

Class XI (COMMERCE)

ENGLISH:

Unseen passage

Note making

Summary

Notice

Poster

Advertisement

Article

Speech

Debate

Letter of complaint ,Placing Order,

Letter of Enquiry and Reply to Enquiry

Letter to Editor

Grammar

Gap filling (Tenses, Clauses)

Sentence Reordering

Rearranging

Editing

Hornbill textbook

The Portrait of a lady

We are not afraid to die

Discovering Tut

Silk Road

Poem Photograph

Laburnum top

The Voice of the rain

Childhood

Father to son

Snapshot textbook

The Summer of the beautiful white horse

The Address

Mother's Day

Birth

The Tale of Melon City

ACCOUNTANCY

Introduction to accounting
Theory base of accounting
Recording of transactions 1st & 2nd
(Above units comprises with 18 marks)
Bank Reconciliation statement (6)
Trial Balance and rectification of errors(12)
Depreciation, Provision and Reserve (16)
GST (8)
Financial statements with adjustment (14)
Accounts from incomplete records (6)

MATHS:

Sets
Relation and Function
Trigonometric functions
Linear Inequalities
Sequence and series
Straight Lines
Conic Section
Introduction to 3 D
Limits and derivatives
Statistics
Probability

ECONOMICS: (030)1. Introduction
2. Consumer Behaviour and Demand
3. Producer Behaviour and Supply
4. Forms of Market and Price Determination

(Statistics)

1. Introduction
2. Collection, Organisation, and Presentation of Data
3. Statistical Tools and Interpretation

PSYCHOLOGY:-

- Chapter 1 - What is Psychology?
- Chapter 2 - Methods of Enquiry in Psychology
- Chapter 3 - Bases of Human Behaviour
- Chapter 4 - Human Development
- Chapter 5 - Sensory, Attentional and Perceptual processes
- Chapter 6 - Learning
- Chapter 7 - Memory
- Chapter 8 - Thinking
- Chapter 9 - Motivation and Emotion

HINDI-

आरोह (गद्य पाठ)-

1. नमक का दारोगा
2. मियां नसीरुद्दीन
3. अपू के साथ ढाई साल
4. विदाई संभाषण
5. गलता लोहा
6. रजनी
7. जामुन का पेड़
8. भारत माता

आरोह (पद्य पाठ) -

1. कबीर
 2. मीराबाई
 3. घर की याद
 4. चम्पा
- काले- काले अच्छर नही चीन्हती
5. गज़ल
 6. हे भूख! मत मचल, हे मेरे जूही के फूल
 - जैसे ईश्वर
 7. सबसे खतरनाक
 8. आओ, मिलकर बचाएँ
- वितान - 1. भारतीय गायिकाओं में बेजोड़.
2. राजस्थान की रजत बूंदें
 3. आलो आंधारि

अभिव्यक्ति और माध्यम -

1. अप्रत्याशित विषय पर लेखन
 2. सरकारी पत्र
 3. जनसंचार माध्यम एवं पत्रकारिता के विविध आयाम
 4. डायरी लेखन की कला
 5. कथा-पटकथा
 6. कार्यालयी लेखन और प्रक्रिया
 7. स्ववृत्त लेखन और रोजगार संबंधी आवेदन
 8. शब्दकोश एवं संदर्भ ग्रंथों की उपयोगी विधि
- अपठित बोध - गद्यांश एवं पद्यांश

BUSINESS STUDIES-

Nature and Purpose of Business
Forms of Business Organisations
Public, Private and Global Enterprises
Business Services
Emerging Modes of Business
Social Responsibility of Business and Business Ethics
Sources of Business Finance
Small Business
Internal Trade
International Business

BANKING-

Unit-1: Introduction Definition of Bank – Basic functions of Banker. Banking System in India Commercial Banks.
(ii) Private Sector Banks.
(iii) Public Sector Banks.
(iv) Foreign Banks.
(v) Regional Rural Banks.
(vi) Co-operative Banks.
Reserve Bank of India.
Unit -II Banker and Customer
Relationship between Banker and Customer.
Special Types of Customers.
Retail & Wholesale Banking.
Deposit Accounts – Savings Accounts, Current Accounts, Fixed Deposit Accounts. ·
Opening and operation of Accounts.
● Nomination.
● KYC requirements.

- Pass Book.
- Minors.
- Partnerships & Companies.

Unit-3: Employment of Bank Funds-Liquid Assets-Cash in Hand, Cash with RBI & Cash with other Banks.Investment in securities.Advances – Secured and Unsecured.Loans.Term Loans.Cash Credit.Overdraft.Discounting of Bills of Exchange.Modes of creating charge on Securities.Types of Securities.

Unit-4: Negotiable Instruments Definition & Characteristics of Cheques.Bills of Exchange & Promissory Notes.Crossings.Endorsements.Collection and payment of Cheques.Liabilities of Parties.

Unit-5: Communication Skills- Elements of Communication(i) Introduce and greet in a proper way.(ii) Framing of question and sentence(iii) Dealing with customers while they are shopping for goods.(iv) Identify elements of communication cycle.Forms of Communication & Communication Equipment(i) Demonstrate effective use of verbal and non-verbal communication skills.(ii) Identify the types of communication.(iii) Operate the communication media and equipment properly.(iv) Select the Strategies for Overcome barriers in communication.Elements of Business communication(i) Describe the importance of organizational culture in business communication.(ii) Communicate Effectively with Customers.(iii) Describe the qualities that the team member should possess.Employability Skills- Entrepreneurial Skills, self Management Skills

PHYSICAL EDUCATION:-

Chapter 1 - Changing Trends & Career in Physical Education

Chapter 2 - Olympic Value Education

Chapter 3 - Yoga

Chapter 4 - Physical Education & Sports for CWSN (Children With Special Needs - Divyang)

Chapter 5 - Physical Fitness, Wellness & Lifestyle

Chapter 6 - Test, Measurement & Evaluation

Chapter 7 - Fundamentals of Anatomy, Physiology in Sports

Chapter 8 -Fundamentals of Kinesiology and Biomechanics in Sports

Chapter 9 - Psychology & Sports

Chapter 10 -Training and Doping in Sports

IT

1. Complete MySql
2. Complete Netbeans
3. Excel, powerpoint
4. Employability Skills (Communication skills, Entrepreneur skills, self management skills)

LIBRARY SCIENCE

1. Ch1 Library Info, Society (unit 1,2A,2B,3)
2. Ch2 Organization of Library resources basic(Unit 1,2)
3. Ch3 Reference and Info. Sources (Unit 1,2)
4. Ch4 Computer Application in library (Unit 1,2,3)

TAXATION

- Introduction and fundamental/ Important definition and concepts
- Income from salary
- Income from house property
- Income from business and profession
- Income from other sources