</p>	<p>Subject integration – Map of Kailash Mansarovar Yatra</p> <p>Research – know about the beliefs associated with Mt. Kailash.</p> <p>Collection – collect examples of other travelogues.</p> <p>Discussion - on the title of the poem.</p> <p>About the poet - background information.</p> <p>Recitation - aloud with proper intonation rhyme and rhythm.</p> <p>Explanation - difficult terms and words</p> <p>Research - on the literary laureate Vikram Seth and relate the poem to one of his other poems.</p> <p>Presentation - poetic devices. (audio-visual presentation.)</p>	<p>To learn about the author's experiences through his journey to Mt. Kailash.</p> <p>Understand the writing of a travelogue.</p> <p>To read and recognize the purpose of economy and their hidden satire, iron and pun in the nuances - to build up didactics on the role of democracy in a state.</p> <p>To grasp the theme and meaning of the poem.</p> <p>To be able to read the poem with proper tone and rhyme and develop an interest in poetry.</p> <p>To be able to raise their concern and sensitize themselves for establishing inner as well as outer peace.</p> <p>To practice speaking and listening skills.</p>
January	20	Revision		
February	22	Annual Examination		
March	23	Annual Examination & Open Day		

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PHYSICAL EDUCATION

Month	W.D	Topic	Activity	Learning outcomes
JUNE	18	Changing trends and career in physical education: <ul style="list-style-type: none"> • Meaning and definition of physical education • Aim and objective of physical education • Career options in physical education • Competitions in various sports at national and international level • Khelo- India program 	Make the banner of fit India	<ul style="list-style-type: none"> • Knowing about the career option in the field of physical education
JULY	25	Olympic value education: <ul style="list-style-type: none"> • Olympics , Paralympic and special Olympics • Olympic symbols , Ideals , Objective and values of Olympics • International Olympic Committee • Indian Olympic Association 	Draw and colour the Olympic ring & Olympic torch	<ul style="list-style-type: none"> • Understanding about the concept of Olympic, Paralympics and special Olympic
AUGUST	23	REVISION+ Half yearly paper discussion Physical fitness , wellness & lifestyle:		<ul style="list-style-type: none"> • Defining physical fitness , wellness and lifestyle

		<ul style="list-style-type: none"> • Meaning and Importance of Physical Fitness , Wellness and Life Style • Component of Physical Fitness and Wellness • Component of Health Related Fitness 		
SEPTEMBER	23	Physical education and sports for CWSN: <ul style="list-style-type: none"> • Aims and Objective of Adaptive physical Education • Organisations Programming Adaptive sports • Concept of Inclusion , its Need and Implementation • Role of Various Professionals for Children With Special Needs 		<ul style="list-style-type: none"> • Knowing about the concept of inclusion its need and implementation
OCTOBER	19	Yoga: <ul style="list-style-type: none"> • Meaning and Importance of Yoga • Elements of Yoga • Introduction • Yoga for Concentration and related Asanas • Relaxation Techniques for Improving Concentration 	Make the poster of asanas and suryanamaskar	<ul style="list-style-type: none"> • Understanding about the concept of yoga • Defining Yoga and its importance

NOVEMBER	20	Physical activity and leadership training: <ul style="list-style-type: none"> • Leadership Qualities and Role of a Leader • Creating leaders through Physical Education • Meaning , Objective and types of Adventure Sports • Safety Measures to Prevent Sports injuries 		Knowing about the leadership qualities and role of a leader
DECEMBER	22	Test measurement and evaluation : <ul style="list-style-type: none"> • Define Test , Measurement and Evaluation • Importance of Test , Measurement and Evaluation in Sports • Calculation of BMI and Waist - Hip Ratio • Somatotypes • Measurement of Height Related Fitness psychology and sports: <ul style="list-style-type: none"> • definition and Importance of Psychology in Physical Education and Sports • Define and Differentiate Between Growth and Development 	Make a chart of balanced diet	Knowing about the centre of gravity and its application in sports Understanding about the concept of sports training

		<ul style="list-style-type: none"> • Developmental Characteristics at Different Stage of Development • Adolescent Problems and their Management <p>fundamentals of anatomy , physiology and kinesiology in sports :</p> <ul style="list-style-type: none"> • Definition and Importance of Anatomy , Physiology and Kinesiology • Function of Skeleton System , Classification of Bones and Types of Joints • Properties and Function of Muscles • Function and Structure of Respiratory System and Circulatory System • Equilibrium <p>Training and doping in sports:</p> <ul style="list-style-type: none"> • Meaning and Concept of Sports Training • Principles of Sports Training • Warming Up and Limbering down • Skill , Technique and Style 		
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		<ul style="list-style-type: none"> • Concept and Classification of doping • Prohibited Substances and their Side Effects Dealing With Alcohol and Substance Abuse 		
JANUARY	20	Revision + Annual exam commencement		

PRACTICAL

- PHYSICAL FITNESS TEST MARKS
- PROFICIENCY IN GAMES AND SPORTS (SKILL OF ANY ONE GAME OF CHOICE FROM THE GIVEN LIST)
- YOGIC PRACTICES MARKS
- RECORD FILE
- VIVA VOICE (HEALTH / GAMES & SPORTS / YOGA)
 - ATHLETICS, ARCHERY, BADMINTON, BOXING, CHESS, JUDO, SHOOTING, SKATING, SWIMMING, TACKWONDO, TENNIS, AEROBICS, GYMNASTICS, ROPE- SKIPPING, YOGA, BOCCE AND UNIFIED BASKET BALL (CWSN).
- RECORD FILE SHALL INCLUDED

PRACTICAL – 1 : LABELED DIAGRAM OF 4X100 M TRACK & FIELD WITH COMPETITION

PRACTICAL – 2 : CALCULATION OF BMI FOR FAMILY OR NEIGHBORHOOD & GRAPHICAL REPRESENTATION OF THE DATA

PRACTICAL – 3 : LABELED DIAGRAM OF FIELD & EQUIPMENT OF ANY ONE GAME CHOOSE OUT OF THE ABOVE LIST

PRACTICAL – 4 : LIST OF CURRENT NATIONAL AWARDS (DRONACHARYA AWARD, ARJUN AWARD & RAJIV GANDHI KHEL RATNA AWARD

PRACTICAL – 5 : PICTORIAL PRESENTATION OF ANY FIVE ASANAS FOR IMPROVING CONCENTRATION

INFORMATION TECHNOLOGY

MONTHS	NO. OF WORKING DAYS	TOPICS TO BE TAUGHT	LEARNING OUTCOMES
JUNE	18	COMPUTER ORGANIZATION & OS: USER PRESPECTIVE. Understanding of Hardware Basics of Operating System	1. Understand and appreciate fundamentals of computer and its characteristics. 2. Understand operating system. 3. Troubleshooting in computer system. 4. Understand the importance of utilities.
JULY	25	NETWORKING AND INTERNET Network safety concerns Network Security tools and services Cyber Security Safe practices on social networking	1. Understand computer networking. 2. To understand internet and its terminology. 3. Understand cybercrimes and cyber security.
AUGUST	23	REVISION FOR HALF YEARLY + QUESTION PAPER DISCUSSION + INTRODUCTION TO MS OFFICE	HALF YEARLY EXAMINATION
SEPTEMBER	23	OFFICE AUTOMATION TOOLS Spreadsheet Word Processing Presentation	Understand the concept of Word processor, excel and PowerPoint.
OCTOBER	19	MULTIMEDIA DESIGN Interface and drawing tools in GIMP Applying Filters Creating and handling multiple layers	Understand the concept of multimedia through various medium.
NOVEMBER	20	Troubleshooting : Hardware , Software and Networking Commonly encountered problems Monitor: No display, KB/Mouse not responding, monitor giving beeps, printer not responding, check for virus, delete temporary files if system is slow.	Understand the concept of trouble shooting of software (System and application) and hardwareS like monitor, keyboard & printer
DECEMBER	22	PRACTICAL WORK + PROJECT	
JANUARY	20	REVISION + COMMENCEMENT OF FINAL EXAM	

FINE ARTS CLASS : 11				
Month	W.D	Topic	Activity / Practicals	Learning outcome
June	18	Introduction of art: Some techniques of drawing and colouring (by water colour)	Water colour drawing on paper	Element of art explained in detail.
July	25	Element of art. Pre-historic rock painting . Period and location. Free hand drawing .	Glass painting.	Encourages creative expression of observation in art.
Aug	23	Buddhist ,jain,and hindu art. Landscape and waterscape drawing by water colour.	Poster making.	Students will be Able to observe And draw a variety of natural.
Sept	23	Question paper discussion and assessment – 1	Term – 1 exam	Recall and remember all the concepts.
Oct	19	Introduction of Ajanta caves (period ,no of caves ,chaitya and vihara,paintings and sculptures,subject matter).	Still life drawing by pencil shading.	Development of skill and technique.
Nov	20	Study and appreciation of south Indian bronze. Part of human figure. Portrait by pencil shading.	Canvas painting by acrylic colour.	How to make canvas Painting step-by-step.
Dec	22	Some techniques of water colour painting. Human figure painting by water colour.	Free hand drawing .	Improvement hand coordination.
Jan	20	Temple sculpture ,bronzes,and artistic aspects of indo-islamic architecture.	New year card making .	Development of Fine motor skill.

		Composition drawing on canvas.		
Feb	22	Revision + Final term		

SPLIT-UP SYLLABUS FOR CLASS 11th 2024-25

Subject: BUSINESS STUDIES (054)

Text Book: NCERT Book

Reference Book : POONAM GANDHI

MONTH	No. OF WORKING DATYS	TOPIC	ACTIVITIES/ EXPERIMENTS	LEARNING OUTCOMES	
JUNE	15	Evolution and fundamentals of business History of trade and commerce in India. Indigenous	Discussion of case based questions.	Students come to know about the history of trade and commerce in India. They will be able to	

		<p>banking system.</p> <p>Business-meaning and characteristics</p> <p>business profession and employment concept and objectives of business</p> <p>classification of business activities</p> <p>industry and commerce – types: primary secondary and tertiary</p> <p>commerce -trade and auxiliaries to trade their meaning and types.</p> <p>Business risk concept</p>		<p>understand the concept of business , profession and employment.</p> <p>They will differentiate between commerce trade and auxiliaries to trade and also the concept of business risk.</p>	
JULY	24	<p>Forms of business organisations</p> <p>sole proprietorship: concepts merits and limitations</p> <p>partnership: concept types merits and limitations of partnership firm.</p> <p>Registration of partnership firm.</p> <p>partnership deed, type of partners.</p> <p>Hindu undivided family business: concept.</p> <p>cooperative societies concepts: merits and limitations.</p> <p>company concept, merits</p>	<p>Bring A copy of prospectus, articles of association memorandum of associations of company from online and also bring partnership deed for better clarity of business organisation</p>	<p>Students will come to know about the various type of business organisations working in our society. Their merits and demerits and finally how to choose any form of business organisations</p>	

		and limitations. Type of companies, formation of company choice of form of business organisation.			
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AUGUST	23	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 Emerging modes of business e-business concept scope and benefits	Quiz and case based questions	Students will be able to understand the concept of public sector and private sector enterprises also come to know about the public private partnership and the merits and demerits of each organisation Students will know the importance of e-business in current scenario and different scopes of e-business.	
SEPTEMBER	24	Revision for hly exams+ Question paper discussion + Business Services Business services: meaning and it's different types. Banking services, insurance services, postal services	Project Work	Students will come to know about the various types of business services provided by the bank, insurance company and postal department to their consumers.	
OCTOBER	14	Social responsibility of business and business ethics	Ask students to find different type of social	Students will understand the concept of social	

		<p>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 concepts and elements</p>	<p>responsibilities performing by the any business sectors in their surroundings.</p>	<p>responsibility and they examine how business organisation are performing their social responsibilities towards different interest groups concept of business ethics and their elements and importance.</p>	
NOVEMBER	24	<p>Sources of business finance Concept of business finance: owners fund, equity shares, preference shares retained earnings borrowed ; debentures and bonds loan from financial institution and commercial banks public deposits trade credit inter corporate deposits</p>	<p>Case based questions and mcq</p>	<p>Students will come to know about the various sources of finance available for the businessman they can differentiate between preference and equity shares also differentiate between owners fund and borrowed Fund.</p>	

DECEMBER	24	<p>Small business and enterprises Entrepreneurship development: concept, characteristics and need. process of entrepreneurship development. start up India scheme. intellectual property rights. Role of small business in India. government scheme and agencies for small scale industries</p> <p>Internal trade internal trade: meaning and types, services provided by a wholesaler and retailer. Type of retail trade , large scale retailers</p>	<p>Ask students to find small scale industries in near about areas and also to find government schemes helping for the development of small scale industries.</p> <p>Ask student to find out the wholesaler and departmental store and chain stores in near about area</p>	<p>Students will understand the concept of entrepreneurship development and intellectual property rights. they also understand the meaning of small business and its role in the development of India.</p> <p>Student will understand the concept of department store and chain stores they also understand the concept of GST</p>	

		department stores chain stores: concept GST : concept and key features			
JANUARY	17	International trade International trade: concept and benefits. Export and Import: meaning and procedure. Documents involved in international trade World Trade Organisation meaning and objectives	Project Work	Students will understand the concept of international trade. procedure for import and export and documents required for important export also the concept of world trade organisation	
FEBRUARY	23	Revision	Revision test		
MARCH	23	Final Exams			



SPLIT UP SYLLABUS FOR CLASS- 11th

Subject- Economics (030)

SESSION-(2024-2025)

Prescribed Books

1. Introductory Microeconomics NCERT
2. Microeconomics Sandeep Garg
3. Statistics for Economics NCERT
4. Statistics for Economics Sandeep Garg

Month	W.D	Book/Area	Unit / Topic	Proposed Activities	LEARNING OUTCOMES
April	22	Part -A Introductory Microeconomics	Chapter 1. introductory Microeconomics... Central problems of an Economy and Production possibility curve.	Topic explanation, discussion and notes writing	Students will be able to explain core economic terms concept and theories.
May	17		Chapter 2. Consumer equilibrium Topic – what is consumer equilibrium. Definition and meaning	Topic explanation, discussion and notes writing	
June	15		Chapter 3 utility analysis and indifference curve analysis Chapter 4 demand and law of demand Chapter 5 price elasticity of demand	Topic explanation, discussion and notes writing	Chapter focused on the determination of equilibrium level of producer.
July	24	Statistics for Economics	Chapter 1 concept of economics and significance of statics in economics /introduction definition tools features scopes limitation Chapter 2 Collection of Data Chapter 3. Census and Sample Methods of Collection of Data.		To understand statistical method to represent data Students will be able to explain diagrams, presentation of data

			Chapter 4. Organisation of Data Chapter 5. Presentation of data textual and Tabular presentation		
August	23	Statistics for Economics	Chapter 6 Diagrammatic presentation of data Chapter 7 frequency diagram histogram polygon and Ogive Chapter 8 automatic line graphs Chapter 9 measures of Central tendency arithmetic mean.	Topic explanation classroom discussion notes writing	
September	24		Revision and term 1		Learning of concept
October	14	Introductory Microeconomics	Chapter 5 production function chapter 6 concept of cost chapter 7 concept of revenue chapter 8 production equilibrium	Topic explanation, discussion and notes writing.	To understand the meaning of production function and cost. Examine the contribution of revenue in production function
November	24	Introductory microeconomics	Chapter 9 the theory of supply Chapter 10 main market forms Chapter 11 price determination 12 simple application of tools and demand and supply	Topic explanation, discussion and notes writing	Student will be able to explain the topic supply.
December	24	Statistics for economics	Chapter 10 majors of Central tendency Chapter 12 correlation	To solve the numericals based on correlation	To understand the numerical based on statistical method.
January	17		Chapter 13 index number	Chapter explanation discussion questions answer, practice numericals	To understand how to solve numericals based on price index
February	23		Revision for annual examination	Revision by writing	The ability to understand the value of economic in day to day life would enhance.
March	23				

Reference Book : T.S.GREWAL

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[illegible]

		<p>Recording of Business Transactions voucher and transactions: source documents and vouchers, preparation of vouchers.</p> <p>Accounting Equation Approach journal entries Rules of Debit and Credit recording of transactions in journal</p>	<p>Show various types of vouchers used in business.</p> <p>Prepare a flow chart showing the rules of debit and credit according to traditional and modern approach.</p>	<p>of GST applicable on various types of goods.</p> <p>Different type of vouchers used in business.</p> <p>Various effects of financial transactions on asset side and liabilities side. Students will be able to recognise various type of accounts personal account ,real account and nominal account and how to apply the rules for journal entry.</p>	
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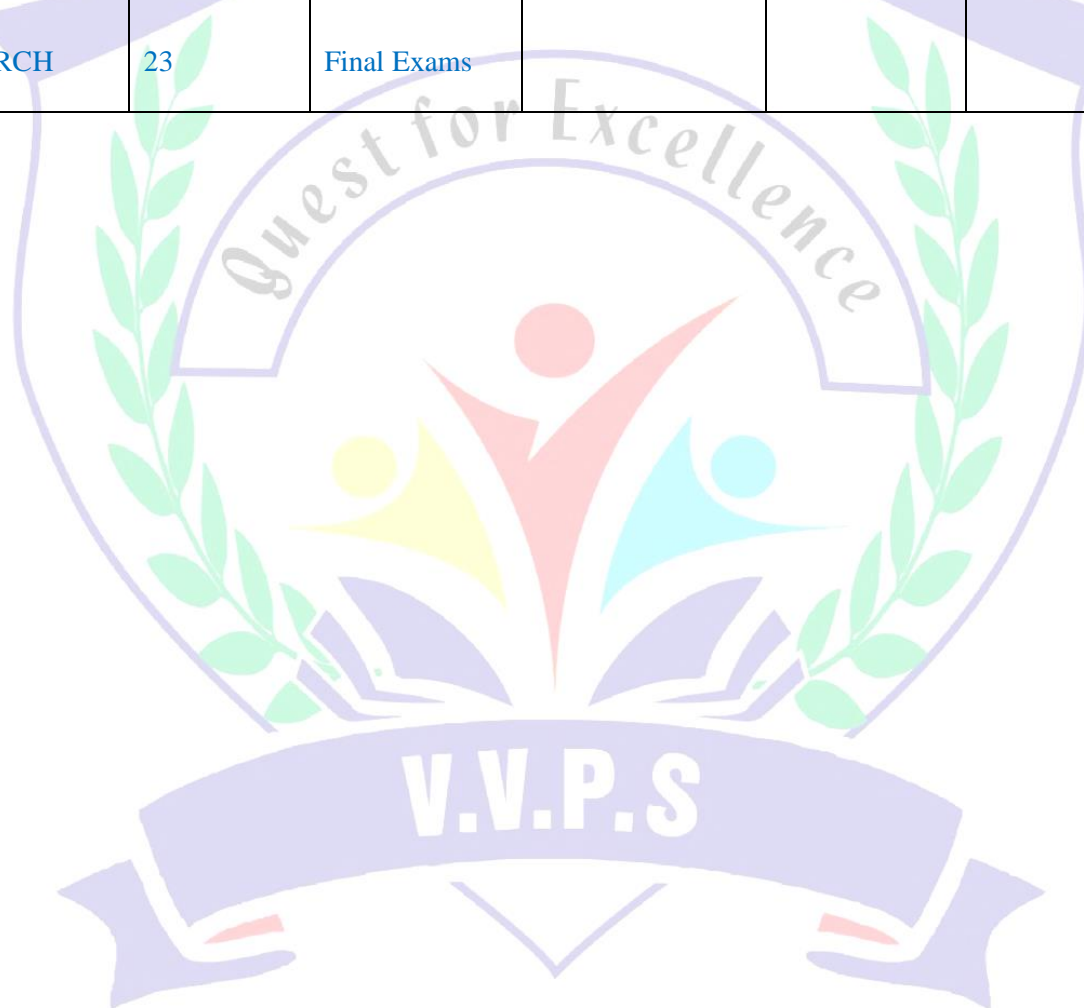
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AUGUST	23	<p>Ledger Format, posting from journal and subsidiary book, Balancing of accounts.</p> <p>Special purpose book simple cash book double column cash book and petty cash book Subdivision of journal purchase book sales book purchase return book sales return book journal proper</p> <p>Trial balance Meaning, objectives and preparation .</p>	Show the students Original ledger book of any organisation.	<p>Knowledge of posting from journal to Ledger and how to balance the account.</p> <p>Develop the skill of preparing format of different type of cash books and the method of recording cash transactions in cash book</p> <p>Students will be able to prepare trial balance from laser accounts</p>	
SEPTEMBER	24	<p>Revision for hly exams+ Question paper discussion +</p> <p>Bank Reconciliation Statement Need and preparation of Bank Reconciliation Statement</p>	Project Work	<p>Various reasons for differences in cash book and passbook balance and how to reconcile it.</p>	
OCTOBER	14	<p>Depreciation Meaning, causes, other similar terms depletion and amortisation. Methods of</p>		<p>Understand the various methods of charging depreciation and</p>	

		charging depreciation; straight line method(SLM) written down value method (WDV)		preparation of ledger accounts.	
		Provisions and reserves Provisions, reserves. Difference between provisions and reserves. Types of reserves Revenue res. capital reserve general reserve specific res. secret reserve		Need for creation of reserves and also making provisions for events which may belong to current year but may happen in next year.	
NOVEMBER	24	Rectification of errors Type of errors errors of omission, errors of Commission, principal errors and compensating errors . 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.	Quiz to identify the different types of errors.	Students will be able to identify the different type of errors committed and how to rectify them and also preparation of suspense account	

DECEMBER	24	<p>Financial Statements Meaning, objectives and importance. revenue and capital receipts revenue and capital expenditure . journal entries regarding trading and profit and loss account. Preparation of trading and profit and loss account and balance sheet of a sole proprietor ship with adjustments with respect to closing stock, outstanding expenses, prepaid expenses, accrued income, depreciation, provision for bad debts etc.</p>	<p>Format of Trading account, profit and loss account and balance sheet. Flow chart showing the effects of various adjustments in trading account, Profit and loss account and balance sheet</p>	<p>Students will be able to prepare trading account, profit and loss account and balance sheet and the accounting treatment of various adjustment while preparing the financial statements</p>	

JANUARY	17	Incomplete records Features, reasons and limitations. Ascertainment of profit or loss by statement of affairs method.	Project Work	Students will know how to calculate profit under incomplete record system.	
FEBRUARY	23	Revision			
MARCH	23	Final Exams			



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