



# **S. S. T. College of Arts and Commerce**

**JUNIOR COLLEGE**

**Syllabus for XII Commerce**

**English**

**Marathi /  
Hindi /  
I. T.**

**Economics**

**Book  
Keeping**

**Organization  
of Commerce**

**Secretarial  
Practice /  
Mathematics**



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## Subject - English {Annual Planner}

Month	Days	Contents
June	14	1.1-An Astrologer's Day ( Prose) 2.1- Song of the Open Road ( Poem) 1.Expansion of Ideas,Speech Writing ,Write a Blog Post ( Writing Skills) * Grammar - Direct & Indirect Speech / Simple , Complex & Compound Sentences / Metaphor, Paradox,free verse / Appreciation of poem, Composing lines.
July	24	1.2- On Saying " Please" ( Prose) 2.2- Indian Weavers (Poem) 3.1- Summary Writing , Unseen Passge , Appeal Writing * Grammar - Spot the Error / Articles/ Change the voice/ Alliteration, Simile, Imagery , Antithesis, Climax, Rhyming Scheme.
Aug.	20	1.3 - The Cop and the Anthem ( Prose) 2.3 - The Inchcape Rock ( Poem) 3.2 - Do Schools Really Kill Creativity ? ( Mind Mapping ) , View - Counterinterview *Grammar- Prepositions / Affirmative, Negative / Personification, Inversion, Repetition, Apostrophe
Sep.	25	1.4 - Big Data - Big Insights ( Prose) 2.4 - Have You Earned Your Tomorrow ( Poem) 3.3- Note Making, Conduct an Interview, Leaflet, Report Writing. 4.3 - Around the World in Eighty Days ( Novel) *Grammar- Degrees of Comparison/ Use of "as well as"/ "either or", Imperative, Interrogation, / Onomatopoeia, Hyperbole, Irony,Pun, Euphemism.
Oct	23	1.5 - The New Dress ( Prose) 2.5 - Father Returning Home ( Poem) 3.4- Statement of Purpose, Film Review, Comparing. *Grammar- Tenses/Adjective/Use of Modale Auxiliary/Framing Questions, Reported Speech,/ metonymy
Nov.	13	1.6- Into the Wild ( Prose) 2.6 - Money ( Poem) * Email - Writing , Letter Writing. *Grammar- Not Only but also/Onomatopoeia, Infinitive/ Gerunds.
Dec.	20	1.7 - Why we Travel ( Prose) 2.7 - She Walks in a Beauty ( Poem) 3.4 - Drafting a Virtual Message ( Writing Skills) 4.4 - The Sign Of Four ( Novel) *Grammar- Present Participle/Clauses/ Exclamatory

## Subject - English {Annual Planner}

Month	Days	Contents
Jan.	25	1.8- Voyaging Towards Excellence ( Prose) 2.8 - Small Towns & Rivers ( Poem) 3.5- Group Discussion ( Writing Skills) *Grammar- Primary & Modal Auxiliary. ***Preliminary Exam
Feb.	22	Practical/ Internal Oral Exam HSC Board

## Subject - English ( Examination Pattern)

Class	Unit Test - 1	First Sem.Exam	Unit Test- 2	Second Sem/ Preliminary Exam
12th	Prose- 1.1/1.2	Prose- 1.1/1.2/1.3/1.4	Prose- 1.5/1.6	All Syllabus
	Poem- 2.1/2.2	Poem- 2.1/2.2/2.3/2.4	Poem-2.5/2.6	
	W.Skills- 3.1.	W.Skills- 3.1/3.2/3.3.	W.skills- 3.4	
	Novel- 4.1	Novel- 4.1/4.2	Novel- 4.3	

**विषय :- मराठी (वार्षिक घटक नियोजन २०२०.२१)**

अनु क्र.	महिना	दिवस	विषय
१	जून	१४	१. वेगवशता २. रोज मातीत *व्याकरण
२	जुलै	२५	३. आयुष्य ....आनंदाचा उत्सव *व्याकरण ४. रे थांब जरा आषाढघणा * साहित्यप्रकार : शोध
३	ऑगस्ट	२०	५. वीरांना सलाम ६. रंग माझा वेगळा ७. विंचू चावला * उपयोजित : मुलाखत
४	सप्टेंबर	२५	८. रेशीमबंध ९. समुद्र कोंडुन पडलाय *साहित्यप्रकार : गढी *उपयोजित : माहितीपत्रक
५.	ऑक्टोबर	२३	१०. दंतकथा ११. आरशातली स्त्री * उपयोजित : अहवाल * व्याकरण
६.	नोव्हेंबर	११	* व्याकरण : निबंधलेखन
७.	डिसेंबर	२०	१२. रंगरेषा व्यंगरेषा * उपयोजित : वृत्तलेख
८.	जानेवारी	२५	पूर्व परीक्षा
९.	फेब्रुवारी	२२	प्रात्यक्षिक परीक्षा, बोर्ड परीक्षा

**विषय :- मराठी (परीक्षा नियोजन)**

इयत्ता	चाचणी—१	प्रथम सत्र	चाचणी —२	द्वितीय सत्र / पूर्व परीक्षा
बारावी	प्रकरण : १ ते ४ शोध, मुलाखत, व्याकरण	प्रकरण : १ ते ८ गढी, माहितीपत्रक, व्याकरण	प्रकरण : ९ ते १० साहित्यप्रकार, दंतकथा	संपूर्ण अभ्यासक्रम

**विषय :- हिंदी (वार्षिक घटक नियोजन २०२०-२१)**

अनु क्र.	महिना	दिवस	विषय
१	जून	१४	१. नवनिर्माण २. निराला भाई * व्याकरण
२	जुलै	२५	३. सच हम नहीं: सच तुम नहीं ४. आदर्श बदला * कनूप्रिया * पल्लवन
३	ऑगस्ट	२०	५. अ. गुरुबाणी आ. वृंद के दोहे ६. पाप के चार हथियार * फीचर लेखन * व्याकरण
४	सप्टेंबर	२५	७. पेड होने का अर्थ * मुहावरे ८. सुनो किशोरी * मै उद्घोषक
५.	ऑक्टोबर	२३	९. चुनिंदा शेर * ब्लॉग लेखन १०. ओजोन विघटन का संकट * भावार्थ
६.	नोव्हेंबर	११	११. 'कोखजाया' प्रकाश उत्पन्न करने वाले जीव
७.	डिसेंबर	२०	१२. सुनु रे सखिया * कजरी * रसास्वादन
८.	जानेवारी	२५	पूर्व परिक्षा
९.	फेब्रुवारी	२२	प्रात्यक्षिक परीक्षा, बोर्ड परिक्षा

**विषय :- हिंदी (परीक्षा नियोजन)**

इयत्ता	चाचणी-१	प्रथम सत्र	चाचणी -२	द्वितीय सत्र / पूर्व परीक्षा
बारावी	प्रकरण : १ ते ३	प्रकरण : १ ते ६	प्रकरण : ७ ते ९	संपूर्ण अभ्यासक्रम

**SUBJECT : IT {Annual Planner}**

<b>Month</b>	<b>Date</b>	<b>Contents</b>
June	14	1.Advanced Web Designing & Skill Oriented Practicals (SOP) Advanced Web Designing
July	25	2.Digital Marketing & Digital Marketing (Practicals)
August	20	3.Computerised Accounting with GST
September	25	4.E-Commerce and E-Governance & Database Concepts using Libre Office Base (Practicals)
October	23	5.Database Concepts using Libre Office Base
November	11	Computerised Accounting with GST (Practicals)
December	20	6.Enterprise Resource Planning (ERP)
January	25	Prelim Exam
February	22	State Board Final Exam

<b>Class</b>	<b>Unit Test – I</b>	<b>Semester – I</b>	<b>Semester – II</b>	<b>Prelim Exam</b>
XII Commerce	1, 2	1 to 4	5 & 6	All Chapters

### **Sub: Economics {Annual Planner}**

<b>Month</b>	<b>Days</b>	<b>Contents</b>
June	15	1.Introduction to Micro and Macro economics 2.Utility Analysis
July	25	3. (A) Demand Analysis 3. (B) Elasticity of Demand
August	20	4. Supply Analysis 5.Forms of Market
September	25	6. Index Numbers 7. National Income
October	23	8. Public Finance In India
November	11	9. Money Market And Capital Market In India
December	20	10. Foreign Trade Of India
January	25	Preliminary Examination
February	22	Board Examination

<b>Class</b>	<b>Unit Test – I</b>	<b>Semester – I</b>	<b>Semester – II</b>	<b>Prelim Exam</b>
XII Commerce	1 to 3	1 to 5	6 & 7	All Syllabus

**Sub: Book Keeping {Annual Planner}**

<b>Month</b>	<b>Days</b>	<b>Topics</b>
June	15	1. Final Accounts of Partnership Firm
July	25	2. Reconstitution of Partnership Firm: Admission, Retirement
August	20	2. Reconstitution of Partnership Firm: Death 3. Accounts for “Not for Profit” Concerns
September	25	3. Accounts for “Not for Profit” Concerns 4. Dissolution of Partnership Firm
October	23	5. Bill of Exchange 6. Company Accounts: Issue of Shares
November	11	6. Company Accounts: Issue of Shares
December	20	7. Analysis of Financial Statements 8. Computer in Accounting
January	25	Prelim Exam
February	22	State Board Final Exam

**Examination Pattern**

<b>Class</b>	<b>Unit Test – I</b>	<b>Semester – I</b>	<b>Unit Test – II</b>	<b>Semester – II</b>
XII Commerce	1 to 3	1 to 5	6 & 7	All Syllabus



**Subject: Organisation of Commerce & Management {Annual Planner}**

<b>Month</b>	<b>Days</b>	<b>Contents</b>
June	15	1. Principles of Management
July	25	2. Functions of Management
August	20	3. Entrepreneurship Development 4. Business Services
September	25	4. Business Services
October	23	5. Emerging Modes of Business
November	11	5. Emerging Modes of Business
December	20	6. Consumer Protection 7. Marketing
January	25	Prelim Exam
February	22	State Board Final Exam

**Examination Pattern**

<b>Class</b>	<b>Unit Test – I</b>	<b>Semester – I</b>	<b>Unit Test – II</b>	<b>Semester – II</b>
XII Commerce	1 to 3	1 to 5	6 & 7	All Chapters

**Subject:-Secretarial Practice {Annual Planner}**

<b>Month</b>	<b>Days</b>	<b>Contents</b>
June	14	1. Introduction to Corporate Finance 2. Sources of Corporate Finance
July	25	3. Issue of Shares
August	20	4. Issue of Debentures 5. Deposits
September	25	6. Correspondence with members 7. Correspondence with Debentureholders
October	23	8. Correspondence with depositors 9. Depository System
November	11	10. Dividend and Interest 11. Financial Market
December	20	12. Stock Exchange
January	25	Preliminary Exam
February	22	Board Exam

**Subject: Secretarial Practice (Exam Planning)**

<b>Class</b>	<b>Unit – I</b>	<b>Sem. – I</b>	<b>Unit – II</b>	<b>Sem. - II</b>
XII	Chap. 1 to 4	Chap. 5 to 8	Chap. 9 & 10	Full Syllabus

**SUBJECT:- MATHS {Annual Planner}**

<b>Month</b>	<b>Contents (Part - I)</b>	<b>Contents (Part - II)</b>
June	1) Mathematical Logic	1) Commission, Brokerage, Discount
July	2) Matrices 3) Differentiation	2) Insurance, Annuity
August	4) Applications of Derivatives	3) Linear Regression 4) Time series
September	5) Integration	5) Index Numbers
October	6) Definite Integration	6) Linear Programming
November	7) Application of Definite Integration	7) Assignment Problem and Sequencing
December	8) Differential Equation and Applications	8) Probability Distribution
January	Revision and prelims	
February	Board exam	

**Sub: Maths-1 (Exam Planner)**

<b>Std</b>	<b>Unit Test-1</b>	<b>1st Term</b>	<b>Unit Test-2</b>	<b>2nd Term/Prelim</b>
12th	Cha. 1 to 3	Cha. 1 to 5	Cha. 6 to 7	All Syllabus

**Sub: Maths-2 (Exam Planner)**

<b>Std</b>	<b>Unit Test-1</b>	<b>1st Term</b>	<b>Unit Test-2</b>	<b>2nd Term/Prelim</b>
12th	Cha. 1 to 3	Cha. 1 to 5	Cha. 6 to 7	All Syllabus

**SUBJECT:-SINDHI (DEVANAGARI) Std: XII     STREAM: Commerce**

Month	Days	CHAPTER NAME
June	14	<div>शौकु</div> <div>९॥</div> <div>गीतु</div>
July	25	<div>आपदा - खासु जाण</div> <div>९॥</div> <div>पिरीं पसु पाण में</div>
August	20	<div>९॥</div> <div>मन जी शान्ती!</div> <div>सिंधु ऐं सिंधी</div>
September	25	<div>इसि को डांड!</div> <div>९॥</div> <div>मां बि हिकु बागी!</div>
October	23	<div>अचो त पाणी बचायूं</div> <div>बैतु</div> <div>अदो अब्दुल रहमानु</div>

November	11	आकाश कन्या - कल्पना चावला
December	20	नासिहाणो कलामु ॥ व्याकुलु नज़िरुं व्याकुलु वाणी
January	25	लेह-लदाख जो सैरु ॥ हिकु शर्तु
February	22	Board Exams

### Examination Pattern

Class	Unit Test – I	Semester – I	Semester – II	Prelim Exam
<b>XII commerce</b>	Ch.04 Poem .02	Ch.06 Poem.04	Ch. 02 Poem. 02	All Chapters

Month	Days	CHAPTER NAME
June	14	<p>شوق</p> <p>گيت</p>
July	25	<p>آپدا - خاص ڄاڻ</p> <p>پرین پڻ پاڻ ۾</p>
August	20	<p>من جي شانتي !</p> <p>سنڌ ۽ سنڌي</p>
September	25	<p>ڏس ڪو ڏانءُ !</p> <p>مان به هڪ باغي !</p>

October	23	<p>آچو ته پاڻي بچايون</p> <p>هڪ شرط</p> <p>بيت</p>
November	11	<p>ادو عبدالرحمان</p>
December	20	<p>ناصر حائو ڪلام</p> <p>آڪاش ڪنيا - ڪلينا چاو</p> <p>ليه - لداخ جو سير</p>
January	25	<p>ويا ڪل نظرون ويا ڪل واڻي</p>
February	22	<p><b>Board Exams</b></p>

### Examination Pattern

Class	Unit Test – I	Semester – I	Semester – II	Prelim Exam
XII commerce	Ch.04 Poem .02	Ch.06 Poem.04	Ch. 02 Poem. 02	All Syllabus