Book-Keeping and Accountancy (50)

Introduction

A person who invests his hard earned money into business whether big or small expects good returns. To calculate returns businessman has to maintain systematic record of all transactions. One of the primary function of accounting is to provide vital information for decision making to external and internal users. Book Keeping being defined as systematic record of business transactions achieves this purpose. Also partnership Act, Companies Act, Co-operative Societies Act makes it mandatory to keep records systematically for knowing operating results.

Book-keeping and Accountancy is one of the core subjects in Commerce faculty. It is a compulsory subject at graduate and post-graduate level. Book-keeping is no doubt one of the most interesting, practically relevant and important subject for students aspiring professional courses like C.A. C.S and I.C.W.A.I.

The object of introducing this subject at Std. XI is to develop conceptual understanding of principles of accounting system which identifies, analyses, classifies, measures, summaries and records all business transactions in significant manner in separate set of books.

The business transactions are first recorded in primary books and subsequently posted in the ledger. At the end of accounting year it helps in presenting the financial position and result of operation of that business. Hence accounting is regarded as the language of business.

Book Keeping and Accountancy is both a science as well as an art. As a science teacher, commerce teacher must follow basis assumptions and postulates systematically to understand why a particular thing is done in a particular manner. As an Art students, commerce students should be able to apply the skill in maintaining books of account.

The role of accounting has been diverging with the changes in the economic trend as well as the effect of Globalisation, Liberalisation and Privatisation. The Board of studies for Book Keeping and Accountancy has diverted its efforts to make the syllabus more innovative, informative and practical oriented which will enable students to face challenges posed in todays competitive era.

Objectives

To enable the students to

1. Acquire knowledge of basic terms, definitions, concepts and conventions of Book-Keeping and Accountancy.
2. Understand business transactions and their effects on business operations.
3. Study different documents used for business transactions by knowing their contents and formats.
4. Know and practice the basic principles of Book-Keeping and Accountancy.
5. Understand and practice the contents and specimen of various books of account.
6. Develop the skill of calculations and accuracy.
7. Develop the technique of entering the transactions into the books of accounts with the understanding of their ultimate effect on final accounts.
8. Prepare the final accounts of proprietary concern, partnership firm, not for profit

organization and learn to analyze them.

9. Ascertain profit or loss from incomplete records.
10. Learn to use computer in accounting.

Std. XI

Sr.No. Topic

1. A. Introduction of Book-keeping and Accountancy

A.1 Meaning and definition

A.2 Objectives

A.3 Importance and Utility

A.4 Difference between Book-Keeping and Accountancy

A.5 Basis of Accounting - Cash basis and Accrual basis.

A.6 Qualitative characteristics of accounting information

A.7 Financial Accounting, Cost Accounting, Management Accounting

B. Basic Accounting Terminologies

B.1 Business Transactions - Cash Transactions and Credit Transactions

B.2 Goods

B.3 Profit, loss-Operating and Non-operating profits, Normal gains and abnormal gains with examples. Difference between profit and Income

B.4 Assets, Liabilities, Net-worth/ Owners Equity Assets: Fixed/ Current/Tangible/ Intangible/ fictitious

B.5 Contingent Liability

B.6 Capital, Drawings

B.7 Debtors, Creditors

B.8 Capital Expenditure, Revenue and Deferred Revenue Expenditure

B.9 Cash discount and Trade discount

B.10 Solvent and Insolvent

B.11 Accounting Year

B.12 Trading Concerns and 'Not for Profit' Concerns

B.13 Goodwill

C. Accounting Concepts, Conventions and Principles and Indian Accounting standards concepts and objectives

C.1 Meaning and Importance

C.2 Business Entity

C.3 Money measurement

C.4 Cost

C. 5 Consistency

C. 6 Conservatism

C. 7 Going Concern

C. 8 Realization

C. 9 Accrual

C.10 Dual Aspect

C.11 Disclosure

C.12 Materiality

C.13 Revenue

C.14 Matching

C.15 Accounting Standards

2. A. Meaning and fundamentals of Double Entry Book-keeping System

A.1 Study of Double Entry Book-keeping system.

A.2 Advantages of Double Entry Book-keeping system.

A.3 Comparison of Double Entry Book-keeping system with Conventional Accounting system.

B. Classification of Accounts and Accounting equations Rules

B.1 Types of accounts-personal, Impersonal accounts- Real accounts, Nominal accounts.

B.2 Rules for different accounts for passing entries.

B.3 Illustrations

B.4 Accounting equations Assets, Liabilities, Revenue and capital expenses

B.5 Brief: Explanation about IFRS

3. Source documents required for Accounting

3. 1 Meaning, contents and specimen.

3. 2 Voucher-internal, external voucher

3. 3 Petty cash and cash voucher

3. 4 Cash and Credit memo

3. 5 Receipt

3. 6 Debit and Credit note

3. 7 Pay-in-slip

3. 8 Withdrawal slip

3. 9 Cheque-Bearer, Order, Crossed, Account payee

3.10 Bank pass book, Bank Statement and Bank advice

4 Journal

4.1 Meaning, Importance and utility of Journal.

4.2 Specimen of Journal

4.3 Writing of Journal entries

5. Subsidiary Books

5.1 Meaning, need and specimen of different Subsidiary Books.

5.2 Simple Cash Book with cash column only

5.3 Cash Book with cash and bank columns

5.4 Analytical Petty Cash Book-imprest system.

5.5 Purchase Book

5.6 Sales Book

5.7 Purchase Return Book

5.8 Sales Return Book

5.9 Bank Book

5.10 Journal Proper, Transactions of Discounts to be taken in Journal Proper

6. Ledger

6.1 Meaning, need and contents of ledger be explained

6.2 Specimen of ledger

6.3 Posting of entries from Subsidiary books to ledger

6.4 Balancing of ledger accounts.

7. Bank Reconciliation Statement

7.1 Meaning, need and importance

7.2 Reasons for difference in bank balance as per cash book and balance as per bank pass book

7.3 Specimen of Bank Reconciliation Statement

7.4 Preparation of Bank Reconciliation Statement

8. Trial balance

8.1 Meaning and Purpose

8.2 Specimen of Trial Balance

8.3 Preparation of Trial Balance from given balances of accounts.

9. Errors and their rectification

9.1 Meaning and effects of errors.

9.2 Types of errors - Errors of principles, Errors of Ommission, Errors of commission and Compensating Errors.

9.3 Steps to locate errors

9.4 Errors affecting and not affecting Trial Balance

9.5 Treatment of balance of suspense account

9.6 Rectification entries

10. Depreciation, Provisions and Reserves

10.1 Depreciation : Meaning, Need and Factors affecting depreciation.

10.2 Methods of computation of Depreciation : Straight Line Method, Written Down Value Method (Excluding Change in method)

10.3 Accounting Treatment of Depreciation : By charging to asset account by creating Provision for depreciation / accumulated depreciation account.

10.4 Provisions and Reserves : Meaning, Objectives and Difference between provisions and Reserves.

10.5 Types of Reserves : Revenue Reserve, Capital Reserve, General Reserve, Specific reserves, Secret reserves.

11. Financial statements of Proprietary concern

Financial Statements- Meaning, objective and Importance

11.1 Preparation of Trading Account

11.2 Preparation of Profit and Loss Account

11.3 Preparation of Balance Sheet

11.4 Effects of following adjustments only

a. Closing stock

b. Depreciation

c. Bad and Doubtful debts

d. Provision for discount on Debtors and Creditors

e. Outstanding expenses

f. Prepaid expenses

g. Accrued income

h. Income received in advance

i. Drawings

j. Goods distributed as free sample

12. Computer in Accounting

12.1 Introduction to Computer Accounting System :
Components of CAS, Features, Grouping of Accounts, using software of C.A.S.

12.2 Application of computer accounting Automation of accounting process, designing accounting reports, data exchange with other information system.

Project Work

1. A study of non-operating expenses of proprietory concern with examples and documents.
2. A study of various policies of company as AS-2, AS-6 and AS-10 from annual report.
3. A comparative study of conventional and modern system of accounting.
4. Analytical study of all assets or documents in your family.
5. Collection of all types of documents used in the banks and office.
6. A report on organised exhibition on all source documents in your college.
7. Visit to any proprietory concern and preparation of journal of 8 days with the help of business transactions.
8. A record of different imaginery transactions for 10 days of a new business with capital of ₹ 1,00,000, like Stationery shop / Newspaper stall / Medical store / Vegetable stall.
9. A study of account books maintained by Mahila Bachat Gat in your area and preparation of financial report.'
10. Ledger accounts and trial balance of any business concern with the help of a journal.

11. A report on procedure for opening various types of bank accounts.
12. A visit to factory or workshop or small scale industry and a study of various methods adopted for calculation of depreciation.
13. Final Accounts with the help of journal / subsidiary books of sole trading concern.
14. Journalising of household transactions for a month.
15. Effects on purchasing power of a customer due to discount.
16. Classification of family activities into monetary and non-monetary activities.
17. Preparation of Bank Reconciliation Statement from given extracts of Cash book and Pass book balances. (at least 15 reasons expected).
18. An analytical study of 25 different ledger accounts.
19. A project on the types of accounts related to goods.
20. Any one Accounting Package.

Note :

The above list of projects is given only as guidelines. Students are free to select any topic for project related to the syllabus.

Std. XII

Sr. No. Topic

1. Introduction to Partnership

- 1.1 Meaning and definitions
- 1.2 The Indian partnership Act 1932
- 1.3 Methods of capital accounts
  - i) Fixed Capital Method
  - ii) Fluctuating Capital Method

2. Partnership Final Accounts

- 2.1 Introduction and Necessity of preparation of Final Accounts with following adjustments.

Adjustments

a. Closing stock
b. Outstanding expenses
c. Prepaid expenses
d. Income received in advance
e. Income receivable
f. Bad debts
g. Provision for doubtful debts
h. Reserve for discount on debtors and creditors
i. Depreciation
j. Interest on capital, drawings and loans
k. Interest on investment and loans
l. Goods destroyed by fire/ accident (insured / uninsured)
m. Goods stolen
n. Goods distributed as free samples
o. Goods withdrawn by partners
p. Unrecorded purchases and sales
q. Capital expenditure included in revenue expenses and vice-versa
r. Bills Receivable dishonoured
s. Bills payable dishonoured
t. Deferred expenses
u. Capital receipts included in revenue. Receipts and vice-versa
v. Commission to working partner/ Managers on the basis of Gross profit, Net profit, sales, etc.

3. Reconstitution of Partnership

- 3.1 Meaning and different ways of reconstitution
- 3.2 Admission of a partner
  - 3.2.1 Meaning and Need
  - 3.2.2 Capital brought by new partner
  - 3.2.3 New profit sharing ratio
  - 3.2.4 Sacrifice ratio
  - 3.2.5 Goodwill - Meaning, Methods

of valuation and treatment of goodwill.

i) Average profit method

ii) Super profit method

3.2.6 Adjustment of accumulated profits and losses.

3.2.7 Revaluation of assets and liabilities

3.2.8 Adjustment of capitals

3.3 Retirement / Death of a partner

3.3.1 Meaning, need

3.3.2 New ratio

3.3.3 Gain ratio

3.3.4 Treatment of goodwill

3.3.5 Adjustment of accumulated profits and lossess

3.3.6 Revaluation of assets and liabilities

3.3.7 Adjustment of capital

3.3.8 Amount due to retiring parter

3.3.9 Death of partner

4. Dissolution of Partnership Firm

4.1 Simple dissolution

4.2 Dissolution under Insolvancy situation

5. Accounts of "Not for Profit" concerns

5.1 Introduction, meaning and features of "Not for Profit" concerns.

5.2 Receipts and Payments Account- meaning and features. Distinction between Income and Expenditure account.

5.3 Preparation of Income and Expenditure Account and Balance Sheet with the following

a) Additional Information

1. Outstanding expenses and prepaid expenses of the current and previous year
2. Accrued income and income received in advance
3. Subscription received in advance and Subscription outstanding of the current and previous year
4. Depreciation
5. Capitalisation of entrance fees.
6. Creation of special funds out of donations
7. Stock of stationery
8. Opening balances of assets and liabilities

b) Important Items

Entrance fess, Subscriptions, Legacy, life membership fees, Sale of old assets, Scrap, News papers, Specific donation, General Donations, Specific Funds, Endowment fund

6. Single entry system

6.1 Introduction

- Meaning of single entry system.
- Difference between single entry and double entry system.

6.2 Preparation of statements

6.3 Additional information.

- Additional capital
- Drawings
- Depreciation on fixed Asset
- Bad Debts
- Reserve for Doubtful Debts
- Undervaluation and Overvaluation of Assets and Liabilities
- Interest on loan
- Interest on capital
- Interest on Drawings
- Partners salary
- Outstanding / Unpaid expenses
- Prepaid Expenses/ Expenses paid in advance.
- Illustrations

7. Bill of Exchange (Only Trade Bill)

7.1 Introduction, necessity, Meaning, Definition of Bill of Exchange

7.2 Draft/format of Bills, Parties to the Bill of Exchange, Acceptance of Bill, Terms of Bill, Days of Grace, Date of maturity, Due Date, Types of Bill

7.3 Honouring of Bill, Dishonour of Bill, Noting and Protesting of Bill, Notary Public and Noting Charges

7.4 Accounting Treatment of Bill by the Drawer/Holder and Drawee in following cases

a) Retaining the Bill till due date. honour/dishonour, insolvency of the drawee/ acceptor

b) Endorsement of the Bill, Honour/ dishonour and also insolvency of acceptor

c) Discounting the Bill with the Bank honour/dishonour and insolvency.

d) Sending the Bill to the Bank for collection, honour/ dishonour and insolvency

e) Renewal of Bill-Reasons for Renewal of the Bill. Renewal of Bill with or without charging interest

f) Making part payment of basic amount, interest and noting charges and drawing of new Bill

g) Honour/dishonour of New Bill

h) Insolvency of the acceptor and settlement of his account

i) Retirement of Bill

j) Journal Entries and Ledger

8. Company Accounts Part-I
Accounting for shares

8.1 Share and share capital, Meaning, Nature and Types

8.2 Accounting for Share Capital: Issue and Allotment of Equity Shares. Private placement of shares. Public subscription of shares. Over subscription and Under subscription of shares. Issue at Par and premium, and at discount, Calls in advance in arrears, Issue of shares for consideration other than cash

8.3 Accounting treatment of forfeiture and re-issue

8.4 Disclosure of Share capital in Company's Balance Sheet (Horizontal form)

9. Company Accounts Part-II
Accounting for Debentures

9.1 Debentures : Meaning, Issue of debentures at par, at premium and at discount

9.2 Issue of debentures for consideration other than cash. Interest on Debentures

10. Analysis of financial statements

10.1 Financial statement Analysis: meaning, objectives and limitations

10.2 Tools for financial statement Analysis-meaning of comparative statements, common size statements, cash flow analysis, and Ratio analysis

10.3 Accounting Ratios : Meaning objectives and classification of Ratios

10.4 Introductions to current ratio, liquid ratio, Gross profit ratio, operating profit ratio and Net profit ratio. ROI, ROCI

Project Work

1) Visit to Partnership Firm and study the management of the firm and a report on it.
2) A report on procedure of registration of Partnership Firm under Partnership Act 1932.
3) Preparation of Financial statement with the help of Journal / subsidiary books of any partnership firm.
4) Analylical study on various adjustments in Final Accounts of Partnership Firm.
5) A report on procedure of winding up Partnership Firm.
6) Study of the methods of valuation of goodwill and accounting treatment in case of Admission, Retirement or Death of a partner.
7) Visit to any not for profit concern. e.g. Library, Sports club, Mahila Bachat Gat, Public Hospitals, Educational Institutions, Temples, Masjids, Gurudwaras, Ganesh Mandal, etc. and preparation of a report on such visit or visits.
8) Analysis of the school / college transactions into revenue and capital receipts and revenue and capital expenditure.
9) Study of revenue and capital receipts, revenue and capital expenditure of minimum any ten non profit concerns.
10) Comparative study of Profit Organisations and 'Not for Profit' organisations and analysis of adjustments in final accounts of not for profit concern / organization.
11) Preparation of Report on various treatments of Bills of Exchange (Trade bill)
12) A visit to a cloth merchant who is maintaining his books of accounts under single entry system. Preparation of statement of affairs and statement of profit or loss from the data collected.
13) A visit to a Bank & preparation of a report on the procedure of discounting and collecting Hundies (Bills of Exchange)
14) An interview with a sharebroker.
15) A report on the procedure of opening a DEMAT Account.
16) A report on the procedure of purchasing and selling of shares through DEMAT Account.
17) Visit to a company and preparation of informative report on the procedure of issue of shares or Debentures.
18) A comparative study of different ratios to be used in the Annual Report of a company.

Note :

The above list of projects is given only as guidelines. Being creative and innovative, students may select any topic for project related to the syllabus.

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Economics (49)

Introduction

The Framework of this curriculum is based on National Economic Policy to explain the students the nature of Indian Economy. Problems of Population explosion, Poverty, Unemployment, Measures to remove these problems. What are the Infra-structure facilities in the country, its development and its importance is included in the curriculum.

To make the students understand the above problems. This subject should be explained at Micro and Macro level. In future this curriculum will help students for higher education.

General Objective

1) To make the students understand the changes in Indian Economy and problems faced by the economy.
2) To make them inquisitive about the infra structural facilities in Indian Economy.
3) To explain to them the Principles of Micro & Macro Economics
4) To make students aware of concepts like Money, Banking, National Income, Public budget etc.
5) To create awareness among the students regarding qualities required for skilled entrepreneur (Leadership qualities)

Specific objectives

1) To help the students to understand the basic concepts of economic growth & economic development.
2) To develop ability of student to understand the challenges before the Indian Economy.
3) To create interest among the students to know the dynamic nature of Indian Economy and arising problems. In order to create economic equality, weaker and socially deprived groups are to be involved in the process of economic development.
4) To create awareness among students about objectives of new economic policy.
5) To prepare the students to understand the process of economic planning in Indian Economy.
6) To understand the basic Infra structural facilities of Indian Economy.
7) To motivate the students to collect, organize and classify graphical presentation of statistical data.
8) To motivate skillful abilities of the students to make graphical presentation of data.
9) To introduce students, Index numbers and construction of Index numbers.
10) To prepare them to make use of the technical knowledge of the curriculum in their day to day life.

Std. XI

A Section – Indian Economic development

1) Economic development & Economic growth
2) Quality of human life – Introduction – Physical quality of Life Index & Human Development Index.
3) Major challenges before Indian Economy
a) Population
b) Poverty

c) Unemployment
4) Economic Reforms since 1991 & its main features.
a) Liberalisation
b) Privatisation
c) Globalisation
5) Economic Planning
   a) Meaning and objectives
   b) 10th Five year plan – a study
6) Infra structural development in India.

B Section – Introduction to statistics
7) Introduction to statistics
8) Collection & organization of Data
9) Graphical presentation of data
10) Measures of Central Tendency
    Mean, Median & Mode
11) Index Numbers.

Std. XII

Section A

Micro Economics

1. Introduction to Micro Economics
2. Consumers behavior
3. a. Analysis of Demand
   b. Elasticity of Demand
4. Analysis of Supply
5. Types of Market & Price determination under Perfect competition
6. Factors of Production

Section B
Macro Economics

7. Introduction to Macro Economics
8. National Income
9. Determinants of Aggregates
10. Money
11. Commercial Bank
12. Central Bank
13. Public Economics

Std Xi - Economics

Topics for Project (20 Marks)

1) Comparative study of some families based on income, expenses on health, education, entertainment etc.
2) An interview of an entrepreneur.
3) Study of the relationship between poverty and size of family.
4) Information about the relationship between number of children in a family and standard of living.
5) Report of visit to Employment Exchange.
6) Information about jobs created through Employment Guarantee Scheme.
7) An interview of self-employed persons.
8) Visit to Agriculture College/Industrial Training Institute/District Industrial Centre.
9) Information about economic & social inequality existing in various families.
10) Study of the effects of globalization on rural and urban families.
11) Information about Placement Agencies.
12) Study of impact of New Economic Policy on agriculture/industry/ service sector.
13) Information about families using solar energy (solar cooker, solar water heater etc.)
14) Visit to places using non-conventional energy sources.
15) An interview of some people using public transport.
16) An interview of some people using private transport.
17) Collect information from newspaper related to different economic events, during fifteen days.
18) Collect the data from 25 families regarding number of family members,

sex, age, education and occupation. From the collected data, classify families according to number of members per family, sex wise distribution, age distribution of all members, education wise distribution, occupational distribution.

19) Collect prices of 7 commodities on the 1st day of the month and on the last day of the month and find price Index numbers using Simple Aggregate Method and Average of price relatives methods.

20) Information about employment opportunities arising due to different modes of transport.

Note : The above list of projects is given only as guideline.

Std. XII

Economic Topics for Project (20 Marks)

1) Visit any cottage industry and collect information about its income and expenses.

2) Visit some families and note down observations regarding how utility of different commodities is subjective and relative.

3) Prepare a chart for Marginal Utility and Total Utility of any commodity consumed by you.

4) Comparative study of individual demand schedules of any one commodity of two families.

5) Visit a grocery shop and collect information about changes in demand and changes in price of wheat for the period of 5 months.

6) Visit retailers of any commodity & collect information about prices & supply.

7) Collect information about prices charged for toothpaste, bathing soap etc. by different firms under monopolistic competition.

8) An interview of an entrepreneur.

9) An interview of skilled and unskilled labour engaged in different sectors.

10) Survey of people using credit cards & debit cards.

11) Visit any Commercial Bank & collect information about its functioning.

12) Collect information of different Banking instruments like cheques, demand drafts, etc.

13) Collect information about E-Banking

14) Collect information about changes in the policies of Reserve Bank of India.

15) Collect information of the current budget from newspaper.

Note : The above list of projects is given only as guideline.

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(A) Compulsory Subjects

English (01)

Introduction

The curriculum for the subject of English at Std. XI and Std. XII has been prepared bearing in mind the curriculum of English for the classes I to X in Maharashtra, the National Curriculum Framework & State Curriculum Framework, the curriculums of English in the other states of India, current thinking in curriculum development and curriculum implementation, and the views/opinions expressed by teachers on the existing curriculum frame work.

Characteristic Features of the new curriculum

1. In pursuance of the existing policy of the State Government, a common course in the subject of English has been designed for the learners from the English medium and the Non-English medium schools.
2. The course offers opportunities for remediation, consolidation and extension of the language skills already learnt.
3. The course endeavors to meet the functional (communicative), literary (aesthetic) and cultural (integrative) needs of the learner.
4. The course provides opportunities for meeting the linguistic needs of the vocational as well as the academic stream. It aims at preparing the learner linguistically to undertake different professional courses like Medicine, Engineering and to pursue different types of undergraduate courses in various streams such as Science, Law, Commerce, Humanities, Agriculture, etc. It also aims at helping the learner to face the wider world of work.
5. The National Curriculum Framework, the State Curriculum Framework and the policy of the State Government underscore the need of making education learner-centered and adopting the constructivist model of education. The role of the learner is that of an active participant and the role of the teacher is that of a facilitator of learning. The focus is on the process of learning. The learner is expected to 'discover' and 'construct' his/her learning.
6. The major thrust of this curriculum is on the development of communication skills. Along with the basic language skills of Listening, Speaking, Reading and Writing, the skills such as narrating, describing, reporting, summarizing, persuading, note-taking, note-making, etc. have also been focused.
7. The course makes a conscious effort of helping the learner to sharpen his/her literary sensibility, by offering him/her opportunities to read and discuss a variety of literary texts.
8. In view of the developments in the field of Information and Communication Technology, the Board recommends increasing use of technology for effective implementation of the curriculum of English.

General Objectives

To enable the student to

1. develop his/her language skills to a fair degree of proficiency.
2. acquire communication skills in English useful in real life situations.
3. enrich his/her vocabulary.
4. use English in appropriate grammatical forms.
5. develop reference skills and inculcate self-study habits.
6. use English not only as a library language but also as an important language of communication.
7. cultivate a broad human and cultural outlook.

Specific Objectives

Listening Skill

To enable the student to

1. enjoy and appreciate the rhythmic beauty of various types of poems read out by the teacher in the class.
2. listen with fair comprehension to spoken English dealing with ordinary or specialized topics in known and unknown vocabulary.
3. acquire a global understanding of a variety of texts of a reasonable length read out/ played on a cassette/C.D.
4. listen to passages of a reasonable length read out/recorded for getting specific information and to answer questions based on them.
5. listen to speeches or passages for the purpose of taking notes.
6. listen to oral instructions in order to perform a given task.
7. understand read out or recorded stories, narrations, descriptions, pieces of information of a reasonable length so as to ask pertinent questions on them.
8. identify relevant/irrelevant points in the passages, speeches after listening to them.
9. infer a speaker's attitude/intention and grasp the message given in the speech.
10. listen to, comprehend and enjoy live as well as recorded presentations like skits and plays and notice the sequence of incidents in them.
11. understand oral communication without face to face interaction (e.g. telephonic conversation or messages).
12. listen with comprehension to lectures, talks, conversation, news-bulletins and interviews.
13. understand nuances conveyed through stress and intonation.
14. enjoy and appreciate various literary forms to get sensitized to literary language and experiences.
15. identify the genre and register of a text after listening to it.
16. apply listening skill to other activities like discussions, debates, reading and writing.

Speaking Skill

To enable the student to

1. enjoy reciting poems with proper accent, rhythm and intonation.
2. speak in syntactically acceptable forms/ patterns.
3. speak with acceptable pronunciation and play variety of roles in different contexts.
4. speak coherently, fluently, confidently and intelligibly on a given topic for a reasonable period of time with appropriate body language.

5. answer questions orally showing clear understanding of subject matter.
6. frame oral instructions, ask for and offer directions, advise, persuade, express intentions, etc.
7. converse appropriately in formal and informal contexts, considering the role-relationship, the topic and the situation.
8. make oral presentation on a given topic for a reasonable span of time in an ordered manner.
9. present oral reports on planned events, projects, etc.
10. compere programmes, narrate incidents and experiences.
11. take part in group discussions, interviews, debates and elocution competitions.
12. cope with distance communication, telephonic conversation, effectively.
13. comment on the writer's point of view.
14. prepare for other need based functional activities requiring oral communication.
15. communicate nuances through stress and intonation.

Reading Skill

To enable the student to

1. improve the speed of reading.
2. read in order to find the intention and attitude and bias of the writer.
3. read aloud and appreciate the rhythm of a poem.
4. adopt different reading strategies depending on the type of texts and the purpose of reading.
5. skim as well as scan the text.
6. read and predict the events to come.
7. read in order to infer through the context.
8. read non-verbal presentations such as railway time-table, graphs, charts, etc.
9. understand grammatical sentences and their implications.
10. read brochures, reviews, reports, news items to get information.
11. read silently to find out the suggestive meaning in a poem and a prose text.
12. distinguish the main ideas from the subsidiary information.
13. read extensively so as to develop interest in different forms of literature and styles of writing.
14. read so as to make notes, to summarize and to classify.
15. use the information given in the text to respond to e.g. advertisements.
16. understand and appreciate features of literary style.

Writing Skill

To enable the student to

1. acquire the mechanics of writing including handwriting, the use of punctuation marks, capital letters and correct spellings.
2. write correctly and neatly, using appropriate vocabulary and grammar.
3. write answers to the questions on textual and non-textual reading material showing his/her acquisition of sub skills of reading.
4. write coherently on a given topic using appropriate discourse features.
5. write expository, argumentative essays of about 250 to 300 words.
6. write formal and informal letters for various purposes.
7. acquire ability to draft notices, leaflets, announcements.
8. prepare short write-ups for school magazines/newspapers and wall-papers.
9. develop a draft of a dialogue.

10. write short reports on news, interviews, visits and functions.
11. write notices, agendas and minutes of meetings.
12. develop advertisements, with the help of clues given.
13. make notes based on the given text leading to summarizing.
14. prepare a write-up showing his/her understanding of the information given in non-verbal forms and vice versa.
15. convey in writing his/her understanding and appreciation of different literary forms.
16. write curriculum vitae.

Vocabulary

Development of vocabulary has its importance in language learning. Learners need to be helped in the consolidation and extension of their vocabulary. Learners need to learn how to understand meanings of words with the help of context and how to use words in an effective way. The coursebooks and other materials will offer necessary guidance in this regard.

Grammar

Grammar has an important role to play in the teaching and learning of English. However, our focus has to be not so much on the rules of grammar but on the use of grammar. The knowledge of grammar should lead to an effective use/application of the skills of listening, speaking, reading and writing. Therefore, the focus has to be on the functional aspects of grammar and not on the formal ones.

a)	**Std. XI** **A Coursebook in English (Yuvabharati)**	
1.	**For Detailed Study** **i) Prose :** About 80 pages of literary and non-literary (informative) texts/passages (excluding notes, illustrations, tasks, etc.) **ii) Poetry :** About 200-250 lines	
2. b)	**For Non-detailed study** A selection of literary and non-literary texts (Longer Pieces) : About 40 pages. **Grammar**	
Sr. No.	**Items**	**Specification**
	Revision of the items learned up to Std X.	
1	The Tenses	Revision of the tenses learned upto Std. X. Advanced level of the above items.

2.	Types of sentences	Simple, Compound, Complex, Relative clauses.
3.	Clauses	Proper usage and synthesis.
4	Verbs of perception	Uses of see, hear, smell, feel, taste and know, have, own think, etc.
5.	Voice	Statements, questions, indirect objects, object + object complement, negatives. (Advanced level) (Conversion)
6.	Reported Speech	Advanced level, continuous short paragraph consisting of three to four connected sentences.
7	Collocation	The co-occurrence of lexical items.
8	Uses of 'too' and 'enough'	Conversion and synthesis.
9.	Modal Auxiliaries	Will, shall, can, could
10.	Articles	Uses and omission of 'a', 'an', 'the'
11	Prepositions	Indicating time, place and direction.
12.	Linking words/discourse markers	Use of linking words in sentences and in larger units.
13.	Word formation	Changing word forms-nouns, verbs, adverbs, adjectives
14.	Infinitives, Gerunds and Participles	Usage and synthesis

Std. XII

a)	**A Coursebook in English (Yuvabharati)**
1.	**For Detailed Study** **i) Prose :** About 80 pages of literary and non-literary (informative) texts passages (excluding notes, illustrations, tasks, etc.) **ii) Poetry :** About 200-250 lines
2. **b)**	**For Non-detailed study** A selection of literary and non-literary texts (Longer Pieces) : About 40 pages. **Grammar**

Sr. No.	**Items**	**Specification**
	Revision of the items learned up to Std XI.	
1	The Tenses	Advanced level of the tenses learned upto Std XI.Sequence of Tenses.

2.	Types of sentences	Simple, Compound, Complex, Relative clauses.
3.	Clauses	Proper usage and synthesis.
4	Voice	Statements, questions, indirect objects, object + object complement, negatives. (Advanced level) (Conversion)
5.	Reported Speech	Advanced level, continuous short paragraph consisting of three to four connected sentences.
6.	Uses of ‘too’ and ‘enough’	Conversion and synthesis.
7	Modal Auxiliaries	may, might, must, etc.
8	Articles	Uses and omission of ‘a’, ‘an’, ‘the’
9.	Prepositions	Indicating time, place and direction.
10.	Linking words/ discourse markers	Use of linking words in sentences and in larger units.
11	Word formation	Changing word forms-nouns, verbs, adverbs, adjectives
12.	Infinitives, Gerunds and Participles	Usage and synthesis

Weightage to be given at Std. XI and XII

The following weightage is to be given to the various aspects of the syllabus.

1	**Reading Skill (Textual and non-textual)**	**40%**
2	**Grammar**	**15%**
3	**Writing skill**	**25%**
4	**Oral test**	**20%**

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Environment Education

The Environmental Education Syllabus for Higher Secondary Stage is based on the recommendations of the National Focus Group on Habitat and Learning and the National Curriculum Frame work-2005 (NCF-2005).

Students pursue a common curriculum up to class X and would have developed a substantive understanding of the environmental issues from the perspective of both natural and social sciences.

At the higher secondary stage, that is, in classes XI and XII, they pursue many different academic streams drawn from languages, sciences, mathematics, social sciences, commerce, arts and physical education or vocational courses intended to help learners become skilful, [productive and efficient workers. It is important that the students further strengthen their knowledge and understanding of various aspects of environment and its problems and acquire attitudes and behaviours desirable for environmental improvement, safety management, and sustainable development.

By the time students enter class XI they will be mature enough to effectively participate in formulation, planning and implementation of projects and investigative studies pertaining to environmental problems.

In this course, the Environment is treated as an interconnected system of a variety of components including people, institutions, knowledge, artefacts, geosphere (atmosphere, hydrosphere, lithosphere), biosphere (ecosystems, biological populations), energy, material, and information flows. An attempt has been made to illustrate the manifold environmental impacts that cascade through such interconnected systems and bring about continual processes of environmental change.

Std. XI

1. People and Environment

1.1 Humans as an integral part of the environment

1.2 Growth in human numbers over historical times

1.3 Migrations of people

1.4 Dispersion of human populations

1.5 Rural and urban settlements

1.6 Environment and health

1.7 Gender and environment

2. Institutions (Social, Economic, Political, Legal, Cultural) and Environment

2.1 Evolution of technology, social, economic and political organisation, and growing resource demands

2.2 Impact of economic growth on environment

2.3 Inequitable economic growth, poverty and environment

2.4 India as a country where many different modes of resource co-exist

2.5 Open access, community controlled, private and state management of resources

2.6 Evolution of environmental concerns in different societies over the course of history

2.7 India's manifold traditions of conservation and sustainable use
2.8 Shift of environmental regulation from nature worship, customary law to Wildlife Act, Forest Conservation Act, Environmental Impact Assessment and Biological Diversity Act, etc.
2.9 Tools of environmental management, efficiency of resource use, sustaining harvests, pollution control
2.10 Concept of sustainable development
2.11 Concept of sustainable consumption
2.12 Ecological footprints
2.13. International economic regimes, forces of globalisation
2.14 International regimes of environmental regulation, Framework Convention on Climate Change, Law of Sea, Trans-boundary Movement of Hazardous Wastes, etc.

3. Knowledge, Science, Technology and Environment

3.1 Growth of knowledge and human colonisation of new environments
3.2 Growth of knowledge and use of newer resources
3.3 Growth of knowledge, control of diseases and population growth
3.4 Implications of intellectual property rights for environment
3.5 Biotechnology, agriculture, health and environment
3.6 Intellectual property rights over living organisms
3.7 Traditional indigenous knowledge, its implication for environment

4. Man-made Artefacts and Environment

4.1 Technological advances and ever accelerating pace of manufacture of artefacts
4.2 Impact of agriculture, animal husbandry, aquaculture
4.3 Impact of agrochemicals on environment
4.4 Impact of industry, mining, transport
4.5 Generation and provision of energy, water and other natural resources
4.6 Impact of synthetic chemicals
4.7 Life cycle analysis of: Newspaper, household consumables, house construction, transport, personal computer, cell phones, etc.

Std. XII

1. Exosphere (Atmosphere, Hydrosphere, Lithosphere)

1.1 Sustainable and non-sustainable use of renewable and non-renewable natural resources, such as water and minerals
1.2 Changing patterns of land use and land cover
1.3 Management of gaseous, solid, liquid and hazardous wastes
1.4 Air, water (fresh and marine), soil pollution – sources and consequences
1.5 Noise and radiation pollution – sources and consequences
1.6 Ozone layer depletion and its effect
1.7 Greenhouse effect; global warming and climatic change and its effects
1.8 Disasters - natural (earthquakes, droughts, floods, cyclones, landslides) and man-made (technological and industrial); their impact on the environment; prevention, control and mitigation
1.9 Strategies for reducing pollution and improving the environment

2. Biosphere (Ecosystems and Biological Population)

2.1 Sustainable and non-sustainable use of biological populations

2.2 Sustainable agriculture

2.3 Impact of Genetically Modified Organisms

2.4 Deforestation, overgrazing, over fishing

2.5 Concept and value of biodiversity

2.6 Components of biodiversity – genes, species, and ecosystems

2.7 Landscape ecology

2.8 India as a mega diversity nation

2.9 Economic potential of biodiversity

2.10 Loss of biodiversity - threatened, endangered and extinct species

2.11 Strategies for conservation of biodiversity – *in situ* and *ex situ*

2.12 Mitigating the people-wildlife conflict

3. Energy, Material, Information Flows

3.1 Changing global patterns of energy and water consumption - from ancient to modern times

3.2 Energy and water consumption and quality of life

3.3 Rising demand for energy, and water, gap between demand and supply (Indian context)

3.4 Conventional and non-conventional energy sources - potential (Indian context) and limitations of each source, methods of harnessing and environmental consequences of their use with special reference to Indian context

3.5 Energy conservation - efficiency in production, transportation and utilisation of energy

3.6 Planning and management of energy; future sources of energy - hydrogen, alcohol, fuel cells

3.7 Enhancing efficiency of devices and optimising energy utilisation

3.8 Modern Information Communication Technology Revolution and environment.

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According to the Supreme Court directive dated December 2010, NCERT is the nodal agency for the subject Environment Education. The syllabus designed and finalized and prepared by NCERT for std. 11 & 12th has to be followed by the state after adapting it according to their local specific needs.

Maharashtra state has adapted the syllabus of Environment Education prepared by NCERT and taking into consideration the local specificity the education material is prepared accordingly.

Separate text books have been prepared for std. 11 & 12th. Local specific examples have been included so as to make the book student friendly. Various activities have been included to make the book and overall Environment Education activity based. Journal assignments are also included to make the assessment process easy for students and teachers as well.

An attempt has been made to make Environment Education interesting as far as possible and in accordance with the local needs and national needs as well.

हिंदी (०४)

महाराष्ट्र राज्य माध्यमिक व उच्च माध्यमिक शिक्षण मंडळ तथा एन.सी.एफ. २००५ के अनुसार उच्च माध्यमिक हिंदी पाठ्यक्रम निश्चित किया गया है।

उच्च माध्यमिक स्तर के छात्रों को सामाजिक समस्याओं का निराकरण करने के उपाय, वैज्ञानिक सोच, व्यावहारिक तथा व्यावसायिक कौशल, राजनीतिक, साहित्यिक तथा सामाजिक गतिविधियाँ आदि के प्रति सचेत करने की दृष्टि से पाठ्यक्रम में कुछ नूतन उद्भावनाएँ की गई हैं । छात्रों को जनसंचार माध्यमों से परिचित कराते हुए हिंदी भाषा के अनुप्रयोग के प्रति सचेत करने के लिए कुछ उपक्रम भी सुझाए गए हैं।

इस स्तर पर केवल हिंदी भाषा पढ़ाना उद्देश्य नहीं है बल्कि शील-संपन्न नागरिक निर्माण करने हेतु विविध वैयक्तिक, सामाजिक, राजनीतिक मूल्यों का परिचय कराना भी महत्वपूर्ण होता है अत: साहित्य तथा पाठों के माध्यम से मूल्य संस्कार का उद्देश्य सफल हो सकता है।

प्रस्तुत स्तर के पाठ्यक्रम के उद्देश्य निम्नलिखित हैं।

१) हिंदी भाषा की संरचना तथा व्याकरण के मूलतत्वों के ज्ञान को विस्तृत करना।

२) हिंदी के शब्दभंडार की अभिवृद्धि तथा उसके अनुप्रयोग की योग्यता का विकास करना।

३) भाषा की मौखिक एवं लिखित अभिव्यक्ति में कुशलता प्राप्त करके छात्र की निजी स्वतंत्र शैली का विकास करना।

४) वाक् प्रतियोगिता, भाषण, कलामंच-संचालन, संवाद आदि से परिचित करना।

५) साहित्य पाठों के माध्यम से छात्रों में सौंदर्यबोध तथा कलात्मक बोध का विकास करना।

६) भारत की सांस्कृतिक विशेषताओं का परिचय देते हुए समता, राष्ट्रीयता, बंधुता, वैश्विक एकता आदि भावों का पोषण करना।

७) साहित्य की विविध विधाओं के माध्यम से संबंधित साहित्यकारों तथा उनकी विभिन्न शैलियों का परिचय देना। हिंदी साहित्य के इतिहास का स्थूल परिचय देना।

८) वैश्वीकीकरण के परिप्रेक्ष्य में अनूदित साहित्य का परिचय कराना। साथ ही छात्रों में अनुवाद की क्षमता विकसित करना।

९) राजभाषा के रूप में हिंदी के शासकीय तथा व्यावहारिक रूप का परिचय देना।

१०) जनसंचार माध्यमों की भाषा के रूप में हिंदी की विविध प्रयुक्तियों का ज्ञान देना। सी.डी., डि.व्ही.डी., इंटरनेट पर प्रस्तुत पूरक साहित्य का परिचय देना।

कक्षा ११वीं

१. गद्य : १२ पाठ : ८० पृष्ठ

कहानियाँ	७
निबंध	२
एकांकी	१
हास्य, व्यंग्य/संस्मरण	-
विज्ञान/पर्यावरण/रेखाचित्र	२
जीवनी आदि	
	१५

२. पद्य - १० कविताएँ/२५० तक पद्य पंक्तियाँ

मध्ययुगीन :	४	३
आधुनिक :	१०	७
	१४	

३. पूरक पठन : कुल ७ पाठ हास्य-व्यंग्य रचनाएँ

वैज्ञानिक/औद्योगिक आदि	७
हास्य व्यंग्य रचनाएँ	
	७

४. रचना विभाग -

निबंध - २०० शब्दों तक करना।

- चित्र वर्णन
- सारांश लेखन -
- पत्रलेखन
  - व्यावसायिक/कार्यालयीन पत्र
  - साक्षात्कार/ भेंटवार्ता

- पारिभाषिक शब्दावली

*अनुवाद

५. **व्याकरण**

१) कालपरिवर्तन : सामान्य, पूर्ण, अपूर्ण

२) वाक्यों के भेद : सरल, संयुक्त, मिश्र

३) अव्यय पहचानना : क्रियाविशेषण, संबंध-सूचक समुच्चय बोधक, विस्मयादि बोधक

४) मुहावरे

वाक्य शुद्धीकरण = मात्रा, लिंग, वचन, कारक क्रिया

सूचना के अनुसार काल परिवर्तन

६. **संवाद कौशल**

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कक्षा १२ वीं

१. **गद्य : १२ पाठ : ८० पृष्ठ**

कहानियाँ	७	६
निबंध	४	२
हास्य-व्यंग्य	२	२
विज्ञान/पर्यावरण	१	२
संस्मरण/रेखाचित्र आदि		
	१५	१२

२. **पद्य – १० पद्य पंक्तियाँ २५०**

मध्ययुगीन : ४

आर्वाचीन : १०

१४

३. **पूरक पठन :** कुल हिंदी विविधा पाठ - ६

हिंदी विविधा - विविध विधाओंके ६ पाठ

४. **रचना विभाग -**

निबंध - २०० शब्दों तक

अपठित गद्य खंड का आकलन

सारांशलेखन -

पत्रलेखन - व्यावसायिक / कार्यालयीन

साक्षात्कार / भेंटवार्ता

पारिभाषिक शब्दावली,

वृतांतलेखन, विज्ञापन।

अनुवाद / चित्रवर्णन

५. **व्याकरण**

१) वाक्य भेद - सरल, संयुक्त, मिश्र

२) कालपरिवर्तन : सामान्य, पूर्ण, अपूर्ण

३) वाक्य शुद्धीकरण, मात्रा, लिंग, वचन, कारक क्रिया

४) मुहावरे

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Information Technology - Commerce (99)

Introduction

Government has to visualize Schools which will concentrate on a balanced development of students in intellectual, emotional and physical terms, with a view to developing a technology literate, creative, and critically thinking class of students to open the doors to the world of knowledge.

The curriculum has been devised to integrate a wide variety of knowledge, language, value elements and skills such as creative and critical thinking, personal, social, scientific, mathematical environmental and knowledge acquisition.

In order to execute these dreams we have to develop the relevant infrastructure. We should carry out a substantial reinvention and re-engineering of educational sector. Our existing curricula in educational institution in respect of computer courses have to be thoroughly revamped. Internet connectivity should be provided to all Schools. Recognized aided and unaided Educational Institutions should ensure that the entire student community, irrespective of subject chosen should become computer literate. IT should be the integral part of education system.

Objectives

The student should be able to

1. acquire basic knowledge of Computers
2. acquire basic knowledge of Information Technology
3. understand E-Commerce and related concepts
4. understand concepts in Multimedia
5. develop capabilities to access Information using Internet
6. learn the basic concepts of Computer Networking
7. develop an understanding of principles based on visual environment
8. acquire skills for creation of Basic Web Pages
9. acquaint with basic techniques and knowledge required for computing applications
10. get aware about cyber laws and ethics

Std. XI

1 Introduction to Information Technology

- 1.1 Information Technology: Definition, Introduction, Information Systems, Software, Data
- 1.2 IT in Business, Industry, Home, Play, Education, Training, Science and Engineering
- 1.3 Computers in Hiding

2 Office Suite

- 2.1 Word Processor- Microsoft Word and its main features
- 2.2 Spreadsheets – Microsoft Excel and its main features
- 2.3 Presentations – Microsoft PowerPoint

3 Multimedia

- 3.1 Multimedia-Definition, Communication, Components, Building Blocks, Scope, Uses, Application purposes
- 3.2 Overview of Computer Images
- 3.3 Digital Audio

3.4 Overview of Video
3.5 Flash – Overview and Introduction
3.6 Multimedia Design and Future Directions

4 Web Browsers, E-mail Clients and Messenger Utilities

4.1 Overview, Working of the Internet and WWW
4.2 Role of Web Servers, Clients
4.3 Web Browsers and their use, Popular Web Browsers
4.4 E-Mail Servers and Protocols
4.5 E-mail Clients and Web Based Mail Access using Browser
4.6 Messenger Services and Clients
4.7 FTP

5 File and Disk Utilities

5.1 Concept of Files and directories
5.2 File Archival, compression and encryption
5.3 Disc Tools (Windows 7) Error-Checking and Defragmentation
5.4 Computer Security

6. Basic Database Concepts

6.1 Definition of Database and database program
6.2 Tables, Rows/Records, Columns/ Fields, Differences between database and spreadsheet
6.3 Relational abilities and meaning of Relational Database
6.4 Basic Concepts of database and RDBMS
6.5 Constraints to ensure data quality
6.6 Database Administration, Software Development, Business Analysis
6.7 SQL, History and Command Categories

7 Overview of Tally

7.1 Advantages of computerized accounting
7.2 Introduction to Tally and its features.

8 HTML

8.1 Uses, Features, Properties and Limitations.
8.2 Tags and Attributes, Basic Tags Paragraph and Heading Tags, Comments
8.3 Ordered and Unordered Lists and Related Tags, Nested Lists
8.4 Anchor Tag and Hyperlinks in HTML
8.5 Division and Physical Style Tags, working with Fonts, font types, sizes and colours.
8.6 Body background colour, text colour and hyperlink colours, Pre-formatting, Line Break, and Horizontal Rules, Displaying special characters in HTML
8.7 Images in HTML, related tags and attributes, features of BMP, JPG and GIF Raster image formats
8.8 Tables in HTML and related tags
8.9 Marquee
8.10 Java Applets

Std. XI - Practical List

1. Identification of Computer Systems and understanding LAB setup.
2. Exercise on Windows, Start Menu and Accessories.
3. Creating Documents, page formatting, use of fonts and colour and printing using Word
4. Mail merge and envelope printing using Word

5. Study of Spreadsheet using Excel
6. Create simple Presentation and Slideshow using PowerPoint
7. Practical on simple Flash based animation
8. Study of a Web Browser for browsing different websites
9. Acquisition of e-mail ID on free web-based e-mail servers; sending and receiving emails with and without attachments.
10. Study and use of search engines and messengers.
11. Downloading and saving Web page content and images as files.
12. Creation of Compressed File Archives ZIP and RAR
13. Study of Disk Management Tools
14. Create a simple web page using basic HTML tags.
15. Creation of WEB page containing graphics and table.
16. Use of Hyperlinks on web pages.
17. Creating simple database, table, forms and reports using Access.
18. Generating simple queries and verifying results. (Access).
19. Study of TALLY Package (GATEWAY)

Std. XII

1 Web Publishing

- 1.1 HTML Page Frames
- 1.2 Image Mapping
- 1.3 Forms and Form Objects
- 1.4 Inserting Sound and Video
- 1.5 Use of Unicode and Indian Language Fonts
- 1.6 Cross-Browser Testing
- 1.7 Introduction to CSS
- 1.8 Web Server

2 Cyber Laws and Ethics

- 2.1 Moral, Ethics and Law
- 2.2 Ethics Culture and ethics for computer users, professionals and business
- 2.3 Information Service
- 2.4 Code and guidelines of ethics
- 2.5 Introduction to cyber laws and IT Act of India 2000
- 2.6 Digital Signature, Electronic Records-Attribution, acknowledgement and dispatch.
- 2.7 Ten Commandments of Computing
- 2.8 Security, Privacy and Control
- 2.9 Intellectual Property Rights

3 E-Commerce

- 3.1 Electronic Commerce-Scope, Definition
- 3.2 Trade Cycle
- 3.3 Electronic markets-Usage, Advantages and Disadvantages, Future
- 3.4 Electronic Data Interchange-Definition, Benefits
- 3.5 Internet Commerce, e-Commerce in Perspective
- 3.6 EDI Security

4 Introduction to Networking

- 4.1 Communication and Network Technologies
- 4.2 Internet, Network Communication and Protocols
- 4.3 Transmission Media, Communication over Wires and Cables, Wireless Communication and Standards
- 4.4 Network Architecture, Relationships and Features
- 4.5 Cable Topologies
- 4.6 Network Hardware

5 Data Management using Access

5.1 Microsoft Access and its main features, Database Concepts
5.2 Opening existing Databases
5.3 Working with Tables
5.4 Introduction to Forms and working with forms
5.5 Table Relationships (one-to-one and many-to-many) Queries, Query types, creation of Query manually as well as using wizard, calculations using queries
5.6 Introduction to Reports and working with Reports

6 Tally

6.1 Creating and configuring Company Menus related to Accounts
6.2 Working with Groups and Ledgers
6.3 Study of Cost centers and Vouchers
6.4 Printing Purchase orders, Sales orders and Invoice
6.5 Study of Trial Balance, Balance Sheet and Profit and Loss Account

Practical List

1. Creation of a Website
2. Creation of a Website with Frames and CSS
3. Hyperlinks on a Web Page using Client Side Image Mapping
4. Hyperlinks on a Web Page using Server Side Image Mapping
5. Use of Audio and Animation on Web Pages
6. Use of Video on Web Pages
7. Creation and Publishing a Website using FTP
8. Cross Browser Testing and Differences in Rendering
9. Creation of Webpage in Devnagri Script (Marathi or Hindi) using UNICODE. Use MS-Word with BarahaIME and Save as html
10. Conversion between Audio File Formats (based on Std. XI syllabus)
11. Image Conversion between Image file formats (based on Std. XI syllabus)

Modern Indian Languages

मराठी (०२)

प्रास्ताविक

वर्तमान युगास अनुरूप असे शिक्षण विद्यार्थ्यांना द्यावे, असा मराठी अभ्यास मंडळाचा विचार आहे. सध्या मराठी भाषेच्या उपयोजनाची विविध क्षेत्रे अस्तित्वात आहेत. उदा. शासकीय, अशासकीय कार्यालयातील कामकाज, उद्योग आणि व्यापार, जाहिरात संस्था, नभोवाणी, दूरचित्रवाणी, चित्रपट, प्रसारमाध्यमे, विज्ञान व तंत्रज्ञान, संगणक या विविध क्षेत्रात मराठी भाषेच्या उपयोजनाचे स्वरूप कसे आहे व कसे असावे, याचे मार्गदर्शन विद्यार्थ्यांना व्हावे, या दृष्टीने नव्या पाठयपुस्तकाची आवश्यकता आहे; असे मराठी अभ्यास मंडळाला वाटते.

मराठी विषयाचे अध्ययन केल्यानंतर विद्यार्थ्यांना उपजीविकेचे साधन मिळविण्याच्या दृष्टीने साह्य व्हावे, हेही उद्दिष्ट या अभ्यासक्रमाच्या मागे आहे. तसेच, या विद्यार्थ्यांचा मराठी साहित्याशी असलेला अनुबंधही कायम राहील, असे वेचे अभ्यासक्रमासाठी निवडले जातील. उदा. विविध प्रकारचे पत्रव्यवहार,मुलाखती, माहितीवर आधारित लेख, वार्तापत्र,वृत्तसंकलन इ.

मराठीच्या विकासासाठी इतर भाषांतून ज्ञान-विज्ञानविषयक ग्रंथ मराठीत आणावेत, अशी शासनाची भूमिका आहे. त्यासाठी हा अभ्यासक्रम अत्यंत उपयुक्त आहे. यातून विद्यार्थ्यांना आवश्यक त्या परिभाषेची ओळख होईल. उदा. न्यायालयीन कामकाजाची भाषा, बँक व्यवहाराची भाषा. दैनंदिन व्यवहारात मराठीचा उपयोग वाढावा,अशी शासनाची भूमिका आहे. या अभ्यासक्रमामुळे सर्व व्यवहारांसाठी मराठी भाषेचा वापर करण्याची सवय विद्यार्थ्यांना व पर्यायाने समाजाला लागेल, अशी अभ्यास मंडळाची धारणा आहे.

उद्दिष्टे

१. भाषेच्या व्याकरणाचे महत्त्व ठसविणे.

२. भाषांतराची कौशल्ये रुजविणे.

३. प्रसारमाध्यमांसाठी लेखन-वाचन करण्याचे कौशल्य प्राप्त करून देणे.

४. परिसरातील व दैनंदिन प्रश्नांच्या सोडवणुकीसाठी भाषेचा उपयोग करण्याचा सराव करून घेणे.

५. संगणकावर मराठीचा उपयोग करण्यास प्रोत्साहन देणे.

६. सर्वत्र राजभाषा मराठीचा सन्मान करणारा नागरिक निर्माण करणे.

इयत्ता अकरावी

१) व्याकरण
२) भाषांतरकौशल्य
३) जाहिरातलेखन
४) सारांशलेखन
५) आकलन
६) इंटरनेटची ओळख (ई -पत्रव्यवहार, ब्लॉग्ज् (अनुदिनी), संकेतस्थळे (वेबसाइटस्), ऑनलाइन वर्तमानपत्रे, युनिकोड(भारतीय भाषा)
७) वृत्तपत्रीय लेखन (बातमी,स्तंभलेखन)
८) परिभाषेची व कोशवाङ्मयाची जुजबी ओळख
९) औपचारिक पत्रव्यवहार
१०) परिसरातील प्रश्नांशी निगडीत संवादकौशल्य (ग्रामपंचायत,जिल्हा परिषद,महानगरपालिका,राज्यशासन)
११) भाषेचे वाड्.मयीन उपयोजन व प्रातिनिधिक नमुने.

इयत्ता बारावी

१) व्याकरण
२) भाषांतरकौशल्य
३) वृत्तपत्रीय लेखन (लेख व अग्रलेख)
४) दूरचित्रवाणी व आकाशवाणीसाठी भाषेचे उपयोजन
५) मुलाखत तंत्र (तोंडी व लेखी)
६) संगणक -इंटरनेट, संकेतस्थळे, ओपन ऑफिस, फॉस (Free Open Source Software)
७) भाषेचे वाङ्मयीन उपयोजन व प्रातिनिधिक नमुने.
८) सृजनशील लेखन (Creative writing)

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Organization of Commerce and Management (51)

Introduction

Now it becomes necessary to give formal, traditional, recent education in Commerce and Industry along with practical knowledge so as to enable the students to have good understanding of the basic concepts of globalised world and its relationship with the society.

Council of Boards of School Education in India (COBSE) has taken the responsibility of bringing out 'Common contents in commerce' at + 2 stages of secondary level. It is a dynamic process that brings together technology, natural resources and human initiative in a constantly changing global environment. Information Technology is becoming a part of educational operations. Computerized systems are fast and replacing other systems. This curriculum will prepare students to analyse, manage, evaluate and respond to change which affects seriously. It provides a way of looking at and interacting with the business environment.

This syllabi introduces 80-20 pattern of evaluation. Comprising 80 marks Theory and 20 marks practical being need of the time. Practical approach is introduced. After doing a comparative study of syllabi of different Boards like C.B.S.E, ICSE, regarding their syllabi at + 2 level, this curriculum is prepared which shows common contents in commerce at the national level. The suggestions and recommendations received from various Boards regarding commerce subjects are considered in this curriculum. It allows students to appreciate that business is an integral component of society and develops an understanding of many social and ethical issues. Besides, it also informs students of a range of study and work options and bridge the gap between Secondary and Higher secondary education.

General Objective

- To develop student's understanding of the
- Processes of business and its environment.
- To acquaint students with the dynamic nature and inter - dependent aspects of business.
- To help the students understand the economic and social significance of business activity.
- To acquaint students with the practice of managing the operations and resources of business.
- To enable the students to be aware of socio – economic and ethical dimensions of business.
- To acquire with the knowledge of new trends in the field of business.
- To enhance the interest of students while doing the practical work like projects.

Specific Objectives

- To acquire the knowledge of nature and scope of business, small business.
- To understand private, public and global enterprises including Internal trade.
- To know about international business.
- To understand about business environment.

- To know about marketing process.
- To understand the nature and significance of management.

Note :

1) This syllabus is prepared according to the guidelines of N.C.F 2005.
2) This syllabus is compared with CBSE and ICSE Board – XI and XII syllabi pattern.
3) The instructions introduced in N.C.F. – 2005 are included in this syllabus.
4) While considering the N.C.F. 2005 it is observed that in XI-syllabi unit No. 7 and 8 and in XII syllabi unit No. 9 and 10, are already included in the subject-Secretarial Practice in the current syllabus. In view of this, to avoid the repetition of the above mentioned units of Stds. XI and XII these topics are deleated.
5) CBSE and ICSE BOARDS DO NOT have the subjects 'Secretarial Practice' and 'Co-operation'. These subjects are available only in Maharashtra State. Hence, the Board of studies proposes that no change is necessary in S.P. and Co-operation as these are newly constructed (Except, Business Finance to be included in S.P.) subjects.

Std. – XI

UNIT-1 Nature and Scope of Business

- Concept and characteristics of business
- Business, Profession and Employment-Meaning and distinctive features.
- Objectives of business-economic and social, role of profit in business.
- Classification of business activities-Industry and Commerce.
- Industry – Types of industries- primary, secondary, tertiary.
- Commerce-Trade-Auxiliaries.
- Business risks – nature and causes.

UNIT-2 Small Business

- Small scale industry- Tiny sector, cottage and rural industry.
- Role of small business in rural India.
- Problems of small business in India.
- Government Assistance and special schemes for industries in rural, backward and hilly areas.

UNIT-3 Private, Public and Global Enterprises.

- Private Sector and Public Sector.
- Forms of organizing public sector enterprises – Departmental undertaking, Statutory corporation, Government company.
- Changing role of public sector.
- Global Enterprises (Multinational companies)
- Joint Ventures – meaning, benefits.

UNIT- 4 Internal Trade

- Meaning and types of internal trade Wholesale Trade and Retail Trade.
- Services of a wholesaler and a retailer.
- Types of Retail Trade -
- Itinerant retailers and Fixed shops, Departmental store, Super market, Chain stores.
- Role of Chamber of Commerce and industry.

UNIT - 5 International Business

- Nature, importance, scope and complexities involved in international business.
- Basic information about ways of entering into international business.
- Contract manufacturing, licensing

franchising, joint ventures and setting up wholly owned subsidies.

- Export – import procedures and documentation.
- Foreign Trade promotion organizational support and incentives. Nature and importance of export processing zone/ Special Economic zones.
- International Trade Institutions and Agreement.
  W.T.O.UNCTAD, WORLD BANK, I.M.F.

UNIT-6 Business Environment

- Business Environment – meaning and importance.
- Dimensions of Business Environment – Economic, social, Technological, political and legal.
- Economic environment in India. Impact of Government policy changes on business and industry with special reference to adoption of the policies of liberalization privatization and globalization.

UNIT- 7 Marketing

- Marketing – meaning, functions, role.
- Distinction between marketing and selling.
- Marketing Mix – concept and elements-
- Product – nature, classification, branding labelling and packaging.
- Physical distribution – meaning, role Channels of distribution – meaning, types, factors determining choice of channels.
- Promotion – meaning and role, promotion mix, Role of Advertising and personal selling objections to Advertising.
- Price – factors influencing pricing.

UNIT-8 Nature and significance of management

- Management – concept, objectives, importance
- Nature of management, management as Science, Art, profession.
- Levels of management – top, middle, supervisory (first level).

Special Note :

Readers of this textbook may find some extra information in the various topics, which is related to the current reference and changes in the commercial business environment. The object of this information is to give current changes and updated reference to the students. No questions will be set on this extra information introduced in the textbook.

Some Subjects for Projects (Based on XI Syllabi)

Organization of Commerce and Management

1) Information about Automatic Machines
2) Report of service industry
3) Report of seasonal goods
4) An interview of an Agent
5) Different types of insurance policies
6) Pictorial presentation & information about a Mall
7) Different / Samples of Quotations
8) A visit to a manufacturing industry
9) An interview of a wholesaler / Retailer
10) An interview of two successfull self – employed persons
11) An interview of a Franchiser
12) E – Commerce: Need of todays' business world
13) Different attractive packagings
14) A visit to a Bank
15) Collection of banking instruments of various banks
    (Cheques, Demand Drafts, Pass book, withdrawl, Pay- in- slips etc)

16) Employment opportunities arised due to transport
17) Attractive Advertisements – Advertisements in the news papers, T.V. media, Radio Advertising, etc.
18) Report of Branded goods
19) A visit to a warehouse
20) A visit to well equipped commercial office.

N.B – Students are free to select any topic other than the topics given above but it must be related to the syllabus

Specific Objectives

- To know about different forms of business organizations and Business services.
- To understand the emerging modes of business.
- To know about social responsibilities of business and business ethics.
- To understand the concept of consumer protection and role of consumer organisations.
- To understand the principles, functions of management.
- To know about Entrepreneurship development.

Std. XII

UNIT-1 Forms of business organizations

- Sole proprietorship, Joint Hindu Family Business – meaning, features, merits and demerits.
- Partnership – meaning, types, registration, merits, limitations, types of partners.
- Co – Operative societies – types, merits and limitations.
- Company – Private Ltd, Public Ltd – merits, limitations.
- Starting a business – Basic factors.
- Choice of forms of business organizations.

UNIT-2 Business services

- Nature and types of Business services – Banking, Insurance, Transportation, Warehousing, communication.
- Banking – types of banks, functions of commercial banks, E – banking.
- Insurance – principles & types of life, fire, marine insurances.
- Postal and Telecom services.
- Warehousing – types and functions.
- Transport – meaning, role, means.

UNIT -3 Emerging modes of Business

- E – business – Meaning, Scope and benefits. Resource required for successful E –Business implementation.On – line transactions, payment mechanism.
- Security and safety of business transactions.
- Outsourcing – Concept, need and scope.

UNIT-4 Social Responsibilities of business and business ethics.

- Concept of social responsibility.
- Cases for social responsibility.
- Responsibility towards different interest groups, owners, investors, employees, consumers, government, community, public in general.
- Business ethics – concept and elements.
- Business and environmental protection.

UNIT-5 Consumer protection

- Importance of consumer protection.
- Rights of consumers
- Consumer responsibilities.
- Ways and means of consumer protection.
- Consumer awareness and legal redressal with special reference to Consumer Protection Act.

- Role of Consumer Organization and NGOS.

UNIT-6 Principles of Management

- Principles of Management – meaning, nature and significance.
- Fayol's Principles of Management.
- Taylor's scientific management – Principles and Techniques.

UNIT-7 Functions of Management

- Planning – Meaning, Nature, Importance.
- Organizing – Meaning, Nature, Importance.
- Staffing – Meaning, Nature, Importance.
- Directing – Meaning, Nature, Importance.
- Controlling – Meaning, Nature, Importance.
- Co – ordinating – Meaning, Nature, Importance.

UNIT-8 Entrepreneurship Development

- Concept, Functions and Need.
- Entrepreneurship: Characteristics and Competencies.
- Process of entrepreneurship development.
- Entrepreneurship Values: Attitudes and Motivation- Meaning and concept.

Some topics for Projects
(Based on Std. XII Syllabus)

List of Topics for projects

1. An interview of sole trader
2. Partnership firm :- process & procedure
3. Joint Hindu family – An affectionate business
4. Collection of Common seals of different Joint stock companies and the relevant information about common seals
5. Visit to a co-operative society, co-operative credit societies, patpedhis, consumer co-operative stores and prepare a report of such visits.
6. Information about the businesses who are working in the private and public sector.
7. Effects on environment – (List of information of industries)
8. Information about the business groups who are famous in their social accountability (e.g. Tata, Reliance, etc.)
9. An interview of those persons who are aware of consumer welfare and their rights.
10. Information about a training institute, giving training to consumers about Their rights.
11. Prepare a report of any cottage industry doing planning on the basis of co-operation.
12. Information about students co-operative stores.
13. Plan and project report of any function.
14. An interview of a eminent businessman.
15. Detail information about the various services offered by a big business group.
16. Information of any two business groups who have secured I.S.O. 9000.
17. How will you plan against any natural calamity in your area.
18. How will you plan for keeping (maintaining) best highest Quality of the goods produced by group.
19. Information about the institute who gives career guidance.
20. Bad effects of various festivals on the environment.

N.B –

Students are free to select any topic other than the topics given above;
but that should be related to the topic of the syllabi.

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Secretarial Practice (52)

Introduction

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This syllabi introduces 80-20 pattern of evaluation. Comprising 80 marks theory and 20 marks practical. Being need of the time, practical approach is introduced. After doing a comparative study of syllabi of different Boards like C.B.S.E, ICSE, regarding their syllabi at + 2 level, this curriculum is prepared which shows common content in commerce at national level. The suggestions and recommendations received from various Boards regarding commerce subjects are considered in this curriculum. It allows students to appreciate that business is an integral component of society and develop an understanding of many social and ethical issues. Besides, it also informs students of a range of study and work options and bridge the gap between Secondary and Higher secondary education.

General Objectives

- To develop an understanding of the processes of business and its environment in students.
- To acquaint students with the dynamic nature and inter - dependent aspects of business.
- To help the students regarding the economic and social significance of business activity.
- To acquaint students with the practice of managing the operations and resources of business.
- To enable the students to be aware of socio – economic and ethical values of business.
- To acquire knowledge of new trends in the field of business.
- To enhance the interest of students while doing the practical work like projects.

Std. XI

Specific Objectives

- To acquire knowledge of the basic term 'Secretary'
- To know about Joint Stock Company and machinery monitoring Joint Stock Company, structural organization of Joint Stock Company and company meetings.
- To understand business correspondence, secretarial correspondence with Directors, Registrar, Banks and Insurance company.

STD: XI

UNIT -1 Secretary

- Meaning, definition and importance.
- Types of secretaries:
  a) Personal b) Non – profit Association c) Co – operative Society d) Joint Stock Company e) Government department (Qualifications, qualities and functions)

UNIT-2 Joint stock company

- Evolution
- Definition and Features
- Merits and limitations
- Formation of Joint stock Company – Stages – Promotion, Incorporation, Capital raising and obtaining Trading Certificate
- Documents related to the Formation of a Joint stock Company – Memorandum of Association, Articles of Association, Prospectus, Statement in lieu of prospectus (Meaning, purpose and contents of each document).

UNIT-3 Machinery monitoring Joint stock Company

- The Central Government's Department of company affairs.
- The Board of Company Law Administration
  (Company Law Board / National company Law Tribunal)
- Registrar of Companies.
- Advisory Committee.
- Jurisdiction of court (brief outline of the role in monitoring mechanism)

UNIT-4 Structural Organization of a Joint stock company

- Shareholders – Acquisition of membership, rights and termination.
- Board of Directors – Qualifications, appointment, Powers, duties.
- Managing Director – Qualifications, appointment, powers, duties and remuneration.
- Auditor – Meaning, functions, rights, appointment, remuneration and removal.
- Company Secretary – Appointment, rights and responsibilities, remuneration.

UNIT - 5 Company Meetings

- Provisions for convening and conducting a valid meeting.
- Provisions related to Notice, Agenda, Quorum, Proxy, Voting, Motions, Amendments, Resolutions, Minutes.
- Types of Meetings – Statutory Meeting, Annual General Meeting, Extra – Ordinary General Meeting, Meetings of Board of directors.
- Role of a Company secretary relating to Meetings.

UNIT - 6 Business Correspondence

- Basic principles of Business correspondence.
- Importance
- Layout of a Business Letter
- Essentials of a good business letter
- Physical appearance of business letter
- Precaution to be taken while writing business letters

UNIT-7 Secretarial correspondence

7.1 Correspondence with Directors

- Notice of Meeting with agenda
- Sending a brief report to directors who were absent for meeting
- Reminding the directors about the provision regarding absenteeism of consecutive meetings
- Requesting a director to be present at a meeting as an expert
- Removal of a director

7.2 Correspondence with Registrar of Companies

- Filing Statutory Report
- Filing Annual Report
- Extension of time for holding Annual General Meeting
- Filing special resolution with Registrar of companies
- Alteration in clauses of Memorandum of Association and Articles of Association

7.3 Correspondence with Banks

- Opening of an Account
- Stop payment
- Issue of a Letter of Credit

7.4 Correspondence with Insurance Companies

- Enquiry about various policies regarding fire & marine Insurance.
- Asking for fire and marine policies.
- Informing insurance company about damage of goods by fire/marine loss
- Settlement of claim

Std. XI
PROJECT WORK

1) Interview of a personal secretary working with Doctor or any Professional.
2) Report of a social organization like Lions Club, Rotary Club, Mahila Bachat gat etc.
3) Informative report of a non profit association – Hospital, Public Library, Sports club, Cultural Association etc.
4) Visit report: Auditor's office.
5) Informative report about the office work done by using computer.
6) Interview of a promoter, Large scale businessman.
7) Documents presentation: Memorandum of Association, Articles of Association.
8) Interview of a Secretary- Company/Other institutes.
9) Insurance proposals – Fire insurance, Marine insurance
10) Informative report of education loans given by banks.
11) Visit to the bank to open an Account
12) Prepare proformas – Notice, Agenda, Resolution etc.
13) Report on visit to local co-operative organasation
14) Report on company visit.

Note :

The above list of projects is given only as guidelines. Being creative and innovative, students may select any topic for project related to the syllabus.

Std. XII

Specific Objectives

- To acquire the knowledge of business finance, sources of business finance.
- To understand the role of secretary in the capital formation.
- To know about the declaration and payment of dividend.
- To acquire the knowledge of correspondence of a company secretary with members, debenture holders and depositors.
- To give the information about financial markets.

UNIT 1 Business Finance

- Business Finance – Meaning, role, objectives of financial management.
- Financial planning – Meaning and

importance.

- Capital structure – Meaning and factors.
- Fixed and working capital – Meaning and factors affecting their requirements.

UNIT-2 Sources of Business Finance

- Nature and significance: Financial requirements and sources.
- Methods of raising finance
  Equity and preference shares
  Debentures and Bonds
  Retained profits
  Public deposits
  Loan from commercial banks
  Loan from financial institutions
  Trade credit
  Discounting of bills of Exchange
  Global Depository Receipt, American Depository Receipt

UNIT-3 Role of a Secretary in the Capital Formation Part I

- Meaning of issue of shares at par, premium and discount, at bid price
- Meaning of Initial public offer.
- Meaning of bonus issue
- Meaning of rights issue
- Meaning of Employee stock option scheme
- Meaning of private placement.
- Issue of shares – procedure
- Allotment – Meaning, conditions for valid allotment, procedure
- Transfer and Transmission of shares – Meaning, provisions, procedure, difference.
- Issue of share certificate and share warrant – Meaning, provisions, procedure, difference.

UNIT-4 Role of a Secretary in the Capital Formation Part II

- Issue of debentures – procedure, conversion and redemption of debentures
- Deposits – invitation, acceptance, renewal, repayment, default and remedies
- Depositories and dematerialization of securities – meaning, importance, procedure, secretarial duties in issuing securities in dematerialized form

UNIT-5 Declaration and payment of dividend

- Meaning
- Provisions related to ascertainment of dividend, declaration of dividend and payment of dividend.
- Procedure of payment of dividend.
- Provisions regarding unpaid / unclaimed dividend
- Interim and final dividend – Meaning and difference

UNIT-6 Correspondence of company secretary with members, debenture holders and depositors

- Allotment of shares
- Regret letter
- Lodgement notice
- Approval / Refusal of Transfer of shares
- Issue of bonus shares
- Distribution of dividend – notice
- Allotment of debentures
- Redemption of debentures
- Conversion of debentures into shares
- Payment of interest on debentures
- Letter thanking the investor for deposits
- Payment of interest (Basic information of TDS to be given)
- Renewal of deposits
- Repayment of deposits

UNIT -7 Financial markets

- Concept of Financial market
- Money market – nature, instruments.

- Capital market- nature and constituents – primary and secondary market.
- Distinction between capital market and money market.
- Stock Exchange – meaning, functions, BSE, NSEI, Trading procedure.
- Securities Exchange Board of India (SEBI) objectives, functions.

PROJECT WORK - Std. XII

1) Specimen presentation of different kinds of share certificates.
2) Specimen presentation of different kinds of debenture certificates.
3) Interview report of an underwriter.
4) Functional report of SEBI.
5) Visit report – Financial institution other than bank.
6) Presentation of prospectus and your observations.
7) Introduction to latest instruments of debts – (Refer Economic Times, Business Today, internet).
8) Informative report of public deposits offer by company.
9) Informative report of DEMAT account.
10) Report about dividend policy of any company.
11) Specimen presentation of letters issued by company
    (Do not use specimen letters given in the book).
12) Collection of news clippings about share market.
13) Functional report of stock exchange.
14) Prepare specimen – Dividend warrant, Interest warrant

Note –

The above list of projects is given only as guidelines. Being creative and innovative, students may select any topic for project related to the syllabus.

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