

<u>COMMERCE GROUP</u>	
PART – I	
Principles of Accounting Paper – I	100
Principles of Economics	75
Principles of Commerce	75
Business Mathematics	50
PART – II	
Principles of Accounting Paper – II	100
Commercial Geography	75
Computer Studies / Banking	75
Statistics	50

PRINCIPLES OF ACCOUNTING

Marks: 100	PART –I(CLASS-XI)	Time: 3:00 Hours
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1. Introduction.—Definition, Basic concepts, Double Entry System of Book Keeping, its objectives and advantages.
2. Accounting Cycle.—Accounting equation Journal, Ledger and Trial balance.
3. Subsidiary Books Journals.—Cash Book, Petty Cash Book. Purchases, Sales: purchases>Returns: Sales Returns; Bills-Receiveable and Bill payable books.
4. Banking Transactions.—Kind of bank accounts and procedure of recording of banking transactions: cheques; Cheque Register; Bank Reconciliation Statement, its objectives and preparation.
5. Accounting for Bills of Exchange.—Definition and procedure.
6. Capital and Revenue.—Meaning—Distinction between Capital and Revenue items: Receipts and Payments, Profits and Losses, Income and Expenses.
7. Rectificaion of Errors. – Kinds of errors – correction of errors after and before closing the books of accounts, suspense account.
8. Financial Statement. – Trading and profit and loss Account Income Statement and Balance Sheet-form and its preparation.
9. Adjustments and Closing Process. Prepaid and Outstanding expenses Accrued and unearned income; provision for Bad and Doubtful Debt; Provisions for Discount; Depreciation interest on capital and drawing, work Sheet.

Marks: 100	PART –II(CLASS-XII)	Time: 3:00 Hours
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1. Accounting for Non Profit earning concerns. – Income and Expenditure and Payments Account; Receipts and payments Accounts and Balance Sheet.
 2. Accounting for Incomplete Records.- Calculation of profit and loss statement of Affairs conversion of Single Entry into Double Entry account.
 3. Depreciation Nature, methods straight line and diminishing balance.
 4. Accounting for surplus, Reserves and Funds. Nature-types and creation.
 5. Accounting for Consignments. Fully and partly sold goods excluding invoice price method, Account Sale Statement.
 6. Accounting for Partnership. Definition – partnership, agreement, division of profit and loss-valuation and treatment of goodwill admission, retirement and death of partner – Dissolution.
 7. Accounting for Joint Stock Companies. Formation-Kinds of companies company documents-types of shares-issue of shares at per, at premium at discount over-subscription, for feature and re-issue of share, Issue of debentures Bond at per, at premium and at discount-redemption of debentures.
- List of equipment, Lab-requirements.
 Book keeping machines, Overhead Projectors, Slide Projector, Scientific electric calculators, Amount perforator on Cheque, Bank Draft, Business film through T.V.

Available Books.

Principles of Accounting by M.A. Ghani.
 Principles of Accounting by Aftab A. Khan.
 Book keeping and Accounting by S.A. Siddiqui.
 Principles of Accounting by Gul Zaman Qazi.
 Asool-e-Mahasbi by Mobeen A. Khan.
 Intermediate Accounting by Rauf Baig.
 Introduction to Accounting by Nisaruddin.

