

- Use of manure and fertilizers for important vegetable crops.
- Intercultural operations like hoeing, earthing and staking in vegetables.
- Hardening of nursery seedling.
- Study of nutrient deficiency symptoms in important vegetable crops.
- Type of weeds and their control in vegetable crops.
- Identification of important diseases of important vegetable like potato, tomato, chilli, brinjal, pea and their control.
- Visit to a vegetable seed production farm and seed processing unit.
- Grading and packaging of vegetable crops.

## **II BUSINESS AND COMMERCE GROUP**

### **(i) TRADE : MODERN OFFICE PRACTICES**

**PAPER-I**

**OFFICE MANAGEMENT - I  
THEORY**

**Time : 2 hrs**

**Theory : 30 Marks  
CCE : 10 Marks  
Practical : 50 Marks  
Total : 90Marks**

**General Introduction to an Office**

Meaning, Importance, Functions, Departments, Role of Office Manager, Duties and Qualities.

**Office Organization**

Meaning, Principles, Centralization and Decentralization of Office Services, Organizational Charts: Contents, Types, Advantages and Disadvantages.

**Office Accommodation and Layout**

Office Accommodation, Layout, Principles, Steps in Designing Office Layout, Types of Layout, Government Office vs. Private Office.

**Office Environment**

Meaning, Importance, Lighting, Temperature, Humidity, Ventilation, Noise, Interior Decoration, Cleanliness, Security and Secrecy.

**Office Management**

Meaning of Management, Functions of Management: Planning, Organizing, Staffing, Directing, Coordinating, Controlling.

### **Handling Correspondence and Mail**

Correspondence: Meaning, Importance, Handling Correspondence, Types: External and Internal, Mail: Meaning, Importance, Centralization and Decentralization of Mail Handling, Procedure of Handling Mail, Mail Room Equipment. Meaning of Noting and Note Sheet

### **Postal Information**

Services Rendered by Postal Department: Letters, Registered Letters, Insured Letters, Packets, Parcels, Business Reply Cards, Envelops etc, Recorded Delivery Service: Certificate of Posting, Value Payable Post, Book Post and Remittance, Speed Post and Courier Services, Miscellaneous Services: Post Box, Post Bag, Identification Cards, Postal Rates, Use of Post Office Guide.

### **Record Management and Filing**

Record: Importance, Classification, Purpose, Principles of Record Keeping, Filing: Importance, Advantages, Essentials of a Good Filing System, Filing Routine, Classifications of Files: Alphabetical, Numerical, Alphanumerical, Geographical, Chronological, Subject Wise etc, Centralized Filing.

## **OFFICE MANAGEMENT - I**

**Time: 3 hrs**

**PRACTICAL**

**Marks : 50**

- Visit an office to study the lighting arrangements, ventilation, interior decoration, cleanliness, safety, security and prepare a report.
- Make an assignment on a management system of your school.
- Receiving and sorting mail department wise.
- Preparation of envelops.
- Maintaining dispatch book.
- Prepare a records of students of your class collecting DMC, Aadhar card, Bank account, Admission forms etc, Arrange them alphabetically.
- Make a report on the working of the following machines, by visiting post office.
  - Punching and staple machine.
  - Folding machine.
  - Sealing machine.
  - Addressing machine.
  - Weighing and stamping.
  - Use of post office guide.
- Preparing cards for card index with suitable guide cards.

**PAPER-II**

**TYPOGRAPHY – I (ENGLISH)/ (PUNJABI)**

**THEORY**

**Time : 2 hrs**

**Theory : 30 Marks**

**CCE : 10 Marks**

**Practical : 50 Marks**

**Total : 90Marks**

### **Part-I: Typography**

#### **Introduction to Typography**

Origin and development of typewriting, Importance and Utility of typewriting, Types of Machines – manual, portable, noiseless (Braille), Electronic, Computers and laptops.

#### **Key-Board Operations**

Sitting posture, Touch and sight methods, Learning home row, upper row, bottom row, Learning number row, special signs and symbols & Roman numbers.

#### **Display Techniques**

Margin setting and line spacing, alignments, centering of heading, Use of punctuation marks, Paragraphing, Syllabification and calculation of speed, Typing of tabular statement.

#### **Shorthand**

Introduction and Importance, Correct Sitting Posture, Qualities of a good Stenographer

### **Part-II: Computer Applications**

#### **Computer Hardware**

Introduction to floppy disk & floppy, disk drive, Pen Drive, CD & DC-drive, DVD Drive, Hard Disk - HDD, Storing & retrieving data from various Storage Devices, Identification of various input & output devices, different types of printer - Dot Matrix, Inkjet/DeskJet/Bubble jet, Laser printer, Connectivity (USB, PS2, Keyboard Port, Monitor Socket, Speaker/Microphone Socket) for connecting devices such as Keyboard, Mouse, Monitor, Scanner, Printer, Speaker, Microphone, Pen Drive and Web Cam, Setting of basic properties of Monitor and Printer.

#### **Windows Operating System**

Introduction to Windows: Logging on, switching between accounts, Assigning and changing account passwords, shutting down minimizing windows, enlarging windows, manually changing window sizes, moving windows, closing a window, a window's menu, a window's toolbar, taskbar & Start button functions. Working with Windows: Looking at my Computer window, working in my Computer window, navigating and using Windows Explorer and Control Panel.

## **Office**

Introducing Word, Excel, PowerPoint, Outlook, Optimizing office shortcut bar, the office assistant, sharing information.

## **Ms Word**

Beginning with Word, Entering text, selecting text deleting text, copying and cutting, pasting text, finding and replacing text with basic and advanced options, auto correcting and auto formatting, correcting mistakes, spelling and grammar corrections, Formatting with Word: Simple character formatting - changing fonts and colors of text. Inserting numbers and bullets, paragraph formatting - center align, left align, right align and justify text tab setting, setting indentation and spacing, the ruler, setting page margins, Inserting line and page breaks, Formatting with styles, using format painter, previewing document before print, Document properties.

## **Using Word's Advanced Proofreaders**

Using the spell checker, using automatic hyphenation, using the thesaurus, Simple transaction, customize features and options settings, Advanced Word Features: Inserting special characters, inserting dates and page numbers, inserting pictures, inserting scanned and digital camera images, creating and using auto text entries, adding tables to documents - creating new table, traversing the table, Inserting new columns and rows, drawing tables freehand, Using header and footer options, adding footnotes and endnotes.

## **TYPOGRAPHY – I**

### **PRACTICAL**

**Time: 3 hrs**

**Marks : 50**

- Key Board Operations
- Typing speed of 20 words per minute.
- MS Word: Creating, formatting and page setting a document keeping the following areas in mind.
- Font – size, type, style.
- Alignment – left, right, center, justify.
- Page setting – Left Margin, Right Margin, Top Margin, Bottom Margin.
- Spell check & corrections.
- Saving in the newly created folder.
- Printing the document.
- Finding and replacing words.
- Saving the changed/modified document in the folder.
- Reprinting the changed document.

**Same for Punjabi as well as Hindi Medium**

**PAPER-III                      BASICS OF BOOK KEEPING AND ACCOUNTANCY**  
**THEORY**

**Time : 2 hrs**

**Theory        : 30 Marks**  
**CCE            : 10 Marks**  
**Practical    : 50 Marks**  
**Total         : 90Marks**

**RECORDING TRANSACTIONS**

- Accounting: Definition, Functions and Importance, Role of an Accountant.
- Key Accounting Terms: Transaction, Voucher, Debit, Credit, Accounting Equation, Assets, Liabilities, Capital, Profit, Expenditure, Stock, Depreciation.
- Accounting Cycle, Accounting Principles, Accounting Concepts: Business Entity Concept, Money Measurement Concept, Going on Concept and Accounting Period Concept, Cost Concept, Matching Concept and Conventions: Full Disclosure, Consistency, Materiality, Objectivity and Conservatism
- Account: Meaning, Types: Personal, Real, Nominal.

**Accounting Procedure**

- Day Book and Its Utility, Types of Transactions Recorded in a Day Book.
- Accounting and Supporting Vouchers, Posting of Vouchers in a Day Book, Rules of Journalizing, Advantages and Limitations of Journal, Recording Transactions in Journal/Day Book.
- Ledger: Meaning, Need and Format, Difference Between Journal and Ledger. Posting of Transaction from Day Book to Ledger.
- Balancing of Day Book and Accounts: Meaning of Debit and Credit Balances.
- Trial Balance: Concept, Need and Methods.

**Bank Transactions and Negotiable Instruments**

- Bank: Services Offered by Bank to a Business Firm, Types of Bank Accounts: Current, Savings and Fixed Deposit Accounts, Pass Book.
- Cheque: Nature and Type, Crossing and Endorsement, Dishonour of a Cheque.

## ELEMENTS OF ACCOUNTING

Time: 3 hrs

### PRACTICAL

Marks : 50

- Preparation of basic vouchers such as cash memos, receipts, bills, invoices, debit notes and credit notes.
- Preparation of a day book.
- Use of ledger, posting of transactions recorded in vouchers to ledgers.
- Preparation of a trial balance.
- Drawing cheque, various types of crossings on a cheque.
- Pay-in- Slip, Demand Draft, Bankers cheque.
- Various endorsements of cheque/ demand draft.
- Preparation of transaction on dishonouring of a cheque.
- Preparation of cash receipts- bills of credit.

### (ii) TRADE : BANKING AND FINANCIAL SERVICES

PAPER-I

### ELEMENTS OF BANKING AND BOOK KEEPING

#### THEORY

Time : 2 hrs

<b>Theory</b>	<b>: 30 Marks</b>
<b>CCE</b>	<b>: 10 Marks</b>
<b>Practical</b>	<b>: 50 Marks</b>
<b>Total</b>	<b>: 90Marks</b>

**Introduction:** Meaning and definition of banking; Functions of commercial banks, Role of banks in economic and social development, role and functions of reserve bank of India. Recent trends in Indian commercial banking under financial sector reforms.

**Lead Banks Scheme:** Lead banks Scheme, District credit and action plans, service area approach, rural banking, promotion of mutual funds and merchant banking

**Bank and the customer:** Bank-Customer relationships, need for improved service, customers rights and obligations, customer services offered by banks, banks and consumers protection act.

**Elements of book keeping :** Accounting- meaning and objectives, important basic accounting terms, kinds of accounts, recording transactions , writing the ledgers, balancing ledger accounts, day books, trial balance, final accounts, profit and loss account and balance sheet, balancing the accounts and Banks Reconciliation Statement. Book keeping system in banks. Tally:-introduction, uses, advantages, disadvantages.

**GST:** meaning, objectives, features and classifications.