

F Y J C SECOND TERMINAL EXAMINATION - MARCH 2017

COMMERCE

✓ MATHEMATICS & STATISTICS

Paper I

- 1) Functions
- 2) Limits
- 3) Differentiation
- 4) Circle and conics
- 5) Trigonometric functions
(ex. 5.3, 5.4, 5.5, 5.6)
- 6) Determinants (without properties)

Paper II

- 1) Theory of Attributes
- 2) Permutations
- 3) Combinations
- 4) Probability
- 5) Index Number
- 6) Time Series
- 7) Standard deviation

✓ BOOK-KEEPING & ACCOUNTANCY

- 1) Errors & their rectification
- 2) Bank Reconciliation Statement
- 3) Depreciation, Reserves & Provision
- 4) Petty Cash Book
- 5) Financial statement of proprietary concern (Final A/c)
- 6) Computers in Accounting
- 7) Trial Balance
- 8) Journal Proper
- 9) Theory from the entire syllabus

✓ ORGANISATION OF COMM. & MANAGEMENT

Second Term :

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|-----------|---------------------------------------|
| Chapter 3 | Private, Public and Global Ent. |
| Chapter 4 | Internal Trade |
| Chapter 5 | International Business |
| Chapter 8 | Nature and Significance of Management |

First Term :

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|-----------|------------------------------|
| Chapter 1 | Nature and Scope of Business |
| Chapter 2 | Small Business |
| Chapter 6 | Business Environment |
| Chapter 7 | Marketing |

✓ ECONOMICS

Second Term :

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|------------|-----------------------------------|
| Chapter 07 | Introduction to Statistics |
| Chapter 08 | Collection & organisation of data |
| Chapter 09 | Graphical Presentation of data |
| Chapter 10 | Measures of Central Tendency |
| Chapter 11 | Index Numbers |

First Term :

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|---------------|--------------|
| Chapter 03(A) | Population |
| Chapter 03(B) | Poverty |
| Chapter 03(C) | Unemployment |

✓ SECRETARIAL PRACTICE

Second Term :

Chapter No. 4, 5, 8, 9, 13, 14, 6, 7

First Term :

Chapter No. 1, 2, 3, 6, 7, 10, 11, 12

(As per the Board Text book)

20% of the Questions will be asked from FIRST Term Portion