

**CENTRAL BOARD OF SECONDARY EDUCATION
“SHIKSHA SADAN”, 17, ROUSE AVENUE,
INSTITUTIONAL AREA, NEW DELHI – 110 002**

ACAD/EO(COM)/(CBSE)/2010

**Circular No. 23
21st May, 2010**

**All the Heads of the
CBSE affiliated schools**

***Subject:** Bifurcated syllabi in additional subjects under Section C Commerce at Class X for the academic session 2010-2011.*

Dear Principal,

In continuation with the office circular no. 12/10 dated March 23, 2010 regarding *term wise syllabi in main subjects at Secondary level*, enclosed are the revised syllabi of the following additional subjects under Section C Commerce, termwise effective for the current Academic session 2010-11. It may be noted that in respect of students opting for Board Examination 2011 the syllabus will be same as that of Term II and on the designs of the Summative Assessment II.

- (i) *Elements of Business (Code No.154)*
- (ii) *Elements of Book Keeping and Accountancy/(Code No.254)*
- (iii) *Typewriting- English/Hindi (Code No.354).*

This may be brought to the notice of all concerned.

Yours faithfully,

**(C. GURUMURTHY)
DIRECTOR (ACAD.)**

Copy with a request to respective Heads of Directorates/KVS/NVS/CTSA as indicated below to also disseminate the information to all concerned schools under their jurisdiction:

1. The Commissioner, Kendriya Vidyalaya Sangathan, 18-Institutional Area, Shaheed Jeet Singh Marg, New Delhi-110 016.
2. The Commissioner, Navodaya Vidyalaya Samiti, A-28, Kailash Colony, New Delhi.
3. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi-110054.
4. The Director of Public Instructions (Schools), Union Territory Secretariat, Sector 9, Chandigarh-160 017.
5. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim – 737 101.

6. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar-791 111.
7. The Director of Education, Govt. of A&N Islands, Port Blair-744 101.
8. The Secretary, Central Tibetan School Administration, ESSESS Plaza, Community Centre, Sector 3, Rohini, Delhi-110 085.
9. All the Regional Officers of CBSE with the request to send this circular to all the Heads of the affiliated schools of the Board in their respective regions.
10. The Education Officers/AEOs of the Academic Branch, CBSE.
11. The Joint Secretary (IT) with the request to put this circular on the CBSE website.
12. The Library and Information Officer, CBSE
13. EO to Chairman, CBSE
14. PA to CE, CBSE
15. PA to Secretary, CBSE
16. PA to HOD (AIEEE)
17. PA to HOD (Edusat)
18. PRO, CBSE

Director (Acad.)

Annexure 1

(I) ELEMENTS OF BUSINESS
(CODE NO. 154)

CLASS X

Term I		Marks	Periods
I	Office Routine : Different departments of Business establishment, handling inward and outward mail, filing and indexing methods, copying and duplicating methods.	40	54
II	Business Correspondence: Essential forms of a good business letter, writing of simple business letters of enquiry, quotations, order, reference, advice and complaints	40	54
Total Marks		80	

Term II		Marks	Periods
III.	Sources of Raising Funds - Long term and Short term - Functions of Stock-Exchange	30	54
IV	Banks : Functions of a Bank, Kinds of account and their operation; bank drafts, ATM, Debit card and Credit card, Post Office, Saving Bank.	30	54
V	Negotiable Instruments- Bills of Exchange, Promissory Note Hundies, Cheques-nature, parties, crossing, negotiation, endorsement, dishonouring	20	54
Total Marks		80	

Annexure 2**(II) ELEMENTS OF BOOK-KEEPING AND ACCOUNTANCY
(CODE NO. 254)****CLASS X****One paper
270 Periods****3 hours****100 Marks**

Term I		Marks	Periods
I	Final Accounts : Preparation of Trading and Profit and Loss Account and Balance Sheet of a sole trader with simple adjustments	40	54
II	Bank Reconciliation Statement : Utility and preparation	40	54
Total Marks		80	

Term II		Marks	Periods
III	Bills of Exchange : Nature and use of bills of exchange and promissory notes; Recording transactions pertaining to drawing, discounting, retiring, dishonouring and renewing of bills of exchange	30	54
IV	Errors and their Rectification : Types of errors and entries for their rectification	20	54
V	Depreciation : Objects and methods-Straight line and Diminishing balance methods		
Total Marks		80	

(III) TYPEWRITING-(ENGLISH OR HINDI)
(CODE NO. 354)
CLASS X

Term I	Marks
I Functions of important parts of Typewriter	20
II Elementary knowledge about display of letters and tabulation-margin setting, centering, headings, subheadings	20
Total Marks	40

Term II	Marks
III Knowledge of cutting stencils and use of correcting fluid	15
IV Simple proof correction symbols	15
V Standard abbreviations	15
VI Speed development exercises.	15
Total Marks	60

Term I	Marks
Theory Examination: one theory paper of 2 hour duration. Practical Examination	
Accuracy Test : (A passage of approx. 200 words to be typed in 20 min.)	20
Simple letter of approx. 150 words to be typed in 40 min.	40
Total Marks	60

Term II	Marks
One Theory Paper of 2 hours duration Practical examination	20
1. Stencil cutting 1 question	10
2. Proof correction signs 1 question	10
3. Standard abbreviations 1 question	10
4. Speed passage 1 question	30
Total Marks	80

