

**ST. PETER JUNIOR COLLEGE OF SCIENCE AND COMMERCE, DEWANMAN,**

**VASAI ROAD WEST**

**SYLLABUS FOR STD XI FET (COMMERCE)**

**MARKS 25**

**FORMAT: MULTIPLE CHOICE QUESTIONS**

**MODE OF EXAMINATION: ONLINE**

**ENGLISH**

1.2 ON TO THE SUMMIT WE REACH THE TOP – TENZING NORGAY

2.1 THE CHERRY TREE – RUSKIN BOND

3.1 EXPANSION OF IDEAS

4.1 HISTORY OF DRAMA

**HINDI**

अंतर्गत आने वाला पाठ्यक्रम

कविता 1.प्रेरणा

3 .पंद्रह अगस्त

पाठ लघु कथाएं (अ)उषा की दीपावली (आ) मुस्कुराती चोट व्याकरण -

लिंग ,वचन, भाववाचक रूप विशेषण रूप ,मुहावरे आदि

**ECONOMICS**

1. BASIC CONCEPTS IN ECONOMICS

2. MONEY

3. PARTITION VALUES

**O.C.M.**

1. Introduction of Commerce and Business

2. Trade

**B.K. & ACCOUNTANCY**

**Chapter-1:**

**Introduction to Book-Keeping & Accountancy**

Following topics have been covered and will be asked in form of Multiple Choice Questions

1) Meaning & Definition of Book-Keeping

2) Features of Book-Keeping

- 3) Objectives of Book- Keeping
- 4) Importance of Book-Keeping
- 5) Utility of Book-Keeping
- 6) Difference between Book-Keeping & Accountancy
- 7) Meaning of Accountancy
- 8) Basic Accounting Terminology:-
  - 1) Transactions 2) Entry 3) Narration
  - 4) Goods 5) Capital 6) Drawings 7) Debtors 8) Creditors 9) Assets
  - 10) Liabilities 11) Net Worth 12) Bad Debt 13) Contingent Liabilities
  - 14) Expenditure: - Capital, Revenue, Deferred 15) Cash Discount
  - 16) Trade Discount 17) Solvent 18) Insolvent 19) Accounting Year
  - 20) Not for Profit Concern 21) Trading Concern 22) Goodwill
  - 23) Profit 24) Loss 25) Income 26) Revenue
- 9) Basis of Accounting: Cash, Accrual, Hybrid.
- 10) Qualitative Characteristics of Accounting Information
- 11) Accounting Concepts: Business Entity, Money Measurement, Cost, Consistency, Conservatism, Going, Realization, Accrual, Dual, Disclosure, Materiality, Matching Concept.

**Chapter: - 2 Meaning & Fundamentals of Double Entry Book-Keeping**

Following topics have been covered and will be asked in form of Multiple Choice Questions

- 1) Meaning & Principles of Double Entry Book-Keeping System
- 2) Advantages of Double Entry Book-Keeping System.
- 3) Classification of Accounts
- 4) Golden Rules of Debit & Credit (Traditional Approach)
- 5) Analysis of Transactions.

**I.T.**

Ch1 – Basics of Information Technology

**(1.4 & 1.6 are not part of Test as per board instruction for 2020-2021)**

**S.P**

1. Secretary
2. Joint Stock Company.

## **MATHS**

Maths 1 Chapters 1&2

1. Sets and Relations
2. Functions.

## **BANKING I**

Book-keeping

- 1) Definition, objects, importance and utility of book-keeping
- 2) Theory and principles of double entry
- 3) Book-keeping and its advantages
- 4) Types of accounts: real, personal, nominal
- 5) Rules of debit and credit
- 6) Terms like Goods, Transaction, cash discount, trade, discount, good will, capital, drawing, debtor, creditor.

## **BANKING II**

- 1) Various kinds of bank account
    - a. Saving ac
    - b. Current ac
    - c. Fixed deposit
    - d. Recurring deposit
  - 2) Passbook
  - 3) cheque book
  - 4) pay- in- slip book
  - 5) Special customers
- Minor, married woman, joint account, limited company, partnership firm

- AS RECEIVED BY THE EXAM COMMITTEE