

BOARD OF INTERMEDIATE EDUCATION – A.P.

SYLLABUS

PART –A COMMERCE – I Year

Unit – I Concept of Business

Business – Concepts and characteristics – Business. Profession and Employment – Features – Objectives of Business: Economic & Social –Social Responsibility of Business – Role of Profit in Business – Business Activists – Classification: Industry and commerce – Types of industry: Primary, Secondary and tertiary – Commerce Trade and Auxiliaries Business risks – Nature and causes

Unit – II Forms of Business organizations

Sole Proprietor: Joint Hindu undivided family, cooperative society, partnership – Meaning, Types, Registration, Features, Merits, Limitations, and Types of partners company – Types, Features, Merits and Limitations Choice of form of Business Organizations – Starting a Business: Basic Factors

Unit – III Formation of Company

Promotion: Role of Promoter – Incorporation of a company: Important Documents, Memorandum of Association, Articles of Association, Prospectus, Statement in lieu of prospectus, Certificate of incorporation and certificate of commencement of Business.

Unit – IV Sources of Business Finance

Business Finance: Nature and significance – Types of finance, Long Term, Medium Term and short Term finance – Source of Finance: Owner's Funds Vs Borrowed Funds: Features, Merits and demerits – Different sources of finance: Equity and preference Shares, Debentures, Public Deposits, Retained Profits, Loans from Commercial Banks and Financial Institutions.

Unit – V Private, Public Enterprise and MNCs

Private Sector Vs Public Sector under takings – Needs, Features, Merits, Demerits. Forms of Public Sector Enterprises – Departmental Undertaking, Statutory corporation Government company; Multinational corporations Concepts, Meaning, Features, Merits, Demerits.

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**SYLLABUS
PART –B
ACCOUNTANCY – I Year**

Unit – I Introduction

Book keeping, Accounting – Meaning, Advantages and Disadvantages – Accounting Concepts and Conventions – Basic Accounting Terms
Double Entry Book Keeping system – Classification of Accounts – Journal and Ledger.

Unit – II Subsidiary Books

Subsidiary Books – Cash Book – Simple, Two column, Triple Column and Petty Cash Book – Journal Proper.

Unit – III Bank Reconciliation Statements

Bank Reconciliation Statement – Meaning, Importance and Reasons for the differences between Cash Book and Pass Book Balances – Preparation of BRS with Favorable & unfavorable Balances

Unit – IV Trial Balance and Rectification of Errors

Trial Balance – Meaning – Totals & Balances Methods Errors – Types: Errors Disclosed by Trial Balance and Undisclosed Trial Balance: Rectification of Errors – Suspense Account

Unit – V Final Accounts

Meaning, Importance, Manufacturing Account, Trading Account, Profit and Loss Account, Balance Sheet – Adjustments