

NARSEE MONJEE COLLEGE OF COMMERCE AND ECONOMICS

PORTION FOR FYJC SECOND UNIT TEST JAN. 2019

HSC VOCATIONAL (MCVC)

SUBJECT: - ENGLISH

PROSE & POETRY - UNITS 5 & 6

GRAMMER - FROM UNITS 1 TO 6

VOCABULARY - UNITS 5 & 6

COMMUNICATION SKILLS -

1. REPORT - WRITING
2. NON - VERBAL TO VERBAL COMMUNICATION
3. JOURNAL LEAFLET

!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!

NARSEE MONJEE COLLEGE OF COMMERCE AND ECONOMICS

PORTION FOR FYJC SECOND UNIT TEST JAN. 2019

HSC VOCATIONAL (MCVC)

SUBJECT: - HINDI

PROSE: - 7, 8

POEM: - 6, 7

RAPID READING: - 4, 5

GRAMMER:-TENSES, IDIOMS

\$

NARSEE MONJEE COLLEGE OF COMMERCE AND ECONOMICS

PORTION FOR FYJC SECOND UNIT TEST JAN. 2019

TOURISM AND HOSPITALITY MANAGEMENT

HSC VOCATIONAL (MCVC)

PAPER I - CONCEPTS OF TOURISM

RELIGION – SIKHISM, ZOROASTRIANISM, CHRISTIANITY.

CHAPTER - 4 - GEOGRAPHY OF INDIA

PAPER II – TRANSPORT

CHAPTER 4 – AIR TRANSPORT

CHAPTER 5 – AIRPORT ESSENTIAL

PAPER III – BASICS OF HOSPITALITY MANAGEMENT

RESERVATION – GROUP, RECEPTION, GRC, CALCULATING ROOM POSITION, DUTIES OF F.O., CASHIER.

NARSEE MONJEE COLLEGE OF COMMERCE AND ECONOMICS

PORTION FOR FYJC SECOND UNIT TEST JAN. 2019

MARKETING AND RETAIL MANAGEMENT

HSC VOCATIONAL (MCVC)

THEORY I :- MARKETING AND SALESMANSHIP

1) Advertising -

Advertising and its importance,
Media of advertising,
Good advertising,
Advertising Agency.

THEORY II :- RETAIL MARKETING SERVICES

1) Customer Service Orientation

Customer Psychology, Importance of Buying Motives,
Effective Sales Talk & Preservation, Customer objections,
Consumerism.

THEORY III :- RETAIL MARKETING

1. Retail Pricing and Promotion.

#####

NARSEE MONJEE COLLEGE OF COMMERCE AND ECONOMICS

PORTION FOR FYJC SECOND UNIT TEST JAN. 2019

HSC VOCATIONAL (MCVC)

ACCOUNTING & OFFICE MANAGEMENT

Paper I Office Management

- i) Office Correspondence & Letter Writing
- ii) Office Automation & machineries.

Paper II Fundamentals of Financial Auditing

- i) Petty Cash Book
- ii) Trial Balance
- iii) Bank Reconciliation Statement

Paper III Fundamentals of Costing and Auditing

- i) Material & Labour Cost
- ii) Classification of Audit

%%%%%%%%%

NARSEE MONJEE COLLEGE OF COMMERCE AND ECONOMICS

PORTION FOR FYJC SECOND UNIT TEST JAN. 2019

HSC VOCATIONAL (MCVC)

General Foundation Course

- Stress Management
- Interview
- Cross Occupational Competency

@@@@@@@@@@@@