

Portion for FYJC terminal exam November 2025

Commerce

English

Unit 1- 1.1,1.2,1.3

Unit 2- 2.1,2.2,2.3

Unit 3- 3.1,3.2,3.3,mind mapping

Unit 4- 4.1,4.2

French

Lessons 0 till 4

Hindi Terminal portion

FYJC . Marks 50

१)गद्य

कलम का सिपाही

मेरा भला करने वालों से बचाएँ

२)पद्य -पंद्रह अगस्त

मध्ययुगीन काव्य - बाल लीला ,भक्ति महिमा

३)नुक्कड़ नाटक- मौसम

४)व्यवहारिक हिंदी-

समाचार जन से जनहित तक

५)व्याकरण-

काल परिवर्तन, रस, अलंकार

६)पारिभाषिक शब्दावली

पृष्ठ संख्या 107- १ से २० तक

Book keeping and Accountancy portion

FYJC Marks 50

1 Introduction to book keeping and Accountancy

2 Double Entry system

3 Journal

4 Ledger

5 cash book

मराठी

गद्य -मामू, अशी पुस्तकं ,परिमळ, अपठित उतारा.

पद्य - प्राणसई , झाडांच्या मनात जाऊ,दवांत आलीस भल्या पहाटें.

नाटक-साहित्यप्रकार ,हसवाफसवी.

उपयोजित मराठी-सूत्रसंचालन ,मुद्रित शोधन.

व्याकरण-काव्यगुण, वाक्य संश्लेषण,

उपसर्गघटित- प्रत्ययघटित शब्द, वाक्प्रचार, शब्दसमूहासाठी एक शब्द, विरुद्धार्थी शब्द.

OCM Terminal Portion 2025

50marks*

Ch.1 Introduction of Commerce and Business

Ch.2 Trade

Ch.4 Forms of Business Organisation: I

Ch.5 Forms of Business Organisation: II

OFFICE MANAGEMENT- TERMINAL EXAMINATION- MARKS:50.

Paper Pattern OM 1 and 2:

Q.1 (a) Match The Following- 5 MARKS.

Q.1 (b) State in BRIEF the meaning (Any 5)- 5 MARKS.

Q.2. OR Q.2. - 10 MARKS EACH.

Q.3. OR Q.3. - 10 MARKS EACH.

Q.4. OR Q.4. - 10 MARKS EACH.

Q.5. OR Q.5. - 10 MARKS EACH.

Office Management Paper I Terminal Examination Portion (50 Marks) - November 2025:

1. Management: Features of Management.
2. Record Retention: Programme, Classification of Records.
3. Filing: Advantages and Classification.
4. Centralisation & Decentralisation: Advantages and Disadvantages.
5. Office Communication Systems & its Principles.
6. Principles of Management.
7. Levels of Management.
8. Authority, Responsibility & Accountability.
9. MBO / MBE / Job Description / Job Specification.
10. Report: Format & Types.

Definitions- OM I:

1. Responsibility.
2. Routing.
3. Quality Control.
4. Office.
5. Work Division.
6. Centralisation and Decentralisation.
7. Job Analysis.
8. Recruitment.
9. Time Standard.
10. Office Forms.

Office Management Paper II Terminal Examination Portion (50 Marks) - November 2025:

1. Planning: Importance, Advantages and Steps.
2. Scientific Management: Aims & Principles.
3. Office Environment: Colour Conditions, Sanitary Requirements, Safety Measures.
4. Employee Economic Security Plans.
5. Office Machines: Principles, Advantages & Disadvantages.
6. Office Layout: Objectives & Principles.
7. Open Office & Private Office: Advantages & Disadvantages.
8. Office Location: Factors affecting office location.
9. Urban and Suburban Location: Advantages & Disadvantages.
10. Office Furniture: Importance and Principles.

Definitions- OM II:

1. Job Evaluation.
2. Tardiness.
3. Management.
4. Motivation.
5. Actuating.
6. Computer.
7. Leadership.
8. Communication.
9. Promotion.
10. Incentive Plans

Economics

Chapter 1,2,6,7,8

INFORMATION TECHNOLOGY

CH 1 - Basics of IT (1.1 to 1.9)

CH 2 - Introduction to DBMS (2.1 to 2.10)

SP Syllabus for Terminal exams.

Chapters

1. Secretary ,
2. Joint Stock Company
3. Formation of a company ,
4. Documents related to formation of a company
5. Members of a company

FYJC Commerce Mathematics Syllabus

Total 50 Marks 2 Hours

Section A Theory (40 Marks)

1. Complex Number
2. Sequences and Series
3. Sets and Relation
4. Function
5. Straight Lines
6. Partition Values
7. Measure of Dispersion
8. Bivariate Frequency Distribution and Chi Square
9. Correlation
10. Skewness

Section B Practicals (10 Marks)

1. Complex Number
2. Sets and Relation
3. Partition Value
4. Bivariate
frequency distribution.