

BOARD OF INTERMEDIATE EDUCATION:HYDERABAD

Commerce-I - SYLLABUS (w.e.f. 2014-15)

Chapter 1 : Concept of Business

- 1.1 Introduction to Business
- 1.2 Classification of Economic Activities
- 1.3 Characteristic Features of Business
- 1.4 Objectives of Business
- 1.5 Social Responsibility of Business

Chapter 2 : Business Activities

- 2.1 Industry
- 2.2 Commerce
- 2.3 Hindrances involved in Commerce
- 2.4 Branches of Commerce
- 2.5 Inter relationship between Industry, Trade and Commerce
- 2.6 Distinction between Industry, Commerce and Trade

Chapter 3 : Forms of Business organisation

- 3.1 Concept of Business organisation
- 3.2 Forms of Business organisation
- 3.3 Sole Proprietorship

Chapter 4: Joint Hindu Family Business and Cooperative Society

- 4.1 Joint Hindu Family form of Business Organisation
- 4.2 Cooperative Society

Chapter 5 : Partnership

- 5.1 Meaning and Definition
- 5.2 Features
- 5.3 Types of Partners
- 5.4 Advantages and Limitations
- 5.5 Registration of Partnership
- 5.6 Partnership Deed
- 5.7 Rights and Duties of Partners
- 5.8 Dissolution of Partnership Firms

Chapter 6 : Joint Stock Company – Formation

6.1 Joint Stock Company

6.2 Features

6.3 Classification of Companies

6.4 Distinction between Private Company and Public Company

6.5 Advantages and Disadvantages

Chapter 7 : Formation of a Company

7.1 Steps In Formation of a Company

7.2 Promotion

7.3 Functions of Promoters

7.4 Types of Promoters

7.5 Incorporation of a Company or registration

7.6 Capital subscription

7.7 Commencement of Business

7.8 Memorandum of association

7.9 Articles of association

7.10 Prospectus

7.11 Minimum Subscription

7.12 Certificate of Commencement of Business

Chapter 8 : Sources of Business Finance-I

8.1 Meaning of Business Finance

8.2 Nature of Business Finance

8.3 Need for and Significance of Business Finance

8.4 Classification of Sources of Funds

8.5 Factors Determining the choice of Sources of Finances

Chapter 9 : Sources of Business Finance-II

9.1 Non-institutional Sources of Finance

9.2 Institutional sources of Finance

9.3 International sources of Finance

Chapter 10 : Micro, Small and Medium Enterprises (MSMEs)

10.1 Meaning and definition of Enterprise and MSMEs

10.2 Registration requirements under the MSMED Act, 2006

10.3 Significance of MSMEs

10.4 Privileges offered To Micro, Small And Medium Enterprises

10.5 Other Promotional Measures For MSMEs

Chapter 11: Multi National Corporations (MNCs)

11.1 Meaning and definitions

11.2 Necessity of Globalization

11.3 Multi-national Corporations

11.4 Features of MNCs

11.5 Advantages and Disadvantages of MNCs

Chapter 12 : Emerging Trends in Business

12.1 Meaning and Definition of E - Business

12.2 Scope of E-business

12.3 Benefits of E-business

12.4 Opportunities and challenges of business in 21st Century

12.5 Opportunities

12.6 Challenges

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Accountancy-I - SYLLABUS (w.e.f. 2014-15)

Chapter 1: Book Keeping and Accounting

- 1.1 Introduction
- 1.2 Book Keeping
- 1.3 Accounting
- 1.4 Basic Accounting Terms

Chapter 2: Accounting Principles

- 2.1 Accounting Principles
- 2.2 Accounting Concepts
- 2.3 Accounting Conventions
- 2.4 Accounting Standards

Chapter 3: Double Entry Book Keeping System

- 3.1 Introduction
- 3.2 Meaning
- 3.3 Advantages
- 3.4 Account
- 3.5 Classification of Accounts

Chapter 4: Journal

- 4.1 Meaning
- 4.2 Proforma
- 4.3 Illustrations

Chapter 5 : Ledger

- 5.1 Meaning
- 5.2 Advantages of Ledger
- 5.3 Posting

Chapter 6 : Subsidiary Books

- 6.1 Meaning of the Subsidiary Books
- 6.2 The Need / Advantages of Subsidiary Books
- 6.3 Types of Subsidiary Books
- 6.4 Preparation of Subsidiary Books
 - 6.4.1 Purchase Book

6.4.2 Purchase Returns Book

6.4.3 Sales Book

6.4.4 Sales Return Book

6.4.5 Cash Book

6.4.6 Bills Receivable Book

6.4.7 Bills Payable Book

6.4.8 Journal Proper

Chapter 7 : Journal Proper

7.1 Meaning

7.2 Advantages

7.2.1 Opening Entries

7.2.2 Purchases of Assets on Credit

7.2.3 Sale of Asset on Credit

7.2.4 Rectification entries

7.2.5 Adjustment entries

7.2.6 Closing journal entries

7.2.7 Transfer entries

7.2.8 Other entries

Chapter 8 : Cash Book

8.1 Meaning of Cash Book

8.2 Characteristics and Advantages

8.2.1 Characteristics

8.2.2 Advantages

8.3 Importance

8.4 Various kinds of Cash Book and their Preparation

8.4.1 Simple Cash Book

8.4.2 Double column Cash Book

8.4.3 Triple column Cash Book

8.4.4 Petty Cash Book

Chapter 9 : Bank Reconciliation Statement

9.1 Introduction

9.2 Nature Of The Cash Book And Bank Pass Book (Bank Statement)

- 9.3 Meaning and Advantages of Bank Reconciliation Statement
- 9.4 Procedure for Preparation of Bank Reconciliation Statement
- 9.5 Reasons for Difference
- 9.6 Preparation of Bank Reconciliation Statement
 - 9.6.1 Favourable Balances
 - 9.6.2 Unfavourable Balance or Overdraft Balance
 - 9.6.3 When extracts from Cash Book and Pass Book are given

Chapter 10 : Trail Balance

- 10.1 Meaning
- 10.2 Features or Characteristics
- 10.3 Merits
- 10.4 Limitations
- 10.5 Types of Preparation
- 10.6 Proforma
- 10.7 Key Points

Chapter 11 : Errors and their Rectifications

- 11.1 Errors
- 11.2 Types of Errors
- 11.3 Rectification of Errors
- 11.4 Suspense Account

Chapter 12 : Final Accounts

- 12.1 Meaning
- 12.2 Objectives
- 12.3 Advantages and Limitations
- 12.4 Capital and Revenue Items
- 12.5 Preparation of Trading Account
- 12.6 Preparation of Profit & Loss Account
- 12.7 Balance Sheet

Chapter 13 : Final Accounts With Adjustments

- 13.1 Meaning
- 13.2 Types of Adjustments
- 13.3 Summary of Adjustments
- 13.4 Accounting Treatment to the Adjustments given in Trial Balance.

BOARD OF INTERMEDIATE EDUCATION, A.P, HYDERABAD

MODEL PAPER (w.e.f.2014-15)

Sub: COMMERCE

PART-I (50 Marks)

I year

SECTION-A

Answer any **two** of the following questions in not exceeding 40 lines each. **2x10=20 M**

1. Explain the merits and demerits of Partnership business?
2. What is Incorporation? Explain about the important documents required for incorporation of a company.
3. What do you mean by debenture ? Explain different types of debentures and their relative benefits ?

SECTION-B

Answer any **four** of the following questions in not exceeding 20 lines each. **4x5=20 M**

4. Explain the characteristics of Business. (Unit-I)
5. List out and explain the features of Co-operative Societies. (Unit-II)
6. Write any five differences between Private and Public Company. (Unit-III).
7. Explain the merits of equity shares ?
8. Write the features of Multi National Corporations?
9. Describe the opportunities and challenges of business in the 21st Century?

SECTION-C

Answer any **five** of the following questions in not exceeding 5 lines each. **5x2=10 M**

10. Entrepo Trade.
11. Genetic Industries.

12. Sole Proprietorship.
13. Partnership Deed.
14. Govt. Company.
15. Prospectus.
16. Preference Shares.
17. E – business.

PART-II (50 MARKS)

SECTION-D

18. Answer the following Question.

1X20=20 M

From the following Trial Balance of Mr. Jagannath prepare Trading, Profit and Loss Accounts and Balance Sheet as on 31-12-2012.

Particulars	Debit Rs.	Credit Rs.
Salaries	12,000	
Purchases	52,000	
Trade Expenses	2,000	
Wages	15,600	
Carriage	800	
Office Expenses		
Commission	1,000	
Bad debts	1,200	
Debtors	2,400	
Furniture	60,000	
Machinery	6,000	
Insurance	20,000	

Bills Receivable	800	
Opening Stock	4,000	
Cash in Hand	14,000	
Cash in Bank	1,000	
Capital	7,200	50,000
Sales		94,000
Discount		400
Creditors		42,000
Bills payable		13,600
	2,00,000	2,00,000

Adjustments:

1. Closing stock Rs. 22,000/-
2. Outstanding wages Rs.4,500/-
3. Prepaid Insurance Rs. 100/-
4. Provide Bad debts at Rs. 3,000/- .
5. Depreciation on Machinery at 5%.

SECTION-E

Answer any **one** of the following question:

1X10=10 M

19. Prepare Three Column Cash Book from the following particulars.

2012	January 1	Cash in hand	10,000
		Cash at Bank (O.D)	2,500
	January 2	Paid wages	3,000
	January 5	Cash Deposited into Bank	4,000
	January 9	Cash Sales	15,000
	January 12	Sold goods and received a cheque (Deposited on the same day)	10,000
	January 18	Sold goods to Hari on credit	20,000
	January 25	Withdrawn cash for personal use	2,000
	January 31	Commission received	1,000

OR

20. From the following particulars of Reddy, prepare a Bank Reconciliation statement:

- a. Bank over draft as per Cash Book-Rs. 10,500/-
- b. Bills collected directly by bank Rs.3,500/-
- c. Debit side of the Bank Column of Cash book cash short Rs. 100/-
- d. A Cheque deposited as per bank statement but not recorded in cash book Rs. 900/-
- e. Bank charges recorded twice in the cash book Rs. 420/-
- f. A cheque of Rs. 6000/- deposited but collections as per statement Rs. 3,500/-

SECTION-F

Answer any **two** of the following questions:

2x5=10 M

21. Explain the principles of debit and credit of different Accounts with examples.

22. Prepare Mahesh Account from the following transactions:

2010	July 1	Amount due from Mahesh	10,000/-
	July 5	Goods sold to Mahesh	12,000/-
	July 12	Cash received from Mahesh	5,000/-
	July 16	Goods returned by Mahesh	2,000/-
	July 25	Cheque given by Mahesh	10,000/-
	July 31	Mahesh account is settled with 10% Discount.	

23. Enter the following transactions in the purchase book and sales book:

2012	Jan 1	Purchased goods from Anand	700/-
	Jan 7	Sold goods to Bhanu	500/-
	Jan 10	Purchased goods from Chandu (Trade Discount 5%)	2,000/-
	Jan 12	Sold goods to Damodar	800/-
	Jan 15	Purchased goods from Govind	600/-
	Jan 20	Purchases	500/-
	Jan 25	Purchased goods from Gopal (Trade Discount 10%)	1,000/-
	Jan 27	Sold goods to Mahesh	1,100/-
	Jan 30	Sold goods to Nagesh for cash	500/-

24. Explain the various types of errors?

SECTION-G

Answer any **five** of the following:

5x2=10 M

25. Capital Expenditure.

26. Ledger.

27. GAAP.

28. Business Entity Concept.

29. Double entry system.

30. Journalize the following transactions in the books of Hari

2011	Feb 1	Commenced business with cash	55,000/-
	Feb 5	Cash purchases	15,000/-
	Feb 10	Sold good to Rajesh on Credit	3,800/-
	Feb 20	Salaries paid	5,000/-

31. Record the opening Entry from the following Information:

Cash in hand	3,000/-
Furniture	5,000/-
Closing Stock	4,000/-
Sundry debtors	15,000/-
Sundry creditors	10,000/-
Bills payable	6,000/-
Bills receivable	4,000/-

32. Prepare a Trail Balance from the following balances of Mr. Ramana.

Bills Receivable	4,000/-
Purchases	12,000/-
Capital	7,600/-
Sales	4,800/-
Bills payable	3,200/-
Sales Return	800/-
Purchase Return	1,200/-
