



Phone : 0135 - 2632747

Fax : 0135 - 2632576

E-mail : waverley@bsnl.in

**CONVENT OF JESUS & MARY
WAVERLEY**

MUSSOORIE, U.K. - 248179

SYLLABUS - 2018-19

Accountancy

Part-A

- ❖ Accounting for Not-for-Profit Organizations, partnership firms & companies



UNIT- 1-Financial Statement of Not-for-Profit Organizations

UNIT- 2 - Accounting for partnership firms

UNIT- 3 – Accounting for companies

Part-B

- ❖ Financial Analysis of companies

UNIT- 4- Analysis of financial statements

UNIT- 5- Cash Flow statement

Business Studies

Part- A

(Principle and Functions of Management)

- ❖ Nature & Significance of Management
- ❖ Principals of Management
- ❖ Business Environment
- ❖ Planning



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- ❖ Organizing
- ❖ Staffing
- ❖ Directing
- ❖ Controlling

Part-B

Business Finance and Marketing

- ❖ Financial Management
- ❖ Financial Markets
- ❖ Marketing Management
- ❖ Consumer Protection

Economics

Part- A (Micro)

- ❖ Introduction to Micro Economics
- ❖ Consumer equilibrium and demands
- ❖ Producer Behavior, supply, cost and Production
- ❖ Forms of Market and Price determination

Part- A (Macro)

- ❖ National Income and its aggregates
- ❖ Money and Banking
- ❖ Determination of Income and Employment
- ❖ Government Budget and the economy
- ❖ Balance of Payments



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ENGLISH CORE

TERM-I

Section A: Reading Comprehension

- Topics:
1. Unseen Passages: - Comprehension
 2. Note-making & Summarizing

Section B: Advanced Writing Skills

- Topics:
- I. Short Answer Questions
 1. Advertisements- classified & Commercial
 2. Drafting of posters
 3. Notices
 - II. Long Answer Questions
 1. Business letter for Enquiries, Complaints, Asking for Information, Replying to queries, Placing order etc.
 - III. Article, Speech and Debate

Section C: Textbooks & Novel

Reader "Flamingo" –Prose:-



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Topics: 1. The Last Lesson

2. Lost Spring

3. Deep Water

4. The Rattrap

Poems:-

1. My Mother at Sixty six

2. An Elementary School classroom in a
slum

3. Keeping Quiet

Supplementary Reader "Vistas"

Topics: 1. The Tiger King

2. The Enemy

3. Should Wizard Hit Mommy?

Novel :- "The Invisible Man" (Self Read)

Lesson :- 1 -20 Textual Questions

TERM-II



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Section A:

1. Unseen Passages:
2. Note-making

Section B: I. Short answer Questions

- Topics:
1. Invitations & Replies(Formal & informal)
 2. Report
 3. Factual Description
 4. Process Description

II. Long answer questions

1. Letter to the Editor
2. Application for a Job
3. Practice in Writing Articles, Speeches & Debates

Section C “Flamingo” Prose:-

- Topics:
1. Indigo
 2. Going Places

Poems:-

1. Keeping Quiet
2. A Thing of Beauty



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3. Aunt Jennifer's Tigers

Vistas 4. On the Face of it

5. Evans Tries an O - Lord

6. Memories of Childhood

Novels:- “The Invisible Man” – Lesson 21-28 Discussing
and Writing Long Answer Questions.

