



# **Business and Accounting Studies**

## **Syllabus**

Grade 10 and 11

**(Recovery Plan for Learning Loss 2022)**

Department of Commerce  
Faculty of Science and Technology  
National Institute of Education  
Maharagama

**Grade 10 Business and Accounting Studies - Essential Competencies to be covered (Learning Competencies – 05)  
and subject meters (60 Periods)**

Competancy	Competency Level and Content	Learning Outcomes	Activity No. of the TG	Chapter No & Name of the Text Book	No of Periods
<b>Grade 10 – 1<sup>st</sup> Term - Selected lessons and learning outcomes</b>					
<b>1.0 Enters the Business world with knowledge and awareness</b>	<b>1.1</b> Constructs the basic foundation of business. <ul style="list-style-type: none"> <li>• Introduction of the Business</li> <li>• Performing teaching – learning activities concerning 5 needs such as food, clothing, housing, health and education with their related wants giving sufficient examples.</li> <li>• Introduction of the factors of production</li> </ul>	<ul style="list-style-type: none"> <li>• Defines the concept of business with Knowledge and awareness.</li> <li>• Indicates the aim of business.</li> <li>• Explains how businesses fulfill consumer needs and wants.</li> <li>• Provides examples of businesses that produce goods and businesses that provide services.</li> <li>• Indicates the importance of factors of production.</li> </ul>	Page No. 3-5	01. Background of Business	02

Competency	Competency Level and Content	Learning Outcomes	Activity No. of the TG	Chapter No & Name of the Text Book	No of Periods
	<p><b>1.2 Constructs the basic foundation to meet the aim of stakeholders in the business.</b></p> <ul style="list-style-type: none"> <li>Names the stakeholders in a business and explains the aim of different stakeholder groups is sufficient</li> </ul>	<ul style="list-style-type: none"> <li>Names the stakeholders in a business.</li> <li>Explains the aim of different stakeholder groups.</li> </ul>	7		02
<p><b>2.0</b> Takes action to systematize business activities in conformity with the Business environment.</p>	<p><b>2.1 Constructs the basic foundation to ensure the effectiveness of the rules and regulations of the state on business.</b></p> <p>When discuss the business environment,</p> <ul style="list-style-type: none"> <li>Internal environment factors</li> <li>External environment factors</li> <li>Rules and regulations of the state on business. (Legal Environment)</li> </ul>	<ul style="list-style-type: none"> <li>Lists the External and internal factors of the business environment.</li> <li>Gives a simple explanation of the influence of the government on business.</li> <li>Presents government rules and regulations over businesses.</li> <li>Explains how business activities become efficient through the influence of the government and rules and regulations.</li> </ul>	10	02 <b>Business Environment</b>	03

Competancy	Competency Level and Content	Learning Outcomes	Activity No. of the TG	Chapter No & Name of the Text Book	No of Periods
	<p><b>2.2 Constructs the basic foundation to ensure the effectiveness of the technological and economic environment on business.</b></p> <ul style="list-style-type: none"> <li>• Economic environment</li> <li>• Technological environment</li> </ul> <p><b>2.3 Constructs the basic foundation to ensure effectiveness of globalization on business.</b></p> <ul style="list-style-type: none"> <li>• Global environment</li> </ul>	<ul style="list-style-type: none"> <li>• Presents the impact of the technological and economic environment on business.</li> <li>• Shows how business activities can be carried out efficiently through the influence of the technological and economic environment</li> <li>• Presents the impact of globalization on business.</li> <li>• Explains how business activities can be carried out efficiently through the influence of globalization.</li> </ul>	<p>12</p> <p>13</p>		<p>03</p> <p>02</p>

Competency	Competency Level and Content	Learning Outcomes	Activity No. of the TG	Chapter No & Name of the Text Book	No of Periods
<p><b>3. Constructs the basic foundation to select an appropriate business through the analysis of types of business and the basic features of business.</b></p>	<p><b>3.1 By inquiring into types of business organizations derives the basic ability of selecting a suitable business organization.</b></p> <ul style="list-style-type: none"> <li>• Lists the name of the business organizations</li> <li>• Describes only main features, advantages and disadvantages of sole trader business, partnerships and Incorporated company is sufficient</li> </ul> <p><b>3.2 No need</b></p> <p><b>3.3 Follows procedures to register a sole trader business.</b></p> <ul style="list-style-type: none"> <li>• Steps to be followed in registration and identify the Initial documents</li> <li>• Advantages of a registration of a business</li> </ul>	<ul style="list-style-type: none"> <li>• Lists different types of business organizations</li> <li>• Describes main features, advantages and disadvantages of sole trader business, partnerships and Incorporated company</li> <li>• Identifies documents need for registration of a sole trader business.</li> <li>• Shows the advantages and disadvantages of registration of a sole trader business.</li> </ul>	<p>19</p>	<p>03 <b>Business organization</b></p>	<p>06</p> <p>02</p>
					<p>20</p>

Competancy	Competency Level and Content	Learning Outcomes	Activity No. of the TG	Chapter No & Name of the Text Book	No of Periods
<b>Grade 10 – 2<sup>nd</sup> Term - Selected lessons and learning outcomes</b>					
<b>4 Records business transactions.</b>	<b>4.1 Presents business transactions through the accounting equation.</b> <ul style="list-style-type: none"> <li>• Describe Accounting, Aim and importance of accounting.</li> <li>• Examples for Business transactions</li> <li>• Construct accounting equation</li> <li>• Discusses only the examples of Assets and liabilities in a business</li> <li>• Record transactions only in the Accounting equation <math>Assets = Liabilities + Equity</math></li> <li>• Instances where changes take place in equity</li> </ul>	<ul style="list-style-type: none"> <li>• Explains accounting.</li> <li>• Shows the aims and importance of accounting.</li> <li>• Explains business transactions and presents examples.</li> <li>• Presents business transactions related to assets, liabilities, income, expenses and equity.</li> <li>• Presents the accounting equation and describes its basic components.</li> <li>• Develops the accounting equation where there are no external liabilities.</li> <li>• Develops the accounting equation where there are external liabilities</li> </ul>	31	<b>04 Introduction to Accounting</b>  <b>05 Accounting Equation</b>	05

Competency	Competency Level and Content	Learning Outcomes	Activity No. of the TG	Chapter No & Name of the Text Book	No of Periods
	<p><b>4.2 Double entry system</b></p> <ul style="list-style-type: none"> <li>• Double entry system</li> </ul> <p>Records the dual aspect of transactions in to the ledger account according to the double entry system is sufficient.</p>	<ul style="list-style-type: none"> <li>• Explains through examples situations where equity changes</li> <li>• States dual aspects of business transactions.</li> <li>• Presents double entry system.</li> <li>• Names types of ledger accounts.</li> <li>• Posts business transactions into the ledger</li> </ul>	36	<b>06 Dual impact of transactions</b>	04
5.0 Records business transactions in prime entry books and transfers to the ledger accounts.	<p><b>5.1 Cash Book</b></p> <ul style="list-style-type: none"> <li>• Recording the business transactions in the cash book and cash balance</li> <li>• Introduce only the Cash receipts and Cash payment voucher (No need to discuss cash discount in the cash book)</li> </ul>	<ul style="list-style-type: none"> <li>• Describes cash book and shows its need.</li> <li>• Records transactions in the cash book.</li> <li>• Posts the business transactions to the ledgers from the cash book.</li> </ul>	45	<b>08 The Cash Book and the Petty Cash Book</b>	03

Competancy	Competency Level and Content	Learning Outcomes	Activity No. of the TG	Chapter No & Name of the Text Book	No of Periods
	<p><b>5.2 Bank Account</b></p> <ul style="list-style-type: none"> <li>• Records business transactions in the bank account. ( no need to discuss dishonored Cheques, source documents related to bank transactions, discount and bank overdraft)</li> </ul> <p><b>5.3 Prepares the bank reconciliation statement.</b></p> <ul style="list-style-type: none"> <li>• Prepares the bank reconciliation statement based on adjusted favorable balance of the bank account. (As the evaluation was done in the year 2017 is unnecessary)</li> <li>• No need to prepare bank statement</li> </ul>	<ul style="list-style-type: none"> <li>• Records cash deposits, cheque deposits and issue of cheques.</li> <li>• Computes the bank balance.</li> <li>• Describes the bank statement</li> <li>• Describe the reasons for the difference in the balances in bank account and bank statement.</li> <li>• Adjusts balance in bank account</li> <li>• Prepares bank reconciliation statement based on the adjusted favorable balance in bank account.</li> </ul>	49	09 Bank Account and the Bank Reconciliation Statement	04  04



Competency	Competency Level and Content	Learning Outcomes	Activity No. of the TG	Chapter No & Name of the Text Book	No of Periods
	5.4 No need to discuss records transactions related to cash discounts in the cash book.				
					20

### Grade 10 – 3<sup>rd</sup> Term - Selected lessons and learning outcomes

5.0 Records business transactions in prime entry books and transfers to the ledger accounts.	<p>5.5 Uses petty cash book to record petty cash transactions.</p> <ul style="list-style-type: none"> <li>Records transactions in the petty cash book with given cash imprest and analysis columns, recognition of source documents, computes the closing balance. shows the reimbursement of petty cash is sufficient</li> <li>No need to discuss posts transactions to the ledger from the petty cash book</li> </ul>	<ul style="list-style-type: none"> <li>Shows petty cash transactions</li> <li>Names source documents for petty cash transactions.</li> <li>Explains the petty cash imprest</li> <li>Records transactions in the petty cash book with analysis columns and computes the closing balance.</li> <li>Shows the reimbursement of petty cash</li> </ul>	56	08 The Cash Book and the Petty Cash Book	04
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Competency	Competency Level and Content	Learning Outcomes	Activity No. of the TG	Chapter No & Name of the Text Book	No of Periods
	<p><b>5.6 Prepares purchases journal.</b></p> <ul style="list-style-type: none"> <li>Names the source document relating to purchase journal, records transactions in the purchase journal and posts transactions to the ledger from the purchase journal</li> </ul> <p><b>5.7 Prepares sales journal</b></p> <ul style="list-style-type: none"> <li>Names the source documents for the sales journal, records transactions in the sales journal and posts transactions to the ledger.</li> </ul>	<ul style="list-style-type: none"> <li>Explains importance of purchase journal.</li> <li>Names the source document relating to purchase journal.</li> <li>Records transactions in the purchase journal.</li> <li>Posts transactions to the ledger from the purchase journal</li> </ul> <ul style="list-style-type: none"> <li>Explains the importance of sales journal</li> <li>Names the source documents for the sales journal.</li> <li>Records transactions in the sales journal.</li> <li>Posts transactions to the ledger</li> </ul>	<p>58-59</p> <p>61-62</p>	<p>10 <b>Purchases Journals, Sales Journal and General Journal</b></p>	<p>03</p> <p>03</p>

Competancy	Competency Level and Content	Learning Outcomes	Activity No. of the TG	Chapter No & Name of the Text Book	No of Periods
	<p><b>5.8 Maintains the general journal.</b></p> <ul style="list-style-type: none"> <li>Importance of the general journal, format of the general journal, source documents related to the general journal, simply names the transactions relating to general journal is sufficient (No need to recorded in the general journal)</li> </ul> <p><b>5.9 Trial Balance</b></p> <ul style="list-style-type: none"> <li>Record the transactions in the ledger account, balances ledger accounts and prepares trial balance.</li> </ul>	<ul style="list-style-type: none"> <li>Explains the importance of the general journal.</li> <li>Names the source documents related to the general journal.</li> <li>Names the transactions recorded in the general journal.</li> </ul> <ul style="list-style-type: none"> <li>Transfers the transactions recorded in the prime entry books to the ledger.</li> <li>Balances the ledger accounts.</li> <li>Prepares the trial balance</li> </ul>	<p>65</p> <p>66-68</p>	<p>10 <b>Trial Balance</b></p>	<p>02</p> <p>06</p>

Competency	Competency Level and Content	Learning Outcomes	Activity No. of the TG	Chapter No & Name of the Text Book	No of Periods
	<p>5.10 Rectifies errors that occur in recording transactions in prime entry books and posting to the ledger account is not discuss in the grade 10 or 11</p> <p>5.11 Use technology for speedy conduct of cash transactions and to elicit responses</p> <ul style="list-style-type: none"> <li>Discuss only the advantages of the usage of electronic equipment on business transactions .</li> </ul>	<ul style="list-style-type: none"> <li>Shows the advantages of the usage of electronic equipment on business transactions .</li> </ul>	73		02
					20
<b>Grade 10 total no of periods</b>					<b>60</b>

**Grade 11 Business and Accounting Studies - Essential Competencies to be covered (Learning Competencies – 04)  
and subject meters (60 Periods)**

Competency	Competency Level and Content	Learning Outcomes	Activity No. of the TG	Chapter No & Name of the Text Book	No of Periods
<b>Grade 11 – 1<sup>st</sup> Term - Selected lessons and learning outcomes</b>					
<b>06 Develops a basis regarding how Business activities are implemented with the assistance of auxiliary services.</b>	<b>6.1 Inquires about the contribution of Banking Services in making business activities efficient</b> <ul style="list-style-type: none"> <li>– Necessity of Banking</li> <li>– Types of Bank Accounts (Savings Accounts, Current Accounts, Fixed Deposits)</li> <li>– Services related to electronic cash (Credit Cards, Debit Cards, Teller Cards)</li> <li>– No need to identify the steps to be followed when opening a Fixed Deposit Account</li> <li>– No need to discuss the limitations related to electronic money</li> </ul>	<ul style="list-style-type: none"> <li>• Classifies types of Bank Accounts emphasizing the necessity of Banking</li> <li>• Explains the importance of services related to electronic money</li> </ul>	2-3	01 <b>Trade and Supporting Services</b>	02

Competancy	Competency Level and Content	Learning Outcomes	Activity No. of the TG	Chapter No & Name of the Text Book	No of Periods
	<p><b>6.2 Inquires about the advantages of maintaining a Current Account and the implications of the cheque</b></p> <ul style="list-style-type: none"> <li>– Advantages of a Current Account <ul style="list-style-type: none"> <li>• Transacting through cheques</li> <li>• Availability of overdraft facilities</li> <li>• Facilities for direct deposits</li> <li>• Implementation of Standing Orders</li> <li>• Security</li> <li>• Receipt of Bank Statement</li> </ul> </li> <li>– Parties related to a cheque <ul style="list-style-type: none"> <li>• Drawer • Drawee • Receive</li> </ul> </li> <li>– Completes a model cheques</li> <li>– No need to discuss Crossing Cheques</li> </ul>	<ul style="list-style-type: none"> <li>• Lists the advantages of a Current Account</li> <li>• Names Parties related to a cheque</li> <li>• Describes the procedures to open a current account</li> <li>• Completes a model cheque</li> <li>• Describes the steps involved depositing a cheque in the bank</li> </ul>	8-9		02







Competency	Competency Level and Content	Learning Outcomes	Activity No. of the TG	Chapter No & Name of the Text Book	No of Periods
07 Management And Marketing	<p><b>7. 1 Acquires basic capabilities in Management</b></p> <ul style="list-style-type: none"> <li>It is adequate explains the concept of Management in simple terms and names four Management function</li> </ul> <p><b>7.2 Investigates the Basic Foundation of Marketing</b></p> <ul style="list-style-type: none"> <li>It is adequate explains the concept of Marketing in simple terms and names the components of the Market Mix</li> </ul>	<ul style="list-style-type: none"> <li>Explains the concept of Management in simple terms</li> <li>Names four Management functions</li> <li>Explains the concept of Marketing in simple terms</li> <li>Names the components of the Market Mix</li> </ul>	<p>35-39</p> <p>41-43</p>	<p>02 Management</p> <p>03. Marketing</p>	<p>01</p> <p>01</p>
08 Prepares financial statements of a business	<p><b>8.1 Prepares trading account of a business</b></p> <ul style="list-style-type: none"> <li>Name the two Financial Statements of a business, calculate cost of goods sold and prepare trading account</li> </ul>	<ul style="list-style-type: none"> <li>Name the Financial Statements of a business</li> <li>Calculate cost of goods sold</li> <li>Prepare trading account and calculates gross profit or loss</li> </ul>	45-46	<b>04 Financial Statements of a Business</b>	05

Competency	Competency Level and Content	Learning Outcomes	Activity No. of the TG	Chapter No & Name of the Text Book	No of Periods
	<p><b>8.2 Prepares profit and loss account of a business</b></p> <ul style="list-style-type: none"> <li>• Prepare trading profit and loss account including Income and expenditure heading (Income Statement)</li> </ul>	<ul style="list-style-type: none"> <li>• To explain the profit and loss account</li> <li>• To record distribution expenses</li> <li>• To record administration expenses</li> <li>• To record financial and other expenses</li> <li>• To add other income to the gross profit</li> <li>• Calculates Net profit or loss</li> <li>• Show how gross profit and loss is transferred to the capital account.</li> <li>• Prepare trading profit and loss account (Income Statement)</li> </ul>	53-57		05
					20

Competency	Competency Level and Content	Learning Outcomes	Activity No. of the TG	Chapter No & Name of the Text Book	No of Periods
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**Grade 11 – 2<sup>nd</sup> Term - Selected lessons and learning outcomes**

<b>08 Prepares financial statements of a business</b>	<p><b>8. 3 /8. 4 /8. 5 Adjustments</b></p> <ul style="list-style-type: none"> <li>• Payable expenses</li> <li>• Receivable income</li> <li>• Bad debts</li> <li>• Depreciation of Long Term Assets</li> <li>• Closing Stock</li> </ul> <p>– It is adequate only states the double entry regarding these adjustments and prepare financial statements</p> <p>– No need to recorded in the general journal and posting the ledger accounts</p> <p>– Maximum 3 additional information (adjustments) should be present when preparing financial statements</p> <ol style="list-style-type: none"> <li>1. Closing Stock</li> <li>2. Accrues Income / Expenditure</li> <li>3. Bad debts/ Depreciation</li> </ol>	<ul style="list-style-type: none"> <li>• To explain the accrual basis simply</li> <li>• To adjust the expenses payable</li> <li>• To adjust receivable income</li> <li>• Explain bad debts</li> <li>• Explain how a bad debt is written off</li> <li>• States the double entry regarding the adjustment of bad debts</li> </ul>	<p>60-63</p> <p>69-70</p>	<p><b>5 Financial Statements including the Adjustments</b></p>	<p>10</p>
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Competancy	Competency Level and Content	Learning Outcomes	Activity No. of the TG	Chapter No & Name of the Text Book	No of Periods
	<ul style="list-style-type: none"> <li>• <b>8.6 It is adequate annual depreciation of Long Term Assets relative to the accounting period in according to the given depreciation percentage and cost</b> <ul style="list-style-type: none"> <li>• It is sufficient prepare Statement of Financial Position and Income statement with adjustments</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• State causes for the depreciation of Property, Plant and Equipment (PPE)</li> <li>• Calculate depreciation according to the straight line depreciation method</li> <li>• State the capital in the statement of Financial Position</li> <li>• Classify items of Financial Position as current and non-current</li> <li>• Prepare Statement of Financial Position</li> <li>• Prepare Statement of Financial Position and Income statement with adjustments</li> </ul>	72-73		10

Competancy	Competency Level and Content	Learning Outcomes	Activity No. of the TG	Chapter No & Name of the Text Book	No of Periods
					20
<b>Grade 11 – 3<sup>rd</sup> Term - Selected lessons and learning outcomes</b>					
	<p><b>8.7 Prepares financial statements of a Non-profit making organization</b></p> <ul style="list-style-type: none"> <li>It is adequate to discuss receipts and payment account/ cash account and Income and Expenditure account/Income Statement without adjustments</li> </ul>	<ul style="list-style-type: none"> <li>Explain a nonprofit making organization</li> <li>State the objectives of non-profit making organization</li> <li>Name the financial statements of a nonprofit making organization</li> <li>Shows the aims of preparing receipts and payments account/cash account</li> <li>Prepare the receipts and payment account/ cash account</li> <li>Prepare the Income and Expenditure Account/Income Statement</li> </ul>	<p>88-89</p> <p>91</p>	<p>06</p> <p><b>Not for profit organization</b></p>	<p>05</p>

Competency	Competency Level and Content	Learning Outcomes	Activity No. of the TG	Chapter No & Name of the Text Book	No of Periods
09.Makes appropriate decisions inquiring into investments	<p><b>8.9 Prepares a statement of Manufacturing cost</b></p> <ul style="list-style-type: none"> <li>It is adequate only prepare statement of cost in simple manner</li> <li>No need to discuss Profit margin per unit and introduce how to compute selling price using a spreadsheet</li> </ul>	<ul style="list-style-type: none"> <li>Explain production cost</li> <li>Name and Explain the elements of production cost</li> <li>Calculate prime cost</li> <li>Calculate production over heads</li> <li>Calculate unit cost of product</li> </ul>	94-98	07 <b>Statement of Production cost</b>	10
	<p><b>9.1 Inquires about the importance of the investment</b></p> <ul style="list-style-type: none"> <li>It is adequate explain only the importance of Investment</li> </ul>	<ul style="list-style-type: none"> <li>Explain the importance of Investment</li> </ul>	104-105	08 <b>Investment</b>	05
	<p><b>9.2 No need to discuss this competency level</b></p>				
					20
<b>Grade 11 total no of periods</b>					<b>60</b>