

### **Broad distribution of marks and periods per week.**

			<b>Periods</b>		
			Th.	P.	Total
Elective Subject	-	I	2	6	8
Elective Subject	-	II	2	6	8
Elective Subject	-	III	2	6	8

- Note :**
1. Six period are for Library Studies/Extra Curricular Activities/Optional/Tutorials/ Assignments.
  2. Three months are for On-the-job training (O.J.T) every year based on the instructions sent by the Board from time to time .
  3. Punjab School Education Board Regulations for Senior Secondary Examination are also applicable to vocational stream with certain exceptions.
  4. The Board reserves the right to amend syllabus courses and/or scheme of studies as and when it considers necessary.

### **B. GENERAL FOUNDATION COURSE**

**Time:3 hrs**

**Theory: 45 Marks**

**CCE: 05 Marks**

**Total: 50 Marks**

#### **Structure of Question Paper**

In all, twenty three questions will be set from the prescribed syllabus. The question paper will comprise of three parts (Part-I, Part-II and Part-III). The questions will be evenly distributed from the prescribed syllabus.

Part-I will consist of Five objective type questions carrying 1 mark each. All questions will be compulsory to attempt. The answer of each question should not exceed more than one sentence.

Part-II will consist of fourteen short answer type questions carrying 3 marks each. Candidate will attempt any ten questions out of these. A question may have two or more parts. The answer of each question should not be more than one page of the answer sheet.

Part-III will consist of four questions carrying 5 marks each. Candidate will attempt any two question out of these. The answer of each question should not be more than Two pages of the answer sheet.

## **SYLLABUS**

### **Entrepreneurship Carrier Orientation**

Meaning, Entrepreneur, Dynamics of Entrepreneurship, Entrepreneurship as an Alternate Career, Entrepreneurship vs Wage Employment, Importance of Entrepreneurship, Entrepreneurship Charms and Challenges, Myths of Entrepreneurship, Characteristics of an Entrepreneur, Need of Motivation, Motivational Pattern of Entrepreneur.

### **Project Selection**

Concept, Factors Affecting Product Selection, Market, Marketing, Need of Marketing in Business.

### **Enterprises**

Micro, Small and Medium (MSME), Classification of Micro, Small and Medium Enterprises, Features and Characteristics of Micro Enterprises, Objectives of Micro and Small Enterprises, Problems of Micro and Small Enterprises, Role of District Industrial Centres, Various Fiscal Incentives for Startup Units by Department of Industry and Commerce, Punjab Govt.

### **Skill Councils**

Introduction to Sector Skill Councils approved by NSDC Board, Skill Loan Scheme.

### **Office Correspondence**

Meaning, Definitions, Modes of Correspondence - by Hand, by Post - Ordinary Post, Book - Post, Under Posting Certificate, Registered and Unregistered Letter, Parcel, Registered Acknowledgement Due, Speed Post.

### **Introduction of Book-Keeping and Accountancy**

Meaning, Objectives, Importance of Book Keeping, Difference between Book Keeping and Accountancy, Basic Accounting Terminologies - Business Transaction, Cash and Credit, Barter Transactions, Capital, Drawing, Assets, Liabilities, Income, Expenditure, Profit, Loss, Debtor, Creditor, Solvent, Insolvent, Goods, Purchases, Sales, Stock-Opening and Closing, Bad-Debts, Discount, Commission, Goodwill, Types of Assets, Types of Liabilities, Capital Expenditure, Revenue Expenditure, Capital Receipt, Revenue Receipt, Deferred Revenue Expenditure, Entry, Narration, Account.

**Book-Keeping Systems**

Single Entry & Double Entry, Principles of Double Entry Book Keeping System, Meaning, Importance and Advantages of Double Entry Book-Keeping System, Classification of Accounts - Personal, Impersonal - Personal, Real, Nominal, Rules of Debit & Credit for each Types of Account.

**Forms of Business Ownership**

Sole Proprietorship, Partnership, Company, Co-operative, Selection of an Appropriate Form of Business Ownership.

**Banking**

Meaning of Bank and Functions, Types of Bank Accounts - Saving, Current, Recurring Deposit and Fixed Deposit, Different Forms used in the Bank - Deposit, Withdrawal, Demand Draft.

**Insurance**

Meaning, Types of Insurance - Life and General Insurance, Importance of Insurance.

**Role of Computers**

Role of Computers in Business Management, Engineering and Technology, Agricultural Science and Home Science.

**Income Tax**

Meaning, Types of Taxes in India, Online Procedure to Apply PAN Number, Terms used in Tax Laws - Assesse, Previous Year, Financial Year, TAN Number, TDS, Advance Tax, Self-Assessment Tax, Form No 16, Form 16A, Income Tax Return, Form 26 As.