

**BHARAT JUNIOR COLLEGE OF COMMERCE, THANE (E)****PORTION FOR FINAL EXAMINATION (2018 – 2019)****STD : 11TH COMMERCE**

SUBJECT	Final Exam
ENGLISH	Unit 2 : Chap 1 and chap 4, Unit 5 : Chap 1 and 2 Unit 6 : Chap 1, Unit 7 : Chap 1, Unit 8 : Chap 1 and chap 3 R.R. Chap 5, Grammar : As per textual Written communication : Letter writing, Report writing, Speech writing, Interview questions, Tourist leaflet, view – counterview, etc
HINDI	पाठ : ८ से १३, कविता : ७ से १०, द्रुतवाचन : ५ से ७ व्याकरण : वाक्यभेद, कालपरिवर्तन, मुहावरे, वाक्यशुद्धीकरण, अपठित गद्यांश पर प्रश्न, १/३ सार, पत्रलेखन, निबंध, विज्ञापन वृत्तांत लेखन, संवाद, अनुवाद लेखन
I.T.	Ch.1 - Introduction to Information technology Ch. 5 – File and disc utilities, Ch.6-Basic database concepts Ch.7 – Overview of tally, Ch.8 - HTML
ECONOMICS	Chap 7 – Introduction to statistics Chap 8 – Collection of data Chap 9 – Graphical presentation of data Chap 10 – Measures of central tendency Chap 3 (C) – Unemployment
B.K.	Ledger, Purchase book, Sales Book, Purchase Returns Book, Sales Return book, Simple cash book, Petty cash book, Depreciation (SLM), Final A/cs and Trial Balance
O.C.	Chap 1 – Nature and scope of business Chap 2 – Small business, Chap 3 – Private, Public & global Enterprises Chap 7 – Marketing Chap 8 – Nature and significance of management
S.P.	Chap 3 – Joint Stock company Chap 4 – Formation of J.S.C Chap 5 – Documents of J.S.C. Chap 8 – Company meeting I Chap 9 – Company meeting II Chap 10 – Business correspondence Chap 11 – Secretarial correspondence with Directors Chap 13 – Secretarial correspondence with Banks Chap 14 – Secretarial correspondence with Insurance companies
Computer	Introduction to tally, Powerpoint
P.T.	1) Health related physical fitness 2) Athletics