

Government of Andhra Pradesh
Department of School Education
State Council of Educational Research & Training
Category of Post: PGT
Paper II – COMMERCE Syllabus

Part – I

General Knowledge and Current Affairs (Marks: 10)

Part – II

Perspectives in Education (Marks: 10)

1. History of Education :

- The Education in Ancient India - Pre-Vedic and Post-Vedic period, Medieval Education.
- Education in Pre Independent era - Woods Despatch (1854), Hunter Commission (1882), Hartog Committee (1929), Sargent Committee (1944).
- Education in Post Independent era - Mudaliar Commission (1952-53), Kothari Commission (1964-66), Ishwarbhai Patel committee (1977), NPE-1986, POA-1992

2. Teacher Empowerment:

- Need, interventions for empowerment, Professional code of conduct for teachers, Teacher motivation, Professional development of Teachers and Teacher organizations, National / State Level Organizations for Teacher Education, Maintenance of Records and Registers in Schools.

3. Educational Concerns in Contemporary India:

- Democracy and Education, Equality, Equity, Quality in Education, Equality of Educational opportunities.
- Economics of Education, Education as Human Capital, Education and Human Resource Development, Literacy - Saakshar Bharat Mission.
- Population Education, Gender - Equality, Equity and Empowerment of Women, Urbanization and migration, Life skills.
- Adolescence Education
- Value Education – More Value and Professional Ethics in Education.
- Health and Physical Education
- Inclusive Education - Classroom Management in Inclusive Education
- Role of Education in view of Liberalization, Privatization and Globalization
- Programmes and Projects – APPEP, DPEP, Sarva Siksha Abhiyan, National Programme for Education of Girls at Elementary Level (NPEGEL), Rashtriya Madhyamika Siksha Abhiyan(RMSA), Rashtriya Aveshekar Abhiyan (RAA), KGBVs, Model Schools.
- Incentives and special provisions – Mid Day Meals, Free Books, Scholarship, Awards, Welfare Hostels, Transportation.
- Current Trends in Education – Badi pelusthondi, Badi ki Vasta, Mavuru – Mana Badi, Vidyanjali, Swacha Patasala, Inspire, Kalavutsav.

4. Acts / Rights:

- Right of Children to Free and Compulsory Education Act - 2009
- Right to Information Act - 2005
- Child Rights
- Human Rights.

5. National Curriculum - Framework, 2005: Perspective, Guiding Principles, Learning and Knowledge, Teaching Learning Process, Assessment, Systemic Reforms.

Part - III

Educational Psychology (Marks: 10)

1. Development of Child

- Development, Growth & Maturation — Concept & Nature
- Principles of development and their education implication
- Factors influencing Development — Biological, Psychological, Sociological, emotional.
- Dimensions of Development and their interrelationships — Physical & Motor, Cognitive, Emotional, Social, Moral, Language relating to Infancy, early Childhood, late Childhood, adolescence.
- Understanding Development — Piaget, Kohlberg, Chomsky, Carl Rogers, Erikson
- Individual differences — Intra & Inter Individual differences in the areas of Attitudes, Aptitude, Interest, Habits, Intelligence and their Assessment.
- Development of Personality — Concept, Factors effecting development of personality, self concept.
- Adjustment, Behavioural problems, Mental Health, Defense mechanism.
- Methods and Approaches of Child Development — Introspection, Observation, Interview, Case study, Experimental, Cross sectional and Longitudinal
- Developmental tasks and Hazards

2. Understanding Learning

- Concept, Nature of Learning — input — process — outcome
- Factors of Learning — Personal and Environmental
- Approaches to Learning and their applicability—Behaviorism (Skinner, Pavlov, Thorndike) Constructivism (Piaget, Vygotsky), Gestalt(Kohler, Koffka) and Observational (Bandura)
- Dimensions of Learning — Cognitive, Affective and Performance.
- Motivation and Sustenance —its role in learning.
- Memory & Forgetting
- Transfer of Learning

3. Pedagogical Concerns

- Teaching and its relationship with learning and learner.
- Learners in Contexts: Situating learner in the socio-political and cultural context
- Children from diverse contexts—Children With Special Needs (CWSN), Inclusive Education.
- Understanding of pedagogic methods — Enquiry based learning, Project based learning, Survey, Observation and Activity based learning, Cooperative and collaborative learning.
- Individual and Group learning: Issues and concerns with respect to organizing learning in class room like Study habits, Self learning and Learning to learn skills.
- Organizing learning in heterogeneous class room groups — Socio-economic background, Abilities and Interest.

- Paradigms of organizing Learning-Teacher centric, Subject centric and Learner centric.
- Theory of instruction – Bruner
- Teaching as Planned activity — Elements of Planning
- Phases of Teaching — Pre active, Interactive and Post active
- General and Subject related skills, competencies required in teaching and attributes of good facilitator.
- Learning resources — Self, Home, School, Community, Technology.
- Class room Management: Role of student, teacher, Leadership style of teacher, Creation of non threatening learning environment, Managing behaviour problems, Guidance & Counselling, Punishment and its legal implications, Rights of a child, Time Management.
- Distinction between Assessment for Learning & Assessment of Learning, School based Assessment, Continuous & Comprehensive Evaluation: Perspective & Practice.
- Understanding teaching & learning in the context of NCF, 2005 & Right to Education Act, 2009.

Part - IV

Content (Marks: 50)

1. Business Studies And Management

- Introduction to Business– Concepts, characteristics, objectives. Classification of business as industry and commerce. Distinctive features of business - Business, profession and employment. Choice of Form of Organization .Large Scale and Small Scale Business-.Assistance by Government to Small Scale Sector and Micro enterprises.
- Form of Business Organizations – Sole Proprietors, Joint Hindu Family, Partnership, Joint Stock Company and its formation, Cooperative organization.
- Business ownership– Private, public and Joint sector. Public Enterprises, Role-dynamics of Public Sector, Global Enterprises (Multinational Companies), Joint Ventures.
- Business Services – banking, insurance, transportation, warehousing, communication, Impact of Technology on Business Services.
- Trade: Internal Trade - Retail and Wholesale trade, Emerging modes of business-franchising, E-business and Outsourcing. International Business– Export-Import – Procedure and documentation, EPZ/SEZ. International Trade Institutions and Agreements – WTO, UNCTAD, World-Bank, IMF, GATS (General Agreement of Trade in Services).
- Business Finance: Sources – owners and borrowed fund, Sources of raising finance, Equity and preference Shares, GDR(Global Deposit Receipts), ADR (American Deposit Receipts), Debentures, Bonds – Retained Profit, Public Deposits, Loan from Financial Institutions and commercial banks, Credit-rating and rating agencies, Trade credit, Micro-credit.
- Social Responsibility of Business, Business Ethics, Corporate Governance,

Environment protection.

- Management – concept, objectives, nature of management as Science, Art and Profession, levels, Principles of Management general and scientific.
- Business Environment – meaning, importance, dimensions, changing business environment–special reference to liberalization, privatization and globalization, Business - a Futuristic vision.
- Management Functions – Planning, organizing, staffing, directing, controlling and coordination
- Business Finance: Financial Management – meaning, scope, role and objectives, financial planning, Capital structure, leverage, Fixed and working capital – meaning and factors affecting its requirements.
- Financial Markets – Money Market-nature, instruments, Capital Market-Primary and secondary, Stock exchange, NSEI, OTCEI, Procedures, SEBI.
- Human Resource Management– meaning , importance, man-power estimation , Recruitment and selection, Training and development , Compensation, Performance Evaluation
- Marketing – meaning, functions and role, Levels of Marketing, Changing facets of marketing, Product-mix, Models of Marketing.
- Organizational Behaviors: Individual behaviors, Motivation–concepts and applications, Personality perception, Learning and attitude, Leadership and its approaches, Communication, Group dynamics.
- Emerging Trends in Management – Business Process Reengineering, Total Quality Management, Quality Circles, Benchmarking, Strategic Management, Knowledge Management.
- Consumer Protection – Meaning, importance, consumers’ rights, Consumers’ responsibilities, Consumer awareness and Legal redressal with special reference to consumer Protection Act, Role of consumer organization and NGOs.

2. Financial Accounting And Financial Statement Analysis

- Accounting: Meaning, objectives, qualitative characteristics of Accounting information, Accounting Principles, Accounting concepts, Accounting standards, Cash and Accrual Basis of Accounting.
- Accounting Standards – growing importance in global accounting environment – International Accounting Standards (IAS) – International Financial Reporting Standards (IFRS) – US Generally Accepted Accounting Principles (GAAP).
- Process of Accounting :Voucher, transaction ,Accounting Equation, Rules of Debit and Credit, Book of original entry-Journal and Special Purpose Books, Ledger ,posting from Journal and subsidiary books, Balancing of Accounts, Trial Balance and Rectification of Errors .Bank Reconciliation Statement.
- Accounting for depreciation, Provisions and Reserves ,Bills of Exchange, Non-Profit Organization , Partnership Firms - Reconstitution of Partnership (Admission, Retirement ,Death and Dissolution), Account of Incomplete Records (Single entry, Hire Purchase & Instalment), Consignment and Joint ventures.

- Accounting of Joint stock Companies: Share capital types of shares, accounting for issue, allotment forfeiture and re-issue of shares. Debentures – types, issue and method of redemption. Final Accounts of Sole proprietor and Joint Stock Companies. Emerging trends of presentation of Final Accounts.
Valuation of Good will, Liquidation, Amalgamation & Reconstruction. Bank Accounts and Accounts of Insurance Companies.
Accounts of Government Companies.
- Accounting for liquidation.
- Financial Statement Analysis: Meaning, significance, limitation .Tools for Financial Statement Analysis-comparative statements, common size statements, Trend analysis, accounting ratios.
- Funds Flow Statement and Cash Flow Statement: Meaning, objectives, preparation as per revised standard issued by ICAI.
- Computers In Accounting: Introduction to Computers and Accounting Information System, Application of Computers in Accounting, Automation of Accounting process, designing accounting reports, MIS reporting, data exchange with other information system. Readymade, customized and tailor made Accounting Systems.
- Accounting and Database Management System –Meaning, concept of entity and relationship in an accounting system, Data Base Management System (DBMS) in accounting.
- Inflation accounting and Accounting for Human Resource of an Organization and Social Responsibility.

Teaching Methodology (Marks: 20)

1. Social Studies – Meaning, Nature and Scope: Defining Social Studies, Main features of Social Studies, Social Studies and Social Sciences differentiated, Scope of Social Studies – Types of Subject material and learning experiences included in the study of Social Studies, Need and importance of Social Studies.
2. Values, Aims and Objectives of Teaching Social Studies: Values of teaching Social Studies, Aims of teaching Social Studies at Secondary Level, Instructional Objectives of teaching Social Studies, Relationship of instructional objectives with general aims and objectives of Social Studies, Taxonomy of Educational and instructional objectives, Writing objectives in behavioural terms.
3. Social Studies Curriculum: Social Studies as a Core subject, Principles of Curriculum Construction in Social Studies, Organization of subject matter – different approaches correlated, integrated, topical, concentric, unit and chronological.
4. Instructional Strategies in Social Studies: Techniques, devices and maxims, Different methods of teaching Social Studies - Story telling, lecture, source, discussion, project, problem, inductive, deductive, observation, assignment – socialized recitation, Team teaching, Supervised study.
5. Planning for Instruction: Developing teaching skills through Micro-teaching, Year Planning, Unit Planning, Lesson Planning.

6. Instructional Material and Resources: Text books, work books, supplementary material syllabus, curriculum guides, hand books, Audio visual, Social Studies laboratory, library, clubs and museum, Utilizing community resources.
7. Social Studies Teacher: Qualities of a good Social Studies teacher, Roles and responsibilities.
8. Evaluation in Social Studies: Concept and purpose, Types of Evaluation, Evaluation as a continuous and comprehensive process, Different techniques of Evaluation, Preparation for Scholastic Achievement test