

CHSE, ODISHA
VOCATIONAL COURSES, 2016-2018
PART - II
BUSINESS AND COMMERCE
Scheme of Studies

A. Common Compulsory Subjects

1. English
MIL (Alternative English / Bengali / Hindi / Odia / Sanskrit / Telugu / Urdu)
2. Environment Education, Basic Computer Education, Yoga

B. Basic Foundation Course (BFC)

Accountancy, Business Studies and Management, Economics

C. Part II : Trade Subjects

Business and Commerce Area

- (i) Accounting and Cost Accounting
- (ii) Insurance
- (iii) Office Management
- (iv) Tax Assistance

C. Pattern of Course, Marks Distribution

	Compulsory	1st Year			2nd Year	
1.	English	50 Marks			50 Marks	
2.	MIL	50 Marks			50 Marks	
3.	BFC – 300 Marks (any three subjects from the list) (If the subject has no practical Element, the total marks is 100)	BFC-I	Theory	70	70	
			Practical	30	30	
		BFC-II	Theory	70	70	
			Practical	30	30	
		BFC-III	Theory	70	70	
			Practical	30	30	
4.	Trade Subject – 200 Marks (Any Two subjects from the list)	Trade Paper-I	Theory	40	Trade Paper II Theory	40
			Practical	60	Practical	60
		Trade Paper-III	Theory	40	Trade Paper IV Theory	40
			Practical	60	Practical	60

E. Duration of the Examination & Periods required :

	Marks	Duration
Theory	100 marks	3.00 Hrs
	70 Marks	3.00 Hrs
	60 Marks	
	50 Marks	2.30 Hrs
	40 Marks	2.30 Hrs
Practical		4.00 Hrs
Periods required for 100 marks		50 Periods minimum in a Session

ATTENTION PLEASE :

Suggestions in the context of above stated course –structure are invited from all concerned. Views, if any may be communicated to the Secretary, CHSE (O), Chandrasekharpur, Bhubaneswar-13 within 30th July by Post only.

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		(vii) Urdu	20
2.		(i) Env. Education	24
		(ii) Basic Computer Education	30
		(iii) (iii) Yoga	32
3.	Basic Foundation	(i) Accounting and Cost Accounting	35
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		(iii) Economics	48
4.	Trade Subjects	(iv) Accounting and Auditing	54
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**SYLLABUS FOR HIGHER SECONDARY EDUCATION IN ENGLISH
FOR VOCATIONAL STREAM
(2016 ADMISSION BATCH)**

Full Mark : 50

+2 First Year (Detailed Syllabus)

Unit-I : Prose

(20 Marks)

- | | | |
|------|----------------------------|------------------------|
| i. | Standing Up for Yourself | Yevgeny Yevtushenko |
| ii. | The Legend behind a Legend | Hariharan Balakrishnan |
| iii. | The Golden Touch | Nathaniel Hawthorne |

Unit-II : Poetry

(20 Marks)

- | | | |
|------|--------------------------------------|--------------------|
| i. | Stopping by Woods on a Snowy Evening | Robert Frost |
| ii. | The Inchcape Rock | Robert Southey |
| iii. | Fishing | Gopa Ranjan Mishra |

Unit-III : (A) Writing Skills

(10 Marks)

- i. Writing a Paragraph
- ii. Developing Ideas into Paragraphs
- iii. Writing Personal Letters and Notes
- iv. Writing Applications, Official Letters and Business letters
- v. Writing Telegrams, E-mails, Personal Advertisements, and Short Notices
- vi. Using Graphics

(b) GRAMMER

- i. Countable and Uncountable Nouns
- ii. Tense Patterns

- iii. Modal Verbs
- iv. Prepositions
- v. The Imperatives

**Book Prescribed : Invitation to English - 1, 2, 3 & 4, Published by Odisha State
Bureau of Text Book Preparation and Production, Bhubaneswar.**

**ENGLISH
SECOND YEAR**

Full Marks : 50

Unit-I : Prose (20 Marks)

- i. My Greatest Olympic Prize by Jesse Owens
- ii. On Examinations by Winston S. Churchill
- iii. The Portait of a Lady by Khushwant Singh

Unit -II : Poetry (20 Marks)

- i. Daffodils by William Wordsworth
- ii. The Ballad of Father Gilligan by William Butler Yeats
- iii. A Psalm of Life by Henry W. Longfellow

Unit -III : Writing Skills & Grammars (10 Marks)

**Book Prescribed : Invitation to English - 1, 2, 3 & 4 , Published by Odisha State
Bureau of Text Book Preparation and Production, Bhubaneswar.**

MIL
(ALTERNATIVE ENGLISH)
FIRST YEAR

Unit -I Prose

(20 Marks)

1. The Adventure of Learning
2. Men and Women
3. Modern Living
4. Food for Thought

Unit -II Poetry

(20 Marks)

1. Ecology (A.K. Ramanujan)
2. Dog's Death (John Updike)
3. The Fog (W.H. Davies)
4. Girl Lithe and Tawny (Pablo Neruda)
5. Ballad of the Landlord (Langston Hughes)

Unit -III GRAMMAR & USAGE

(10 Marks)

1. Tense and Aspect
2. Modals
3. Non-finite verb forms
4. The Passive

MIL
(ALTERNATIVE ENGLISH)
SECOND YEAR

Unit -I Prose **(20 Marks)**

1. The Wonder world of Science
2. Our Environment
3. The World of Business
4. The Changing World

Unit -II Poetry **(20 Marks)**

1. Indian Children Speak (Juanita Bell)
2. The Goat Paths (James Stephen)
3. Of a Questionable Conviction (Jayanta Mahapatra)
4. Mirror (Sylvia Plath)
5. Toads (Phili'p Larkin)

Unit -III GRAMMAR & USAGE **(10 Marks)**

1. Revision of Tense and Aspect'
2. Revision of Prepositions and Phrasal Verbs .
3. Clause-types
4. Linking Devices
5. Word Order and Emphasis

Books Prescribed : Approaches to English-I

Approaches to English-II

Published by - Odisha State Bureau of Textbook Preparation & Production, Pustak Bhavan
Bhubaneswar.

M.I.L. (BENGALI)

First Year

50 MARKS

UNIT – I

PROSE

(20 Marks)

Uchha Madhyamik Bangia Sankalan. (Gadya) for Class XI & XII. Published by Paschim Banga Uchha Madhyamik Siksha Sansad, Viswa Varati.

The following pieces are to be studied in the first year:

1. Bangladeshe Nilkar - Pyarichand Mitra.
2. Sitar Banabas - Iswarchandra Vidyasagar
3. Bisarjan - Bankimchandra Chattopadhyaya
4. Sudra gaganan - Swami Vivekananda

UNIT – II

POETRY

(20 Marks)

Madhukari - Kalidas Ray

(Published by Orient Book Company, Kolkata -12)

The following pieces are to be studied in the first year:-

1. Srigoura Chandra - Gobinda das kabiraj.
2. Bhabollas – Vidyapati
3. Premer Tulana - Durija Chandidas
4. Avigir Akshep - Gyandas

UNIT - III

Grammar & Essay

(10 Marks)

A. Grammar Proverbs, Sentence, Somas

B. Letter / Writing Skill

M.I.L. (BENGALI)
SECOND YEAR

F.M. - 50

UNIT - I

Prose

(20 Marks)

Uchha Madhyamik Bangia Sankal’an (Gadya) for Class XI & XII.

Published by Paschim Banga Uchha Madhyamik Siksha Sansad, Viswa Varati.

The following pieces are to be studied in the Second year

1. Bangia Bhasa - Haraprasad Sastri
2. Tota Kahini - Rabindranath Tagore
3. Naisha Avijaa - Sarat Ch. Chattopadhyay
4. Aranyak - Bibhuti Bhusan Bandopadhyay

UNIT – II

Poetry

(20 Marks)

Madhukari - Kalidas Ray

(Published by Orient Book Company, Kolkata -12)

Pieces to be Studied:

1. Baisakh - Oebendra Nath Sen
2. Lohar Byatha - Jatindra Nath Sengupta
3. Swarga Haite Viday - Rabindra nath Tagore
4. Rupai - Jasimuddin

UNIT - III

Grammar and Essay

(10 Marks)

M.I.L (HINDI) - I
First Year

Full Marks – 50

Unit- I : गद्य भाग

(20 marks)

1. प्रेमचंद - जीयन मे साहित्य का स्थान
2. जैनेन्द कुमार - बाजार दर्शन
3. रामधारी सिंह 'दिनकर' - ईष्या, तु न गई मेरे मन से
4. रामविलास शर्मा - अतिथि प्रश्न - पद्य पाठ के अनुस्प

Unit- II : काव्य भाग

(20 marks)

1. कबीरदास - दोहे
2. सूरदास - विनय तथा बाल लीला
3. मीरा - पद
4. बिहारी - दोहू
5. सुमित्रानंदन पंत - भारतमाता
6. नागार्जुन - बहुत दिनों के बाद
7. अशेय - हीरोशिमा
8. दुस्सन्त कुमार - हो गई है पीर पर्वत - सी
9. केदारनाथ सिंह - रोटी

Unit – III : कार्यालयी हिन्दी और रचनात्मक लेखन

(10 marks)

पाठ्य पुस्तक : अमृत भारती, भाग – 1

Published by Odisha State Bureau of Textbook Preparation and Production

M.I.L (HINDI) - II
Second Year

Full Marks - 50

Unit- I : गद्य भाग

(20 marks)

1. बालकृष्ण भट्ट - आत्मानिर्भरता
2. रामचन्द्र सुवल - उत्साह
3. शरह जोशी - टुम जाओगे, अतिथि
4. बचेन्द्र पाल - एवरेस्स्य : मेरी शिखर यात्रा

Unit- II : काव्य भाग

(20 marks)

1. रहीम - दोहे
2. तुलसी दास - राम- विभीषण मिलन
3. मैथिलीशरण गुप्त - नर हो, न निःश करो मन को
4. निराला - वीणा वादिनी वट हे, बादल एग
5. बच्चन - अग्निपथ
6. सुनन्दा कुमारी चौहान - साँसी की रानी
7. मुक्ति बोध - पूँजीवादी समाज के प्रति
8. मंगलेशडबराल - ताकत की दुनिया

Unit - III : कार्यालयी हिन्दी और रचनात्मक लेखन

(10 marks)

पाठ्य पुस्तक : अमृत भारती, भाग - २

Published by Odisha State Bureau of Textbook Preparation and Production.

ଆଧୁନିକ ଭାରତୀୟ ଭାଷା ଓଡ଼ିଆ

ପ୍ରଥମ ବର୍ଷ (୧ମ ଭାଗ)

ପୂର୍ଣ୍ଣ ସଂଖ୍ୟା – ୫୦

ପ୍ରଥମ ଏକକ – ଗଦ୍ୟ

୨୦ ନମ୍ବର

୧. 'ଶରଣୁ ପଦର' - ଗୋପୀନାଥ ମହାନ୍ତ
୨. ଝେଲମ୍ ନଦୀରେ ସଂଧ୍ୟା - କୁଞ୍ଜବିହାରୀ ଦାଶ
୩. ମଧୁବାବୁ - ଚିନ୍ତାମଣି ଆଚାର୍ଯ୍ୟ
୪. ଗାଁ ମଜଲିସ୍ - ହରେକୃଷ୍ଣ ମହତାବ

ଦ୍ୱିତୀୟ ଏକକ – ପଦ୍ୟ

୨୦ ନମ୍ବର

୧. ସାହାଡ଼ା ବୃକ୍ଷ - ସାରଳା ଦାସ
୨. ଶାପ ମୋଚନ - ଜଗନ୍ନାଥ ଦାସ
୩. ହିମକାଳ - ଦୀନକୃଷ୍ଣ ଦାସ
୪. ମିତ୍ରତା - ଉପେନ୍ଦ୍ର ଭଞ୍ଜ
୫. ପୟରେ ପଶୁଛି ଶରଣ - ଭୀମଭୋଇ

ତୃତୀୟ ଏକକ : ପ୍ରବନ୍ଧ ଓ ବ୍ୟାକରଣ

୧୦ ନମ୍ବର

ପାଠ୍ୟଗ୍ରନ୍ଥ - ସାହିତ୍ୟ ଜ୍ୟୋତି, ପ୍ରଥମ ଭାଗ

ଓଡ଼ିଶା ରାଜ୍ୟ ପାଠ୍ୟ ପୁସ୍ତକ ପ୍ରଣୟନ ଓ ପ୍ରକାଶନ ସଂସ୍ଥା, ଭୁବନେଶ୍ୱର

ଆଧୁନିକ ଭାରତୀୟ ଭାଷା ଓଡ଼ିଆ

ଦ୍ଵିତୀୟ ବର୍ଷ (୨ୟ ଭାଗ)

ପୂର୍ଣ୍ଣ ସଂଖ୍ୟା – ୫୦

ପ୍ରଥମ ଏକକ (Unit - I) - ଗଦ୍ୟ

୨୦ ନମ୍ବର

୧. ଇତିହାସ - ବିଶ୍ଵନାଥ କର

୨. ସ୍ଵାଧୀନ ଦେଶର ଶିକ୍ଷା ଚିନ୍ତା - ଗୋଲୋକ ବିହାରୀ ଧଳ

୩. ପୁଷ୍ପପୁରରେ ବର୍ଷାବରଣ - କୃଷ୍ଣଚନ୍ଦ୍ର ପାଣିଗ୍ରାହୀ

୪. ତିନି ତୁଣ୍ଡରେ - ଭୁବନେଶ୍ଵର ବେହେରା

ଦ୍ଵିତୀୟ ଏକକ (Unit - II) - ପଦ୍ୟ

୨୦ ନମ୍ବର

୧. ବଡ଼ପଣ - ରାଧାନାଥ ରାୟ

୨. ତପସ୍ଵିନୀର ପତ୍ର - ଗଙ୍ଗାଧର ମେହେର

୩. ବନ୍ଦୀର ବିରହ ବ୍ୟଥା - ଗୋପବନ୍ଧୁ ଦାସ

୪. ବା ା - ସଚ୍ଚିଦାନନ୍ଦ ରାଉତରାୟ

୫. ପିଙ୍ଗଳାର ଅଭିସାର - ରାଧାମୋହନ ଗଡ଼ନାୟକ

ତୃତୀୟ ଏକକ (Unit - III)

୧୦ ନମ୍ବର

ପ୍ରବନ୍ଧ ଓ ବ୍ୟାକରଣ

ପାଠ୍ୟଗ୍ରନ୍ଥ - ସାହିତ୍ୟ ଜ୍ୟୋତି, ଦ୍ଵିତୀୟ ଭାଗ

ଓଡ଼ିଶା ରାଜ୍ୟ ପାଠ୍ୟ ପୁସ୍ତକ ପ୍ରଣୟନ ଓ ପ୍ରକାଶନ ସଂସ୍ଥା, ଭୁବନେଶ୍ଵର

M.I.L (SANSKRIT)
FIRST YEAR

Full Marks 50

UNIT – I

Prose

(20 Marks)

Sanskrutaprabha (Gadyabhagah)

संस्कृतप्रभा-गद्यभागः

The following prose pieces from the above mentioned book are to be studied

- 1) मनुमत्स्याख्यानम् (Manumatsyakhyanam)
- 2) चतुरश्रगालः (Chaturasrugalah)
- 3) संस्कृते किं नास्ति (Sanskrita kim nasti)
- 4) जाबालः सत्यकामः (Jabalah Satyakamah)

UNIT – II

Poetry

(20 Marks)

Sanskrtaprabha (Podyabhagah) संस्कृतप्रभा (पद्यभागः)

The following poetry pieces from the above book are to be studied

- 1) सुभाषितावली (Subhasitavali)
- 2) भाति मे भारतम् (Bhati me Bharatam)
- 3) वसन्तः (Vasantah)

UNIT – III

GRAMMAR

(10 Marks)

(a) Grammar from the Prose and Poetry

- 1) सन्धि - सन्धिविच्छेद Sandhi and Sandhi Viccheda

2) कारकविभक्ति (Karak Vibhakti)

3) प्रकृतिप्रत्यय (Prakrti Pratyaya)

(b) Topics from the Grammar text

4) स्त्रीप्रत्यय Stripratyaya

5) समास Samasa

6) एकपदीकरण Formation of single word from Stripratyaya and Samasa

(c) Translation and Comprehension

1) Comprehension - Sanskrit Passage from the comprehension passages of
संस्कृतप्रभा, Part - I

2) Translation into Odia/English from prose and Poetry, translation from
Sanskrit to Odia/ English.

(d) Writing Skill

The art of writing - letters, Applications, Textual Explanation, Textual long questions.

Books Recommended

1) Sanskritaprabha, Part - I - संस्कृतप्रभा - प्रथमोभागः

Published by Odisha State Bureau of Textbook Preparation and Production.

2) Vyakarana - darpanas - व्याकरण दर्पणः

Published by Odisha State Bureau of Textbook Preparation and Production.

M.I.L (SANSKRIT)
SECOND YEAR

Full Marks 50

UNIT – I

Prose

(20 Marks)

Prose - Sanskrutaprabha (Gadyabhagah)

संस्कृतप्रभा - गद्यभागः

The following proe pieces from the above mentioned book are to be studied

- 1) कपोतलुब्धककथा (Kapotalubdhakakatha)
- 2) सुश्रुतस्य यन्मकर्मशस्त्रकर्माणि (Susrutasya Yantrakarmasastrakarmini)
- 3) गुणिगुणहीनविवेकः (Gunigunahinavivekah)
- 4) रामतपोवनाभिगमनम् (Ramatapovanabhigamanam)

UNIT – II

Poetry

(20 Marks)

Poetry - Samskrutaprabha (Podyabhagah)

संस्कृतप्रभा (पद्यभागः)

The following poetry pieces from the above book are to be stuided

- 1) दशावतारस्तुतिः (Dasavatarastutih)
- 2) गीतासवरभम् (Gitasourabham)
- 3) रघुवंशम् (Raghuvamsam)

UNIT – III

(10 Marks)

GRAMMAR

- (a) 1. कारकविभक्ति (Karak Vibhakti)
2. सन्धि - सन्धिविच्छेद Sandhi and Sandhi Viccheda
- (b) **Topics from the Grammar text**
- 1) शब्दरूप Sabdarupa (नर, फल, लता, मुनि, मति, वारि, नदी, पितृ, मातृ, गच्छत्, मनस्, आत्मन्, तद्, किम्, इदम्, अस्मद्, युष्मद्, द्वि, त्रि, चतुर)
- 2) धातुरूप Dhaturupa (भू, गम्, पठ्, कृ, अस्, लभ्, पूज्)
- 3) समास Samasa
- 4) स्त्रीप्रत्यय Stripratyaya
- (c) **Translation and Comprehension**
1. Comprehension - Sanskrit Passage from the comprehension pasages of संस्कृतप्रभा, Part-II
2. Translation into Odia/English from Prose and Poetry, Translation from Odia/English to Sanskrit
- (d) **Writing Skill**

The art of writing - Textual Explanation, Textual long questions and Precis writing.

Books Recommended

- 1) Sanskritprabha, Part - II - संस्कृतप्रभा - द्वितीयोभागः
Published by Odisha State Bureau of Textbook Preparation and Production.
- 2) Vyakarana - darpanas - व्याकरण दर्पणः
Published by Odisha State Bureau of Textbook Preparation and Production.

**M.I.L (TELUGU)
FIRST YEAR**

Full Marks 50

UNIT – I

Prose

(20 Marks)

1. MitraLabhamu - Paravastu Chhinnayasuri
2. Vemana - Dr. G.V.Krishna Rao
3. C.P. Brown Sahitya Seva - Prof. K. Sarvothama Rao
4. AIDS - Dr. Singupuram Narayana Rao
5. Teiugu Patrikala Purva Rangam - Namala Visveswara Rao

UNIT – II

Poetry

(20 Marks)

1. Ekalavyudu - Nannaya Bhattu
2. Balivamana Samvadamu - Bammara Potana
3. Subhashitamulu - Enugu Lakshmana Kavi
4. Tokachukka - Gurajada Apparao
5. Gongali Purugulu - Balagangadhara Tilak
6. Pushpa Vilapamu - Jandhyala Papayya Sastri

UNIT – III

(10 Marks)

A. GRAMMAR

B. WRITING / GENERAL ESSAY

BOOKS PRESCRIBED :

1. Poetry & Prose : SAHITEE VIPANCHI - By Dr. Singupuram Narayana Rao
2. Grammar - VYAKARANA PARIJATAMU - - By Dr. Singupuram Narayana Rao

M.I.L (TELUGU)

SECOND YEAR

Full Marks 50

UNIT – I

Prose

(20 Marks)

1. MitraBhedamu - Paravastu Chinnayasuri
2. Rayaprolu streevada drukpadham - Prof K.Yadagiri
3. Ahalya Sankrandanam Patra Chitrana - Dr. Nagabhairava Adinarayana
4. Veyipadagalu Samajika Drukpadham - Dr. Singupuram Nayayana Rao
5. Goutama Budhudu - Dr.- V. Rajagopala Chakravarty

UNIT – II

Poetry

(20 Marks)

1. Sanjaya Rayabharamu - Tikkana Somayaji
2. Hanumatsandesamu - Atukuri Molla
3. Piradausi.Lekha - Gurram Jashuwa
4. Manchi Mutyala Saralu - Sri Sri
5. Jateeyata - Dr. Nagabhairava Koteswara Rao
6. Panjaramlo Amma - Dr. Bhusurapalli Venkateswarlu

UNIT – III

(10 Marks)

A. GRAMMAR

B. RE-TRANSLATION

BOOKS PRESCRIBED

Poetry & Prose : Sahitee Mandaram By Dr. Singupuram Narayana Rao

Grammar : Vyakarana Parijatamu By Dr. Singupuram Narayana Rao

**MIL (URDU)
1ST YEAR**

F.M. 50

FIRST YEAR

Total Classes required- 40

There shall be one paper carrying 50 marks consisting of 3 (three) groups and duration of examination will be of 2 ½ hours at the HSC (+2) level of the Vocational College

Distribution of Marks

GROUP – A

(Objective type answer question) 20 Marks

Objective type questions from all Units Prose, Poetry and Grammer.

Q1. Ten objective types & multiple choice question from prose and poetry. (1x10=10)

Q2. Ten objective types & multiple choice question from Grammer (1x10=10)

Total 20 marks

GROUP – B

Short answer type question

Q3. Six questions to be answered out of ten questions from prose and poetry.

(1½ x 6 = 9)

Q4. Two 'Ashaar's explanation to be answered out of two 'Ashaar'. (3 x 2 = 6)

Total 15 marks

GROUP – C

Long answer type question

Q5. Prose one long answer type question about 150 words with an alternative from prose portion. (7.5)

Q. 6 Poetry – One long answer type question about 150 words with an alternative from poetry. (7.5)

Total Marks

Group A : 20 Marks

Group B : 15 Marks

Group C : 15 Marks

FIRST YEAR

Books Prescribed ; - “JADIDADAB PARE” Part – I

Edited by : - Dr. Azizur Rahman

Mir Ashraf Ali

Recommended Book “JADIDADAB PARE” Part I published by Odisha State Bureau of Text Book preparation and Production Pustak Bhawan Bhubaneswar for the students of +2 level in Arts SC/& Commerce Stream from 2016-18 (10 Classes)

UNIT-I

1. Prose Chapters to be studied :-

- (i) Sair Pahle Darwesh Ki – Mir Amman
- (ii) Bahadur Shah – Do – Ghaz Zamine – Dr. Mahfugul Hasan.

UNIT - II

2. (a) Poetry (15 Classes)

Chapter to be Studied :-

- (i) Tasweere – e – Dard – Iqbal
- (ii) Jogan Aur Chandni Raat – Mir Husan.

(b) Ghazliyat Portims to be studied

- (i) Ghalib
- (ii) Dard

Unit - III

3. Urdu Zaban – O – Qwaid – Part – I by Shafi Ahmad Siddiqui. (15 Classes)

Chapter to be Studied :-

- (i) Tazkir O Tanees
- (ii) Ghalat Jumle Aur Unki Islah.

MIL (URDU)

2ND YEAR

Total Classes required – 40

Time 2 ½ hrs

F.M. : 50

There shall be one paper carrying 50 marks consisting of 3 Groups and duration of examination will be of 2 ½ (Two & Half hours) at the Vocational College / CHSE / +2 Level.

Distribution of Marks

GROUP 'A'

Objective type Questions from the Prose & Poetry portions.

Q. 1 10 Objective type questions from the Prose. (10 x 1 = 10)

Q. 2 Ten Objective type Questions from the Poetry. (10 x 1 = 10)

Total 20 Marks

GROUPS 'B'

Very Short answer within two to three sentences (15 marks)

Q. 3 Six questions to be answered out of ten question both from prose & poetry.

6x1 ½ = 9

Q. 4 Two explanation to be answered out of four from the Ghazliyat portion. 2x3=6

Total 15 marks

GROUP 'C'

Q. 5 There shall be either essay or letter writing or application carrying. 7½

Q. 6 One long type question to be answered either from prose or poetry within 150 words 1x 7½ =7½

Total Marks

Group A : 20 marks

Group B : 15 marks

Group C : 15 marks

Book Prescribed : Jadid Adab Pare – Part-II

Edited by : Dr. Azizur Rahman

Mir Ashraf Ali

Recommended Book “JADID ADAB PARE – PARE II” published by Odisha State Bureau of Text Book preparation and production, Pustak Bhawan, Bhubaneswar.

Unit – I

1. Prose chapters to be studied.
 - (i) Hindu Musalman Eik Qaum – Sir Sayed Ahmad
 - (ii) Ustad Ki Talas : - Farhatullah Baig

Unit – II

2. Poetry chapters to be studied.
 - (i) Wadie Ganga mein Eik Raat : - Aktar Shiran
 - (ii) Tajmahal Ki Pahli Jhalak Per : Dr. Karamat Ali Karamat.
3. Ghazliyat Poets to be studied.
 - (i) Dagh
 - (ii) Shad

Unit – III

4. Essay / Letter / Application Writing

ENVIRONMENTAL EDUCATION

F.M. 70

Theory

Unit - I Man and Environment

Unit - II Environmental Pollution

Unit -III Environmental Management

Unit -IV Road Safety.

UNIT - I

(A) Man and Environment: Environment: Components: -

Atmosphere, Lithosphere, Hydrosphere and Biosphere- Human being as a rational social partner in environmental action - Impact of human activities on environment - Environmental Problems of urban and rural areas- Stress on civic amenities: supply of water, electricity, transport and health services.

(B) Natural Resources

Land, water, forest as primary natural resources- Fresh water and Marine resources-Natural resources of Orissa - Concept of Biodiversity and its conservation - Renewable and non-renewable resources - Conventional and non - conventional energy.

UNIT - II

Environmental Pollution:

Types of pollution; and pollutants-Causes, effects and control of air pollution, water pollution, soil pollution and noise pollution, Green house effect, Global Warming, Eutrophication, Ozone layer depletion.

UNIT - III

(A) Environmental Management:

Scope, of Environmental Management -Management of solid, liquid and gaseous wastes - Resource Management- disaster Management (flood, cyclone and earthquake) - Concept of sustainable development-Management of agricultural produce.

(B) Environmental Laws:

Constitutional Provisions .-Major provisions of Environmental Laws and Pollution Control Laws with particular reference to the Water Act, 1974, the Air Act, 1981, the E(P) Act 1986, CPCB and SPCB- (Central and State' Pollution Control Boards).

UNIT - IV

ROAD SAFETY

- a) Concept & Need
- b) Traffic signs
- c) What to do and what not to do while on the road - safety guidelines offence and penalties.
- d) Traffic Management: RTO, MVI, Police / Traffic Police
- e) Traffic Awareness.

PROJECTS

F.M. : 30

1. To study the changes that have taken place in the given land area of a city,village/locality/ market during the last five years in respect of at least five parameters like number of houses^ residents and families; food habits, number of household goods in a family, consumption of water, electricity and

fuel including that of personal vehicles by a family, sources of noise (public address systems being used, television, radio and vehicles on the road), common facilities like number of schools, hospitals, shops, theatres, public conveyance, public utilities, public transport, number of factories, industries and/or the facilities for production and processing of goods, loss of water bodies, types and quantity of wastes, their disposal and treatment facilities with a view to discuss the patterns of changes and impact on the environment and quality of life. One specific project on these aspects may be selected to study the changes that have taken place in a given area during the last five years in respect of the number of houses, residents and families and to prepare a report on the effects on civic amenities like availability of water, electricity and fuel; the drainage system, disposal of wastes including night soil,

2. To study the environmental profile of a town/ locality/village in respect of population density, green cover, educational level of residents, social problems and sources of pollution and their effect on air, water and soil.
3. To collect data on monthly consumption of electricity and fuel from at least five families, any two commercial establishments and four public utilities in a given locality. To plan strategies for educating consumers to economise on the consumption of electricity and fuel by reducing their over-use, misuse and improper use.
4. To study, for a period of one month, the status of sanitary conditions and methods of waste disposal of a given locality vis-a-vis the role of Panchayat, Municipality no 40 Science Stream Corporation and to prepare an action plan for making the conditions more environment friendly.

5. To investigate the impact of an industry or a large manufacturing unit on the local environment. The parameters could be land use, the ratio of the covered area and the open space, the raw materials used for production, inputs like electricity and water, the types of waste generated and the modes of waste disposal, use of environment friendly and efficient technology, types of pollutants emitted or discharged, the average health status of the employees and residents in the area.
6. To study the impact of changes in agricultural practices or animal husbandry including poultry, piggery, fishery and apiculture over a period of time on the local environment of a given locality or village. The components for analysis may include: types of crops, land area under cultivation, mechanisation, use of electricity, mode of irrigation and agrochemicals, agro-waste and their disposal, types of animal breed and their feed, types of shelter and healthcare, methods of preservation and processing of products and animal wastes and their disposal. To suggest an action plan for modifying the prevailing practices so as to make them environment friendly and sustainable.
7. To collect samples of water from different sources and study their physical characteristics like turbidity, colour, odour, the measure of pH, the nature of suspended and dissolved impurities and pollutants, the presence of toxic materials like mercury, lead, arsenic, fluorine and the presence of living organisms. For testing the presence of toxic materials and living organisms, the help of a local laboratory or institution may be taken, if available. To identify the most polluted sample of water and locate the sources of its pollution. To devise an action plan for mobilising public opinion for checking

the pollution.

8. To study the practices followed in the region for storage, preservation, transportation and processing of perishable or non- perishable farm products and to assess the extent of their wastage due to faulty practices.
9. To prepare a status report on the prevalence of child labour in a given area through sample surveys on children engaged as domestic help and as workers in farms, commercial establishments and manufacturing units: The survey may be in respect of age group, education, wages, working hours, working conditions, safety in works place, health, handling hazardous materials and the like. Units dealing with hazardous materials and processes may be identified and an action plan for mobilising public opinion against, the practice of child labour may be prepared.
10. To conduct a survey of plants in a locality and to collect information about their cultural, economic and medicinal values from the local people and the available literature. To prepare an action plan for their propagation.
11. **Road Safety Project.**
 - (i) To conduct a survey on Traffic Offences and student initiatives to check it.
 - (ii) To prepare a status report on the prevalence of Traffic - problems in a given area.
 - (iii) To suggest an action plan for prevention of road accidents,
 - (iv) To suggest the use of efficient technology for better traffic management.

NOTE : Environmental Education will be assessed at the college level for 100 marks (70 marks for theory and 30 marks for project work) before Test Examination of the college for Annual

Higher Secondary Examination and the grades (A +, A, B, C, D, in order of merit) are to be awarded by the college and the same shall be recorded in the body of the pass certificate given by the council subsequently. The grade secured in the Environmental Education (EE) will not affect the result of the candidate.

Mark	Grade
70% and above	Gr A+
60% to 69%	Gr A
50% to 59%	Gr B
35% to 49%	Gr C
Below 35%	Gr D

BOOK PRESCRIBED:

Bureau's Higher Secondary (+2) Environmental Education, Published by Odisha State Bureau of Textbook Preparation & Production, Bhubaneswar.

BASIC COMPUTER EDUCATION

+2 1st Year

UNIT - I

Computer Fundamentals : Necessity and uses of computer, what is computer?, Computer as a system, problem and problem solving technique, Important terminology, Input-Output devices, types of computer, (Digital, Analog, Hybrid, Super computer, Main Frame, Mini, ^{JC}, Note Book, and Laptop). Generation of Computer, Computer Memory, (Main, Secondary, Virtual. Buffer, Cache,) Computer Languages and its types. **8 Hours**

UNIT - II

Operating System: types, software, Dos and Windows : Fundamentals and Commands, Security and Anti-virus

Introduction to MS OFFICE :

MS-WORD: Creating a File, setting and typing text, page formatting, editing; printing, saving the files, creating Folders, Insertion tables and objects, Bulletin, Page Numbering., spell check, indenting;, paragraph setting and mail merge, CD writing.

MS-EXCEL: Spread sheet and its uses, an introduction, formatting work sheet, setting columns/ Rows, range, Format, protect, sorting, types of graphs, functions and formula, printing text, copying and saving the document.

MS-POWER POINT: Features, Uses, Menus, Toolbars, creating a presentation through auto context wizard, templates, manual slides show, saving, deleting, opening a presentation, Editing.

MS-ACCESS: Data base, database Management system, RDBMS, advantages and limitations of MS- Access, parts, tables, integrity constraints, relationship and designing tables. **5 Hours**

UNIT - III

INTERNET AND COMPUTER SECURITY: Introduction to Internet, net browsing, Emails, Networking and its types, topology, computer crime, components required for internet, saving and printing the web files.

APPLICATIONS: in Education, Medical Science, Business, Entertainment, Social "service's and Research etc. 7 hours

For +2 1st year 50 marks theory examination and For +2 2nd year 50 marks practical examination. TOTAL HOURS: 30 (THEORY) AND 10 HOURS (PRACTICAL).

+2 2nd Year

PRACTICALS

NOTE : DOS, Windows, MS-Office, web page, browsing, sending and creating a mail.

The grade secured taking together both the theory and Project/Practical marks will be reflected in the Marks sheet' and the pass certificate of the Council.

Mark	Grade
70% and above	Gr A+
60% to 69%	Gr A
50% to 59%	Gr B
35% to 49%	Gr C
Below 35%	Gr D

YOGA (THEORY)

+2 1ST YEAR

Full Marks – 50

UNIT- I

CONCEPT YOGA

10 marks

Meaning. Definition and Scope of yoga, Importance and aim of yoga for the students,
Misconception of Yoga. Yoga and Spirituality

UNIT- II

BASIC PRINCIPLES OF YOGA PRACTICE

10 marks

Place, Time, Age, Diet, Dress, Do's and Don'ts
Power of Silence

UNIT-III

BRANCHES OF YOGA

10 marks

Karma Yoga, Bhakti Yoga, Raja Yoga, Jnana Yoga
Yoga in Srimad Bhagavat Gita

UNIT- IV

CONCEPT OF ASTHANGA YOGA

10 marks

Yama, niyama, asana, pranayama, pratyahara, dharana, dhyana and samadhi

UNIT - V

YOGA AND PERSONALITY DEVELOPMENT

10 marks

Meaning, Definition of Personality

Dimension of Personality: physical, mental, emotional, intellectual and spiritual.

Personality Development in relation to external world civic, social, patriotic and global
consciousness. Concept of Personality According to swami Vivekananda and Sri
Aurobindo.(Practical)

YOGA (THEORY)

+2 SECOND YEAR

Full Marks - 50
Time 2 hrs.

UNIT - I

ASANA

PRILIMINARY PRACTICES : Greeva Sanchalana, skandha chakra (shoulder rotation), purna, titali asana (full butterfly), marjari asana (cat stretch pose), Surya Namaskara

STANDING POSTURE : Tadasana, tiryak tadasana, katichakrasana pada-hastasana, ardha chakrasana, ardhakati chakrasana, ekapada pranasmasana, garudasana, natarajasana.

SITTING POSTURE : padmasana janusirasana, paschimottanasana, supta vajrasana, shashankasana, ustrasana, ardhmatsyendrasana.

PRONE LYING POSTURE : shalabhasana, bhujangasana, dhanurasana.

SUPINE POSTURE : uttanapadasana, supta pawanamuktasana, naukasana, halasana, sarvangasana, matsyasana, chakrasana.

UNIT-II

RELAXATION : savasana, yoganidra Unit-III

PRANAYAMA : Priliminary practices: abdominal, thoracic, clavicular and fullyogic breathing kapalabhati, nadisodhana, bhramari seetali/seetkari Unit - IV and Unit - V

MEDITATION : Antarmouna - sensorial awareness : (sound, touch, vison, smell, taste), breath awareness, awareness of the spontaneous thought process. Unit-V

KRIYA : Trataka (internal and external)

NOTE :

For +2 1st year 50 marks theory examination and For +2 2nd year 50 marks practical examination but in 1st year and 2nd year students will learn practical

The grade secured taking together both the theory and Project/Practical marks will be reflected in the Marks sheet and the pass certificate of the Council.

Mark	Grade
70% and above	Gr A+
60% to 69%	Gr A
50% to 59%	Gr B
35% to 49%	Gr C
Below 35%	Gr D

Books Prescribed : An Introduction to Yoga,

Published by Odisha State Bureau of Textbook Preparation

BASIC FOUNDATION COURSE (BFC)

ACCOUNTANCY

FIRST YEAR PAPER – I

Marks 100

Objectives:

- To provide fundamental ideas to the students about accounting as an information system;
- To enable the students to learn basic concepts of accounting and accounting standards;
- To develop the skills for application of accounting equation in processing business transactions;
- To develop an understanding about recording of business transactions and Preparation of Trial Balance
- To enable the students to learn the concept and process of preparation of Bills of Exchange along with the fundamentals of computerized accounting;
- To enable the students to understand, analyze and rectify various errors prevailed in the process of recording business transactions and
- To make the students enable to understand and prepare Bank Reconciliation Statement;

Course Inputs

Unit - I Introduction to Accounting

Evolution of Accounting and Need for Accounting, Book-Keeping and Accounting - Meaning, definition and characteristics, Relationship between Book-Keeping, Accounting and Accountancy, Accounting as a language of business, Objectives,

Advantages and Limitations of Accounting, Accounting as an information system, Users of accounting information, Branches of Accounting, Accounting Cycle.

Basic Accounting Concepts

Accounting Principles (GAAP), Concepts and Conventions, Accounting Standards: Concept and Objectives, IFRS: Concept and Objectives, Basic Terms: Event, Transaction, Vouchers, Debtors, Creditors, Purchases, Sales, Assets, Liabilities, Goods, Stock, Profit, Loss, Expense, Revenue, Income, Drawings and Capital, Accounting Equation: Meaning and Preparation, System of Record Keeping: Double Entry System and Single Entry System, Basis of Accounting : Cash Basis, Accrual Basis and Hybrid Basis, Classification of Accounts: British Approach and American Approach Rules of Debit and Credit.

Unit - II Journal, Ledger and Trial Balance

Journal

Meaning & Format of Journal, Advantages and Disadvantages of using journal, Rules of Journalizing, Recording of journal entries with narration

Ledger

Meaning & Format of Ledger, Rules of Posting and Balancing of Ledger Accounts.

Subsidiary Book

Cash Book, Purchase Book, Sales Book, Return Books, Bills Books and Journal Proper

Trial Balance :

Meaning, objectives, advantages and limitations of Trial Balance, Preparation of Trial Balance from ledger accounts & Redrafting of trial balance from incorrect trial balance

Unit - III Bills of Exchange and Computerized Accounting

Bills of Exchange :

Meaning, Definition, Parties, Specimen, Distinction Between bills of Exchange and Promissory note, Important Terms - Demand Bill, Time Bill, Terms of Bills, Days of Grace, Calculation of Due Date, Treatment of Bill, Accounting Treatment - Honour, Dishonour, Renewal, Retirement of Trade Bills and Accommodation Bill.

Computerized Accounting

Computers and its Components, Functions, Need and Advantages of Computerized Accounting, Accounting Information System (AIS)

Unit -IV Rectification of Errors and Bank Reconciliation Statement

Rectification of Errors :

Meaning of Errors and Types of Errors, Errors disclosed and not disclosed by Trial Balance, Rectification of Errors after preparation of trial balance and final accounts, use of suspense account.

Bank Reconciliation Statement

Meaning, Need and Preparation of Bank Reconciliation Statement from cash book balance as well as pass book balance.

BASIC FOUNDATION COURSE (BFC)

ACCOUNTANCY

SECOND YEAR

Paper – II

Marks : 100

Objectives:

- To enable the students to understand and analyze the financial Statements of Profit & Non-Profit Making Organizations.
- To help the students in understanding the concepts and applications of depreciation
- To develop an understanding about Accounting from Incomplete Records and its application;
- To help the students in learning the process of accounting for reconstitution and dissolution of partnership firms; and
- To help students understand the concept of accounting for companies specially about issue of shares and debentures;

Course Inputs:

Unit-I Financial Statements of Sole Trade and Not for Profit Organizations:

Sole Trade form of Organization

Meaning, objectives and importance of preparing Trading, Profit and Loss Account and Balance sheet, Preparation of Trading, Profit and Loss and Balance Sheet of sole trader without and with adjustments relating to closing stock, outstanding expenses, prepaid expenses, accrued income, income received in advance,

depreciation and bad debts, provision for doubtful debts, provision for discount on debtor, creditor, manager's commission, goods distributed as free samples and goods taken by the owner for personal use, abnormal loss, interest on capital and drawings.

Not for Profit organizations:

Meaning, objectives, necessity, treatment of some important items such as legacy, donations, entrance fees, life membership fees, sale of assets, sale of old news paper, subscription, endowment fund, honorarium, expenses relating to a specific fund, Receipts and Payments Accounts: meaning, features, differences between Receipts and Payments Account and Cash Book, Income and Expenditure Accounts: meaning, features, difference between Income and Expenditure account and Profit and Loss account, Preparation of Income and Expenditure Account and Closing Balance Sheet.

Unit-II Accounting for Depreciation and from Incomplete Records (Single Entry System)

Depreciation:

Meaning, need, causes, objectives and characteristics of depreciation, Methods of Charging Depreciation- Simple depreciation method and provision for depreciation method, Method of calculating depreciation: Straight Line and Written down Value method

Accounting from Incomplete Records (Single Entry System)

Meaning, characteristics and limitations of single entry system, Difference between single entry and double entry system, Difference between balance sheet and

statement of affairs, Ascertainment of profit and loss by the statement of affairs method only.

Unit - III Accounting for Partnership Firm :

Meaning, Features, Partnership Deed and Provisions of Partnership act 1932 in the absence of partnership deed, Fixed vs. Fluctuating Capital accounts, preparation of Profit and Loss Appropriation A/c.

Goodwill - Meaning, nature and Factors affecting Goodwill, Methods of Valuation of Goodwill (Average profit, super profit method and capitalization method).

Reconstitution of partnership firm - Meaning, Circumstances Leading to Reconstitution Change in Profit Sharing Ratio, Sacrificing Ratio, Gaining Ratio, Accounting for revaluation of assets and liabilities and distribution of reserves and accumulated profits and loss.

Admission of a Partner - Simple Problems without Adjustment of Capital

Unit - IV Accounting for Companies :

Accounting for Share Capital :

Shares and share capital: Nature and types as per Companies Act, 2013.

Issue of Shares at par, Premium and Discount, Calls in Advance, Calls in Arrear over subscription and under subscription of shares, Accounting for Forfeiture of Shares and re-issue of shares, Disclosure of share capital in companies' balance sheet (Vertical Format).

Accounting for Debenture :

Issue of debentures at par, at premium and at discount and Issue of debentures for consideration other than cash.

Unit - V Project Work with Viva:

Suggested Areas for Project Work:

- Collection of source documents, preparation of vouchers, recording of transactions with the help of vouchers;
- Preparation of Bank Reconciliation Statement with the given cash book and the pass book with ten to fifteen transactions;
- Comprehensive project starting with journal entries regarding any sole proprietorship business, posting them to the ledger and preparation of Trial balance; The students will then prepare Trading and Profit and Loss Account and Balance Sheet on the basis of the prepared trial balance. Expenses, incomes and profit (loss), assets and liabilities are to be depicted using pie chart/bar diagram.

BUSINESS STUDIES & MANAGEMENT

FIRST YEAR

Paper –I

Marks : 100

Objectives

- To acquaint students with the dynamic nature and inter-dependent aspects of business;
- To develop an interest in the theory and practice of business, trade and industry;
- To help students learn about various forms of business organizations;
- To develop ideas of students about concept, functions and features of internal trade;
- To acquaint students with the concept, process and trends of international trade along with business services;

Course Inputs

Unit-I Nature, Purpose and Forms of Business Organization

Nature and Purpose of Business

Meaning, Characteristics, objectives, Requisites of successful business,

Classification of Business activities - Industry, Commerce, Trade and Aids to trade

and Business Risk Concept

Forms of Business Organizations

Sole Proprietorship: Concept, Importance and Limitations, Partnership: Concept.

Types, Importance and Limitations of partnership, Registration of a Partnership Firm,

Concept of Partnership Deed and its contents

Unit-II Company, Co-operative Society, Public, Private and Global Enterprises

Company (As per Companies Act, 2013) - Concept, Merits and Limitations; Types, private and Public concept, Distinction between a Public and Private Company, Formation of Company - Stages, Important Documents (Memorandum of Association, Articles of Association, Certificate of Incorporation and Commencement).

Co-operative Society: Meaning, Characteristics, Advantages, and Disadvantages

Public, Private and Global Enterprises: Concept of Public & Private Sector enterprises, Changing Role of Public Sector enterprises, Forms of Public Sector Enterprises (Departmental Undertakings, Statutory Corporation and Government Company), Concept of Global Enterprise, Joint Ventures and Public Private Partnership (PPP).

Unit - III Internal Trade

Wholesalers- Meaning, Characteristics, Functions & Types

Retailer-meaning, Characteristics and Functions, Types of Retailers, Itinerant retailer, small Independent Retailers, Large Scale Retail Organizations- Departmental Stores, Multiple Shop, Mail Order Business, Super Market, Network Marketing, E-marketing, Service of Retailers to Wholesaler and Consumers, Distinction Between Wholesaler and Retailer.

Unit - IV International Trade & Business Services

International Trade: Meaning, Nature, Importance & Limitations of International Trade Distinction between Internal and International Trade, Export Procedure- Enquiry, Receipt of order, Clearance for export, Foreign Exchanges Formalities, Exchange rate, Shipping order Invoice, Shipment of goods and Securing Payment,

Import Procedure- Permission to Import, Indent, Letter of Credit, Custom Formalities,
Clearing Goods, Making Payment and Closing Transactions.

Ware Housing: Meaning & Functions

Transportation: Importance of Railway, Air & Water ways.

BUSINESS STUDIES & MANAGEMENT

SECOND YEAR

Paper - II

Marks : 100

Objectives :

- To provide students an understanding of the Concept, features, objectives, importance & functions of Management;
- To help the students in learning the principles & Techniques of Management;
- To develop students with an understanding of Financial Markets with its types & functions;
- To acquaint students with concept, objectives and functions of marketing management;
- To enable students to act more effectively and responsibly as consumers, employers, employees and citizens after learning the concept and features of consumer protection act;

Course Inputs :

Unit-I Nature, Significance & Functions of Management :

Management - Meaning, Features, Objectives & Importance, Management as a Science, Art & profession : Levels of Management, Management Functions- Meaning, Features & Importance of planning, Organizing, Staffing, Directing and Controlling.

Unit - II Principles of Management and Business Environment :

Principles of Management - Concept and Significance of Management, Fayol's Principles of Management, Taylor's Scientific Management - Principles & Techniques.

Business Environment - Meaning, Importance and Dimensions, Concept and Features of Liberalization, privatization and Globalization in India.

Unit - III Financial Markets and Marketing Management :

Financial Markets

Financial Markets - Concept, Functions and Types, Money Market and its instruments, Capital Market, Meaning, kinds of Capital Market - Primary & Secondary, stock Exchange - Concept & Functions, Securities and Exchange Board of India (SEBI)- Objectives and Importance.

Marketing Management :

Marketing Management, Marketing Concept and Objectives, Distinction between Marketing and Selling, Marketing Functions, Marketing Mix - Concept and Elements, product- product Mix, branding, labeling and packaging, price : Concept & factors determining price, physical Distribution: Concept, components, Channels of Distribution: Types and promotion: Concept & Elements - Advertising: Meaning Role & Limitations, Personal Selling : Concept & qualities of a good salesman, Sales promotion: Concept & Techniques & Public Relation: Concept and Role

Unit - IV Consumer Protection :

Consumer Protection : Concept and Importance, Consumer Protection Act 1986: Meaning of consumer and consumer protection, Rights and Responsibilities of customers, process of filing complain, Grievance redressal mechanism and remedies

available, Consumer Awareness: Role of consumer Organizations and Non-Government Organizations (NGOs).

Unit - V Project work and Viva

Suggested outlines of Project Work

- Students may develop a Case Study or Project Work on the following lines :
- Changes made over the last few years on mode of packaging and its impact on economy; For Example, Milk being supplied in glass bottles, later in plastic bags, now in tetra pack, Selling products at the Wholesale and Retail Outlet to Shopping Mall & On line Shopping etc.
- Effect of change in environment on the types of goods and service; For Example, Washing Machine, Micro Waves, Mixers and Grinders.
- Application of Principles of Management advocated by Fayol and Scientific Management Techniques developed by F.W.Taylor with various case studies i.e. on Departmental Store, Industrial Unit, and a fast food outlet etc.
- Develop a brief report on history of stock exchange in India, Prepare a list of at least 25 companies listed on a Stock Exchange
- Project Report on various types of products, services identified with their process, Brand name and the product, range of the product, identification mark or logo, Tagline, Labeling and packaging, price of the product and basis of price fixation, Selected channels of distribution and reasons there of decisions related to transportation and warehousing with reasons, promotional techniques used and starting reasons for deciding the particular technique etc.

ECONOMICS

Paper - I

Indian Economy and Statistics

A. INDIAN ECONOMY

- I. Status of Indian Economy 08 Periods
12 Marks
- Basic characteristics of contemporary Indian economy
 - Structural changes in the Indian economy and the present state of relative contributions of primary, secondary and tertiary sectors.
 - Demographic features, Adverse effects of population growth and Population Policy of India
- II. Sectoral Development 10 Periods
15 Marks
- Agriculture- Importance, low productivity and its causes, Green Revolution, present agricultural situation.
 - Industry - Importance, Industrial Policies - 1948,1956,1991.
 - Infrastructure -Role, Economic Infrastructure (Energy, Transport and Communications) and Social Infrastructure (Education and Health)
 - Foreign Trade - Role, Composition, Direction.
- III. Economic Planning and Economic Reforms 07 Periods
13 Marks
- Planning -Meaning, Need, Objectives and Achievements, Niti Ayog
Economic Reforms Since 1991- need and main features of Liberalisation, Privatisation and Globalisation.

IV. Current Challenges Facing the Indian Economy

15 Periods
20 Marks

- Poverty - absolute and relative poverty, causes of poverty, important poverty alleviation programmes currently in place.
- Unemployment and underemployment - causes, dimensions and government programmes currently in place.
- Inflation - causes and anti-inflationary measures in place.
- Sustainable economic development - Meaning of sustainable development, Economic growth and its adverse impact on Environment, Problems of global warming and climate change.

B. STATISTICS FOR ECONOMICS

V. Introductory Statistics 06 Periods

07 Marks

- Meaning, scope, importance, uses and limitations of statistics in economics.
- Sources of statistical data- primary and secondary sources, NSSO and Census of India as sources of secondary data in India.
- Methods of collection of primary data - census and sampling methods and their relative merits and demerits.

VI. Frequency Distribution

06 Periods
08 Marks

- Meaning and types of variables and frequency distribution.
- Organisation of Data-Basics, Presentation of data - Tabular and diagrammatic presentation, Bar diagram, Pie diagram, Histogram, Frequency Polygon, Ogives, line graphs, Histograms.

VII. Statistical Methods - I

14 Periods
15 Marks

- Measures of Central Tendency- Simple and Weighted
- Arithmetic Mean, Median, Mode, Concepts of Geometric Mean, Harmonic Mean
- Measures of Dispersion Absolute Measures - Range, Quartile Deviation, Mean Deviation and Standard Deviation
Relative Measures - Coefficients of Range, Quartile Deviation, Mean Deviation and Standard Deviation
- Merits and Demerits of different Measures of Dispersion

VIII. Statistical Methods - II

14Periods
10 Marks

- Correlation- Meaning, Correlation and Causation, Types of Correlation, Scatter diagram Method of measuring correlation, uses of correlation in Economics
- Regression - Meaning, Difference between Correlation and Regression, Use\$ of Regression in Economics
- Index Numbers-Meaning, Importance, Uses, Consumer and Wholesale Price Index Number.
- Time Series-Meaning, Uses and Components.

Paper- II

Elementary Micro and Macro Economics

A. INTRODUCTORY MICRO ECONOMICS

- I. Introduction 10 periods
10 Marks
- Definition, scope and subject matter of economics.
 - Meaning of economy and central problems of an economy-scarcity and choice, what, how and for whom to produce ?
 - Basic concepts - wants, utility, goods, value, price and wealth.
- II. Consumption and Demand 10 Periods
10 Marks
- Laws of consumption - marginal and total utility, law of diminishing marginal utility, law of equimarginal utility and conditions of consumer's equilibrium .
 - Demand - meaning and determinants, individual and market demand, demand schedule and demand curve, movement along and shifts in the demand curve.
 - Price elasticity of demand - concept, determinants, measurement of price elasticity of demand; percentage and geometric methods (linear demand curve), relation of price elasticity of demand with total expenditure.
- III. Production 14 periods
15 Marks
- Meaning of production and production function - short run and long run.
 - Total, Average and Marginal Product,
 - Law of variable proportions and returns to a factor.

IV. Cost, Revenue and Supply 12 Periods
15 Marks

- Cost- money and real cost, implicit and explicit cost, fixed and variable cost, Total, average and marginal costs in the short run and their relationship (simple analysis)
- Revenue- Total, average and marginal revenue and their relationship
- Supply - meaning and law of supply

V. Market 08 Periods
10 Marks

- Meaning and forms of market, pure and perfect competition, price determination under perfect competition and effects of shifts in demand and supply .
- Meaning and features of monopoly, monopolistic competition and oligopoly.

B. INTRODUCTORY MACRO ECONOMICS

VI. Introduction 04 Periods
05 Marks

- Meaning of macroeconomics, Distinction between macro-and micro-economics, subject matter of macro economics

VII. National Income 10 Periods
15 Marks

- Meaning and aggregates related to national income - GNP, NNP, GDP and NDP at market price and factor cost.
- National disposable income (Gross and Net), Private Income, Personal income, Personal disposable income, Nominal and real national income. Income determination - Aggregate Demand and Supply and their components, simple Keynesian Theory of Income Determination.

VIII. Money, Banking and Public Finance

12 Periods
20 Marks

- Meaning and Functions of Money.
- Meaning and Functions of Commercial Banks .
- Functions of Central Bank.
- Meaning of Public Finance and Difference between public and private finance.
- Budget - Meaning and objectives, balanced and unbalanced budget, surplus and deficit budget.

Books Recommended:

1. Bureau's Higher Secondary (+2) ECONOMICS, Part-I & II, Published by Odisha State Bureau of Text Book Preparation and Production, Bhubaneswar.

TRADE SUBJECTS – I
ACCOUNTING AND AUDITING
FIRST YEAR THEORY PAPER – I

Marks – 40

Unit – I

- Accounting : Meaning, Definition, Important, Advantage and imitations, Branch of Accounting, Users of Accounting Information
- Basic Accounting Terms : Transaction, Event, Voucher, Debit, Credit, Asset, Liability, Capital, Drawing, Income, Grain, Revenue, Profit, Loss, Expense, Expenditure, Stock, Goods, Depreciation, Purchase, Sale, Debtor, Creditor, Receivable, Payable, Accounting Concepts and Conventions, Accounting Equations.
- Types of Accounts : Personal, Real and Nominal
- Systems of Accounts : Double Entry System – Features, Merits and Demerits, Keeping Rules regarding Debit and Credit
- Journal : Meaning Featurs, Format, Steps in Journalising, Simple and Compound Journal Entries.

Unit – II

- Subsidiary Books : Meaning, Users, Format, Purchase Book, Sales Book, Purchase Return Book, Sales Return Book, Bills Receivable Book, Bills Payable, Cash Book – Single, Double and Triple Colum, Patty Cashbook.
- Ledger : Meaning utility and Format, Posting from Jounal and Subsidiary Books, Balancing Subsidiary Books and Accounts.

Unit – III

- Trial Balance : Meaning, Types and Preparation of Trial Balance, Meaning Types, Detection, Errors, Disclosed not disclosed Trial Balance
- Bank Reconciliation : Meaning Objects and Preparation Statement
- Capital and Revenue : Meaning and Futures, Capital and Revenue Income, Transactions Capital and Revenue Expenditure, Deferred Revenue Expenditure

Unit – IV

- Auditing : Meaning Definition, Objects, Features, Scope, Statutory requirements of Audit, Distinction between Auditing and Accounting.
- Object of Audit : Primary and Secondary, Classification of Error and Fraud
- Auditor : Qualification, Duties and Responsibility

Unit – V

- Type of Audit : Continuous, Periodical, Partial, Interim, Internal, External and Statutory (Basic Idea)
Audit Technique, Audit Procedure, Test Check, Overall Checks
Meaning and Importance of Audit Programme, Audit Note Book and Working Paper
- Internal Check and Internal Control : Meaning, Objectives, Advantages and Limitations, Internal Check as regard to (i) Cash Transaction (ii) Wage Payment (iii) Sale and (iv) Purchase

TRADE SUBJECT I
ACCOUNTING AND AUDITING
FIRST YEAR PRACTICAL PAPER - I

Marks 60

1. Preparation of Bill, Invoice, Debit and Credit Note.
2. Preparation of Subsidiary Books.
3. Posting of Ledger Accounts and its balancing.
4. Preparation of Trial Balance
5. Preparation of Bank Rconciliation Statement.
6. Preparation of Simple Audit Programme.
7. Classification of Errors and Identification of fraud.
8. Preparation of Audit Note
9. Drawing a Corrected Trial Balance and tallying Trail Balance with the help of working papers.
10. Suggesting Internal Check for different types of transactions.

TRADE SUBJECTS – I
ACCOUNTING AND AUDITING
SECOND YEAR PAPER - II

Marks – 40

Unit – I

Final Accounts : Meaning of Manufacturing Account, Trading Account, Profit and Loss Account and Balance Sheet, Marshalling of assets and liabilities, Preparation of Final Accounts with adjustments such as – Closing Stock, Outstanding Expenses, Pre-paid Expenses, Accrued Income, Income received in advance, Depreciation, Bad Debt, Provision for Bad and doubtful Debt, Provision for Discount on debtors, Manager's Commission, Interest on capital and Interest on drawings.

Unit – II

Bills of Exchange and Promissory Note : Meaning, Features, Parties, Specimen and distinctions between the two, Accounting for Trade Bill and Accommodation Bill, Accepting, Discounting Endorsing, Retiring renewal, Dishonour and noting.

Unit – III

Computer- Help : Meaning and Components of Computer, Meaning of Input, Output, Storage Devices, Hardware and

Software.

- Operating System : Window XP or any advance version of Window
- MS Office 2007 any : Its use in creating, naming, editing, copying deleting, advance version calculating, presenting and printing documents.
- Use of Accounting : Tally
- Package

Unit – IV

- Voucher : Meaning, Definition and Objectives, Distinction between vouching and routine checking, Meaning and essential features of voucher, steps for vouchering, Vouching Cash Book and other books of account

Unit – V

Verification and valuation of assets and liabilities

- Audit Report : Meaning objectives and types
- Company Auditor : Qualification, Appointment, Remuneration, Removal, Duties, Power, Status and responsibilities

TRADE - I
ACCOUNTING & AUDITING PAPER - II
SECOND YEAR PRACTICAL

Marks 60

1. Preparation of Final Accounts with adjustment items.
2. Marshalling of Assets and Liabilities in Balance Sheet.
3. Preparation of voucher.
4. Listing documents required for verification and valuation of different Assets and Liabilities.
5. Verification and valuation of individual Assets and liabilities.
6. Preparation of Audit Report.
7. Identification of components of a computer system.
8. Operating a computer, use of Window commands.
9. Create, modify, add, delete, edit and print file in MS word and Excel.
10. Preparation of Journal, Cash Book, Ledger and final Accounts by using tally package.

Books Prescribed

1. Accounting and Auditing (Part I, II) for vocational stream. Odisha Bureau of Text Book Preparation & Production.

INSURANCE TRADE - II
PRINCIPLES OF INSURANCE AND LIFE INSURANCE
FIRST YEAR THEORY PAPER - I

Marks 40

Unit – I

Meaning, nature, objectives, functions, importance of insurance. Scope of insurance in India. Concept of Re-Insurance and Double Insurance. Types of Insurance and their organizations in India. Principles of Insurance. Insurance Contract – Essentials and Classification. Principles of Indemnity, Doctrine of Subrogation and Causa-Proxima, Insurable Interest, Mitigation of Loss.

Unit - II

Nature of Life Insurance, Classification of Policies, Annuities, Classification and Selection of Risk, Measurement of Risk and Morality Table. Policy conditions in Life Insurance – Conditions relating to commencement of risk, premium continuation of policies, lapse conditions and claim conditions.

Unit – III

Calculation of Premium : Types of premium, Steps for calculation, Assumptions underlying rate of premium, calculation of net single premium in different types of policies – Term Insurance, Whole life policies, Pure Endowment Policy, Double Endowment, Joint Life Policy.

Unit – IV

Surrender Value : Nature and Meaning of Surrender Value. Bases of calculating Surrender Value – Accumulation Approach and Saving Approach. Forms of payment of Surrender Value.

Unit – V

Official Structure of Life Insurance Corporation of India. Duty of an Insurance agent, Planning for selling of Life Insurance Policies. Evaluation of Life Insurance, Purpose of Evaluation, Surplus Declaration and Distribution of Bonus.

TRADE - II

INSURANCE

PRINCIPLES OF INSURANCE AND LIFE INSURANCE

FIRST YEAR PRACTICAL PAPER - I

Marks 60

1. Exposure to the forms related to Insurance and Procedure of its fill up for different Life Insurance Policies.
2. Various Life Insurance Plans and Policies – Marriage, Education, Group insurance and its benefits.
3. Amount of Sum assured, Age calculation, premium calculation.
4. Payment of Premium – Salary Savings, Express
5. Agents Commission and Tax rebate Calculation
6. Filling up proposal form, personal statement.
7. Conditions and Privileges of Insurance Policies.
8. Policy documents, Age proof
9. Suicide / Days of grace
10. Paid –up Policy / Surrender of Policy.

11. Assignment, Nomination, Accident benefit.
12. Documents to be used – Claim settlement, Maturity claim, early claim.

TRADE - II
INSURANCE
PRINCIPLES OF INSURANCE AND LIFE INSURANCE
FIRST YEAR THEORY PAPER - II

Marks 40

Unit – I

Marine Insurance

- Meaning, classification, elements of marine insurance features of General Contract, Insurable Interest, Utmost Good faith, Doctrine of Indemnity, Subrogation, Warranties, Proximate Cause.
- Calculation and Payment of Premium
- Marine Losses and Payment of Claims

Unit - II

Fire Insurance

- Meaning, Nature and Use of Fire Insurance
- Fire Insurance Contract
- Kinds of Policies, Policy Conditions.
- Rate Fixation and Payment of Premium
- Losses by fire, payment of claim
- Re-Insurance

Unit – III

Motor Insurance

- Burglary Insurance, Personal Accident Insurance.
- Employer's Liability Insurance – Classification of Risk and Coverage, Policy form
- Employees State Insurance Act

Unit – IV

- Fidelity Guarantee Insurance : Types of Policy
- Application Forms for different policies.
- Boiler Explosion Insurance
- Live Stock and Poultry Insurance

Unit – V

- Crop Insurance
- Agricultural Pumpset Insurance
- Fishery Insurance
- Banker's Identity Insurance
- Jeweller's Block Insurance

INSURANCE TRADE - II
PRINCIPLES OF INSURANCE AND LIFE INSURANCE
SECOND YEAR PRACTICAL PAPER - II

Marks 60

1. Filling up proposal forms for Cargo, Hull and Freight Insurance.
2. Determination and Calculations of various types of losses.
3. Application of the Doctrine of Cause Proximal.
4. Drafting and filing notice of loss.
5. Filling up claim forms and settlement of claims.
6. Filling up proposal form for Fire Insurance.
7. Procedure of Assignment and Fixation of Premium.
8. Procedure of Renewal and Collection of Fire Policy.
9. Settlement of claim, Determination of Insurer's Liability, Drafting claim notice.
10. Claim procedure in case of other important Insurance Policies.
11. Settlement of claims in case of other importance Insurance Policies.

TRADE – III
OFFICE MANAGEMENT (OM)
FIRST YEAR PAPER – I

Theory – 40

Unit - I : Introduction

1. Meaning purpose, functions and importance of an Office.
2. Office Manager : Qualification, functions, duties and responsibilities of an Office Manager

Unit - II : Office Layout & Environment

1. Principles of layout.
2. Types of office i.e. centralized and decentralized office
3. Open closed office
4. Front Office Management

Unit - III : Office Communication

1. Types of postal services
2. Mailing different types of letters.
3. Electronic mail service
4. File download, save and PDF

Unit - IV : Form Designing

1. Principles of form designing
2. Designing different office forms, invoices, receipts and challan etc.

Unit - V : Filing and Indexing

1. Filing System, Classification, Methods of Filing, Types of Indexing.

OFFICE MANAGEMENT

PAPER – I

PRACTICAL

Marks : 60

1. Demonstration of an office set-up.
2. Visiting nearest office (Govt. of Private)
3. Preparation of an ideal Model office layout.
4. Use of suggestion Box and complaint box
5. Maintenance of Data cell and Record Management
6. Front office interior management.
7. Diarying and marking incoming mails.
8. Sorting numbering and addressing letters.
9. Sealing, stamping and booking packets for outward mail.
10. Filing importance forms like TA bills, Indent Form, Requisition Slip, Treasury Challan, Form of Booking, Railway and Flight Ticket.
11. Maintenance Diary and Dispatch register

OFFICE MANAGEMENT

SECOND YEAR

PAPER - II

Theory - 40

Unit - I Banking Operation

1. Types of Bank Account
2. Opening of an Account
3. Overdraft
4. Writing of cheque
5. Crossing a cheque
6. Banker's Cheque, Bank draft withdrawals and deposit in Bank account
7. Debit Card, Credit Card
8. Traveller's cheque, Transaction through Automated teller Machine (ATM)
9. Core Banking, Net Banking
10. RTGS, NEFT

Unit - II Human Resource Management

1. Meaning
2. Objectives
3. Importance
4. Functions of Human Resource Management

Unit - III Office Correspondence

1. Nothing and drafting : Meaning and Importance
2. Business Correspondence, style, design
3. Drafting business letters
4. Parts of Business letter – Heading inside address, salutation, Body of the letter, complimentary close, signature, enclosure, Post script

Unit - IV Government Correspondence

1. Style, design and drafting different types of government letters.
2. Fundamentals of computer, UPS, MS Office internet.
3. Selection of Career.
4. Getting ready for employment
5. Various sources of services / employment

6. Employment Exchange, placement agency, media
7. Preparation of C.V.

Unit - V Training in Human relations

1. Relation with Public, Steps for good public relation.
2. Maintenance of Information Counter, redressal of Public grievances

OFFICE MANAGEMENT

SECOND YEAR

Practical Paper – II

Marks : 60

1. Opening and operation procedure of different type of Bank account. Operating account through pay in slip and withdrawal form.
2. Preparation of Cheque, general and special crossing of cheque. Developing skill on endorsing cheque.
3. Requesting for Bank draft, travellers cheque and Banker's
4. Operation of Debit and Credit card
5. Visit an ideal office and know about performance appraisal methods and training procedure adopted for skill development of the employees.
6. Drafting Letters for commercial and government offices.
7. Writing letters in different style and design to Bank, Insurance organization, Agents and Debtors for collection of dues.
8. Writing circulars letter, enquiries, reply to enquiries, complaints and claim.
9. Basic Computer knowledge and use of MS Office, Internet
10. Preparation of C.V. and how to face interview.

TRADE - IV
TAX ASSISTANCE
FIRST YEAR, THEORY PAPER - I

Theory – 40

Unit – I

Tax : Definition of Tax, Kinds of Tax, Direct Tax and Indirect Tax, Income Tax / Concept & its Function and Sales Tax / Concept & its Function & Concept of Entertainment Tax & its Function.

Unit-II

Drafting and Type Writing

Idea of typewriting Machine, use & importance operation of Key Board, Letter Writing, Report Writing, Precis Writing, Office method, Filing & Indexing.

Computer : History of Computer, Basic of a Computer and its Operation, Component of Computer and their uses, Input & Output devices.

Operating System : Window use of window to create, access, edit, delete & print content of file.

MS Office (MS Word, Excel, Power Point) Creating, Editing, Printing, Saving & Exit (MS-WORD, EXCEL, POWR POINT) uses of various important MS-OFFICE Commands

Unit - III

Local Tax

Municipal Tax : Imposition of different types of Municipal Tax & its Restriction & its Computation (House Tax, Water Tax etc) Exemption of Municipal Taxes, Appeal Against Municipal Taxes.

Unit – IV

Grampanchayat Tax : Types of Grampanchayat Tax, Appeal Against Grampanchayat Taxes.

Motor Vehicle Tax : Different Authorities, Licensing of Drivers, Registration of Motor Vehicle, Penalties, Prosecution

Unit - V

Value Added Tax (VAT) : Concept, Application, Definition of Assesses, Assessing Authority, Registration & Amendment & Cancellation Procedure of Dealers, Assessment of Tax, Taxable Goods, Taxable Turnover Tax on Sale and Purchase, Rates of Tax, Offence & Penalties.

GST : Goods & Service Tax problems and possibilities.

Tax Assistance

First Year, Practical Paper – I

Marks 60

1. Taxation, Types of Tax.
2. Entertainment Tax & its Computational Statement, Method of Entertainment Tax, Tax office & its function.
3. Drafting official Correspondences for Taxation Purpose, Preparation of Tax Report, Drafting of Appeals.
4. Type Writing, Typing Simple Passage at a minimum speed of 30 W.P.M Typing, Dictation within limited Time.
5. Computer Type Writing, Computer Typing Simple Passage at a minimum speed of 40 W.P.M., Computer Typing Dictation within limited time.

TAX ASSISTANCE
SECOND YEAR
THEORY PAPER – II

Marks – 40

Unit - I

Custom Duty : Custom Act 1962, Definitions, Meaning & Importance of Custom Duty, Officer appointed for Custom Ports, Airports, Detection of illegal imported Goods, Prevention & Detection, Levy & Exemption, Conveyance, Seizure, Arrest, Confiscation, Appeal & Revision.

Importance & Function of EOU (Export Oriented Unit), DTA (Domestic Trade Area) Import Procedure : Import of Goods & its Procedure, Concept of Boat Note, Goods in Transit & Transshipment.

Import Procedure to be observed by the Importer : Submission of Bill of Entry (Section 46), Clearance of Goods (Section 47), Assessment of Duty, Types & Contents of Bill Entry

Export Procedure to be observed by the Exporter : Submission of Shipping Bill, Declaration of the Exporter, Payment of Cess & Duty, Bringing the Goods to the Port, Obtaining “Order for Export”, Shipment of Goods, Procedure to be followed by Person-in-Charge of Conveyance (Section 32 to 35) Submission of Export Manifest (Sec. 38 & 42)

Warehousing : Warehousing Station, Private Warehousing (Sec. 57), Public Warehousing (Sec. 58) Warehousing Period (Sec. 61)

Unit - II

Central Excise Duty : Central Excise Act 1944, Definitions, Meaning & Object of Central Excise Duty, Types of Excise Duty, Study of Various Provisions of Levy, Refund & Exemption rules relating to Excise Duty, Valuation of Excisable Goods,

Valuation rules to determine the Assessable Value [Sec. 41(1) (b)], Central Excise Tariff Act, Excise Procedure.

Importance & Function of SEZ (Special Economic Zone), EFTZ (Export Free Trade Zone) / EPZ (Export Processing Zone)

Unit - III

Income Tax : Concept of Income Tax, Terminology, Basis of Charges (Various Residential Status), Heads / Sources of Income (Salary, House Property, Business / Professional, Capital Gain, Other Sources), Various Deduction out of Gross Total Income, Offence, Penalties Procedure Assessment of Income Tax for (Individual, H.U.F & Non- Corporate Assess)

Importance & Function of STP (Software Technology Park), EHTP (Electronic Hardware Technology Park)

Unit-IV

Computer & Internet : Various Procedure of Internet to e-Filling of different Income Tax Return (Download, Filling up & Saving Procedure of the various ITR Forms & Submission to Income Tax Department), E-mail etc.

Unit –V

Service Tax : Concept of Service Tax, Exemption, Various Services Chargeable to Service Tax, Penalties, Computation of Taxable Services

TAX ASSISTANCE

SECOND YEAR, PRACTICAL PAPER – I

Marks 60

1. **Central Sales Tax** : Filling up of Registration under different sections of different Business Organizaition. Familiarity with office Procedure and use of different Forms & Challans. Preparation of Annual Sales Return of different Business Organisation (CST) & Computation of Annual Taxable Turnover for
2. **Custom Duty** : Drafting of Various Documents & Related Papers. Familiarity with all FORMS available in the Office & Department.
3. **Central Excise Duty** : Drafting of Various Documents & Related Papers. Familiarity with all FORMS available in the Office & Department