

Class X
PAINTING
Time : 3 Hours

One Paper

Marks : 100

Painting from memory

Simple composition in (water/poster/pastel) colours on given subjects based on sketching from life,

2009–2010

Class X
Elements of Business
Time : 3 Hours

One Paper

Marks : 100

- I. Office Routine : Different departments of Business establishment, handling inward and outward mail, Filing and indexing methods, copying and duplicating methods. 20
- II. Business Correspondence: Essential forms of a good business letter, writing of simple business letters of enquiry, quotations, order, reference, advice and compliants. 20
- III. Banks : Functions of a Bank, Kinds of account and their operation; bank drafts, traveller's cheques, Post Office Saving Bank. 20
- IV. Negotiable Instruments : Nature, kinds of cheques, endorsement, crossing, dishonouring of a cheque. 20
- V. Bills of Exchange : Kinds, parties, negotiation, endorsing, dishonouring, Promissory notes and Hundies 20

Class X
ELEMENTS OF BOOK-KEEPING AND ACCOUNTANCY
Time : 3 Hours

One Paper

Marks : 100

One paper 3 hours 100 Marks 270 Periods

- I. *Final Accounts* : Preparation of Trading and Profit and Loss Account and Balance Sheet of a sole trader with simple adjustments 20
- II. *Bank Reconciliation Statement* : Utility and preparation; preparation of Cash Book with discount and Bank columns 20
- 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 20
- IV. *Errors and their Rectification* : Types of errors and entries for their rectification 20
- V. *Depreciation* : Objects and methods-Straight line and Diminishing balance methods 20