

Syllabus for FYJC (Commerce)

SUBJECT: ENGLISH

Section -1 (Prose)

Being Neighbourly
On The Summit: We Reach The Top
The Call of the Soil
Pillars of Democracy
Mrs. Adis
Tiger Hills

Section-2 (Poetry)

2.1 Cherry Tree
2.2 The Sower
2.3 There is Another Sky
2.4 Upon the Westminster Bridge
2.5 Nose Verses Eyes
2.6 The Planners

Section 3 (Writing Skill)

3.1 Expansion of Ideas
3.2 Blog –Writing
3.3 E- Mail Writing
3.4 Interview
3.5 Film –Review
3.6 The Art of Compering

Section-4 (Genre- Drama)

4.1 History of English Drama
4.2 The Rising of Moon
4.3 Extracts of Drama
 (A) Midsummer Nights Dream
 (B) An Enemy of the People.

विषय :मराठी

विभाग १

पाठ, कविता

स्वतंत्रतेचें स्तोत्र (काव्यानंद)..... स्वातंत्र्यवीर वि.दा. सावरकर

१. मामू शिवाजी सावंत

२. प्राणसई (कविता)..... इंदिरा संत

३. अशी पुस्तकं..... डॉ. निर्मलकुमार फडकुले

४. झाडांच्या मनात जाऊ (कविता) नलेश पाटील

५. परिमळ..... प्रल्हाद केशव अत्रे

६. दवांत आलिस भल्या पहाटी (कविता)..... बा.सी. मर्डेकर

७. 'माणूस' बांधूया ! प्रवीण दवणे

विभाग - २

पाठ, कविता

८. ऐसीं अक्षरें रसिकें (संतकाव्य) संत ज्ञानेश्वर

९. वहिनींचा 'सुसाट' सल्ला शोभा बोंद्रे

१०. शब्द (कविता) यशवंत मनोहर

११. वाङ्.मयीन लेण्याचा शिल्पकार सुमती देवस्थळे

१२. पैजण (कविता) नीलम माणगावे

कवितेचे रसग्रहण

विभाग - ३

साहित्यप्रकार

नाटक- साहित्यप्रकार-परिचय

१. हसवाफसवी..... दिलीप प्रभावळकर
२. ध्यानीमनी..... प्रशांत दळवी
३. सुंदर मी होणार..... पु. ल. देशपांडे

विभाग - ४

उपयोजित मराठी

१. सूत्रसंचालन
२. मुद्रितशोधन
३. अनुवाद
४. अनुदिनी (ब्लॉग) लेखन
५. रेडिओजॉकी

विभाग - ५

व्याकरण

१. शब्दशक्ती
२. काव्यगुण
३. वाक्यसंश्लेषण
४. काळ
५. शब्दभेद

विषय :हिंदी

1)प्रेरणा

2)लघु कथाएं

अ) उषा की दीपावली

आ) मुस्कुराती चोट

3)15 अगस्त

4)मेरा भला करने वालों से बचाए

5)मध्ययुगीन काव्य

भक्ति महिमा

बाल लीला

6)कलम का सिपाही

7)स्वागत है

8)तत्सत

9)गजलें

अ) दोस्ती

आ) मौजूद

10)महत्वाकांक्षा और लोभ

11) भारती का सपूत

12)सहर्ष स्वीकारा है

13)नुक्कड़ नाटक

अ) मौसम

आ)अनमोल जिंदगी

व्यवहारिक हिंदी

14) हिंदी में उज्ज्वल भविष्य की संभावनाएं

15) समाचार जन से जनहित तक

16) रेडियो जॉकी

17) ई अध्ययन नई दृष्टि

परिशिष्ट

मुहावरे

भावार्थ

रेडियो जॉकी और रेडियो संहिता

परिभाषिक शब्द

हिंदी साहित्यकारों की मूल नाम उनके विशेष नाम

SUBJECT: ECONOMICS

SR.NO	NAME OF THE CHAPTER
1	BASIC CONCEPTS IN ECONOMICS
2	MONEY
3	PARTITION VALUES
4	THE ECONOMY OF MAHARASHTRA
5	RURAL DEVELOPMENT IN INDIA
6	POPULATION IN INDIA
7	UNEMPLOYMENT IN INDIA
8	POVERTY IN INDIA
9	ECONOMIC POLICY OF INDIA SINCE 1991
10	ECONOMIC PLANNING IN INDIA

SUBJECT: BOOK KEEPING AND ACCOUNTANCY

SR.NO	NAME OF THE CHAPTER
1	Introduction of Book-Keeping and Accountancy
2	Meaning and fundamentals of Double Entry Book Keeping.
3	Journal
4	Ledger
5	Subsidiary Book
6	Depreciation
7	Final Accounts of Proprietary Concern
8	Single Entry System
9	Bank Reconciliation Statement
10	Rectification of Errors.

SUBJECT: ORGANISATION OF COMMERCE AND MANAGEMENT

SR.NO	NAME OF CHAPTER
1	Introduction of Commerce and Business
2	Trade
3	Small Scale Industry and Business
4	Forms of Business Organization – I
5	Forms of Business Organization – II
6	Institutes Supporting Business
7	Business Environment
8	Introduction to Management

SUBJECT: MATHEMATICS

PAPER -I

SR. NO	NAME OF CHAPTER
1	Sets and Relations
2	Functions
3	Complex Numbers
4	Sequences and Series
5	Locus and Straight Line
6	Determinant
7	Limits
8	Continuity
9	Differentiation

PAPER -II

SR. NO	NAME OF CHAPTER
1	Partition Values
2	Measures of Dispersion
3	Skewness
4	Bivariate Frequency Distribution and CHI Square Statistic
5	Correlation
6	Permutations and Combination
7	Probability
8	Linear Inequations
9	Commercial Mathematics

SUBJECT: SECRETARIAL PRACTICE

SR NO.	NAME OF CHAPTER
1	Secretary
2	Joint stock Company
3	Formation of Company
4	Documents related to formation of a company
5	Members of a Company
6	Directors and key managerial personal of a company
7	Company Meeting I
8	Company Meeting II
9	Business Communication Skill of Secretary
10	Corrospandance with Directors
11	Corrospandance with Bank
12	Corrospandance with Statutory Authority

SUBJECT: INFORMATION TECHNOLOGY (97)

1. Basics of Information Technology
2. Introduction to DBMS
3. Impressive Web Designing
4. Cyber Law

PRACTICALS

Skill Set 1 - Daily Computing

LibreOffice :

SOP 1 : Create a Resume

The resume should contain the following :

- Title at the center with applicable font and size.
- It should contain points such as Name, Address, Mobile Number, Date of Birth, Nationality, Caste, Category, Hobbies etc. Add some extra points.
- For educational qualifications a student should insert a table.
- At the end students should write a few lines about their aim.

SOP 2: By using Mail Merge send an invitation for your birthday party.

- Use mail merge feature.
- Send invitation to at least 5 friends.

SOP 3 : Create a mark list. The mark list should display :

- Fields as Name, Math, Physics, Chemistry, Biology, Total, Percentage.
- Below each subject find out the lowest marks and highest marks.
- Enter minimum 10 records.
- Declare the first three ranker students.
- Create a chart based on the above data.

SOP 4: Create an Informative presentation on your college.

- Presentation should contain minimum 8 slides.
- One slide should contain a chart.
- One slide with an image.
- Each slide should contain custom animation & slide transition effect.

2

Web Designing (HTML - 5)

Skill Set 2 - HTML 5

SOP 1 : Write a program using HTML with following specifications.

- The background colour should be green.
- The text colour should be red.
- The heading should be large in size as 'My First Web Page'.
- Display a horizontal line after the heading.
- Display your name in Bold, address in Italics and standard as 11th .

SOP 2 : Create a web page with, following specification.

- Image of any scientist with an alternate text as his name.
- Create a paragraph related to information of that scientist.
- Create a table of his/her inventions.

SOP 3 : Create a webpage with following specification.

- Display heading 'Application Form' in highest heading with center alignment.
- Accept name, standard 11th or 12th with only one selection choice.
- Submit the form.

SOP 4 : Write a program using HTML with the following specification.

- A webpage with details about a class with total number of students-100, (Boys-50), Girls- 50 in tabular form.

e.g.

Number of Students	Boys	Girls
100	50	50

- Link this page to another page as follows.

STD - XI <i>Stream - Science</i> <u>Div - A</u>

Demo.html



3

Client Side Scripting (JavaScript)

Skill Set 3 - JavaScript

SOP 1 : Create JavaScript program for the following using appropriate variables, JavaScript inbuilt functions and control structures.

- To accept integer and display the result by multiplying it with 3.
- To accept two integers and display larger number of them.
- To check whether, user entered number is positive or negative.

SOP 2 : Create JavaScript program for the following using appropriate variables, JavaScript inbuilt functions and control structures.

- To accept two positive or negative numbers and check whether they are equal or not.
- To accept number and display square of it.
- To check whether the accepted integer is multiple of 3 or multiple of 7.

SOP 3 : Create JavaScript program for the following using appropriate variables, JavaScript inbuilt string functions and control structures.

- To accept string and calculate its length.
- To accept string and display it into lowercase and uppercase.
- To check whether the length of string is 4 or greater.

SOP 4 : Create event driven JavaScript programs for the following using appropriate variables, JavaScript inbuilt functions and control structures.

- To accept number and validate if the given value is a number or not by clicking on the button.

Enter Value:-

- To calculate addition and division of two numbers.

1st Number :

2nd Number :

4

Accounting Packages (GNUKhata)

Introduction to accounting software :

In computerised accounting complete book keeping is done which enables user to record all types of transactions including receipts, payments, income and expenses, sales and purchases, debit notes, credit notes, adjustment journals, memorandum journals and reversing journals. Various open-source accounting software are available in market such as GNUKhata, GNUCash, Turbo Cash, Ledger SMB, Money Manager. You can use any accounting software. This book has introduced GNUKhata which is one of the open source software.

Golden rules of accounting :

There are three types of account

1. **Personal Account** : Personal account is related with Individual's, Organizations and Institutions accounts. Example Persons capital account, Bank account etc.

Rules of Personal account

Debit the Receiver

Credit the Giver

2. **Real Account** : Accounts relating to assets of business are called Real account. Real accounts which are tangible or intangible in nature. Example Furniture, Goodwill, Trademark etc.

- Rules of Real account

- Debit what comes in

- Credit what goes out

3. **Nominal Account** : Nominal Account is related with all the expenses, losses, and incomes and gains of the business. Example wages, salary, advertisement, interest received etc.

Rules of Nominal Account

Debit all Expenses and Losses

Credit all Incomes and Gains

Open source accounting software package-GNUKhata

GNUKhata is a free and flexible software for accounting and inventory management. It provides solutions for basic book keeping. It has various version such as GNUKhata 4.0, GNUKhata 5.0 and GNUKhata 6.0. We will be using GNUKhata 6.0 in this textbook. This software freely available on <https://www.gnukhata.in>.

Features of GnuKhata :

1. GnuKhata is free and open source accounting software.
2. GnuKhata is based on double entry book keeping.
3. GnuKhata allows you to comprehensive financial reports-ledgers, trial balance, profit and loss account, balance sheet.
4. GnuKhata provides source document attachment facility in vouchers.
5. GnuKhata gives linking facility. To linking of sales and purchase transactions to invoices.
6. GnuKhata allows you to export and import spreadsheet
7. GnuKhata gives password security and data audit facility.
8. Unique dual ledger facility.
9. Inventory includes invoicing and cash memo.
10. It can be easily transformed into Indian languages.
11. It is GST complaint

Opening screen of GNUKhata

When we open GNUKhata for the first time it is called opening screen or welcome screen of GNUKhata.

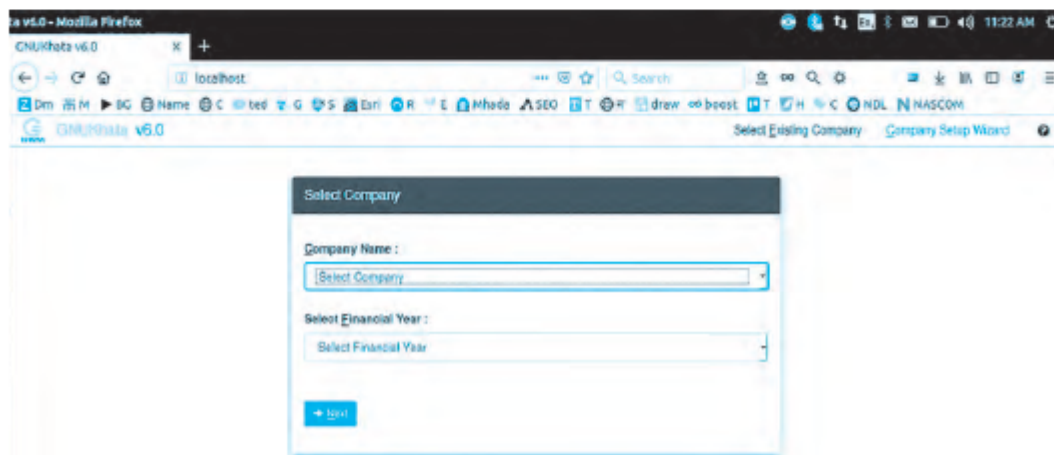


Fig. 1 Opening Screen Of GNUKhata

1) Company Setup wizard

1. **Create Company** : The first step in GNUKhata is to create an organization. Click on 'Company Setup Wizard' (or press Shift + Control + C).

GNUKhata v6.0 Select Existing Company Company Setup Wizard

BALEHARTI (Profit Making) Financial Year : 01-04-2019 to 31-03-2020

Company Setup Wizard
This wizard will help you setup GNUKhata just the way you wish to manage your business.

Company Name :
ABC PVT LTD

Case :
Upper Case

Company Type : Profit Making Not For Profit

Financial Year :
01 04 2019 --To-- 31 03 2020

How would you like to use GNUKhata?
 Accounting only.
 Invoicing with Billwise Accounting.
 Inventory with Invoicing and Billwise Accounting.

Use Up & Down arrow keys to navigate and press Enter key to proceed.

Use Simple Mode for Receipt and Payment Vouchers.

Use System Generated Voucher Numbering.

Proceed

Fig 2: Company Setup Wizard

While creating a company the following details are to be given :

- **Company Name** : Enter the name of the company.
- **Company Case** : Select appropriate case for example as-is, upper case, lower case or title case.
- **Company type** : Select the company Type either 'Profit Making' or 'Not For Profit'.
- **Financial year** : Enter financial Year of the company.
- How Would you like to use GNUKhata? It displays following three options, select Accounting only.
 - Accounting only.
 - Invoicing with Billwise Accounting.
 - Inventory with Invoicing and Billwise Accounting.
- Uncheck 'Use Simple Mode for Receipt and Payment Vouchers' and 'Use System Generated Voucher Numbering'.
- **Proceed Button**:-It allows you to proceed to create company profile .

2. Company Profile :

COMPANY Company Information

Registration Number : 123456789

PCRA Registration Number : 123456789

Address : 123456789

CITY : 123456789

STATE : 123456789

COUNTRY : 123456789

Postal Code : 123456789

Contact Number : 123456789

Website : www.vsd.com

DATE OF REGISTRATION : 01/01/2020

DATE OF PCRA REGISTRATION : 01/01/2020

EMAIL : 123456789@vsd.com

TAX NUMBER : 123456789

PAN : 123456789

SERVICE TAX NUMBER : 123456789

GSTIN : 123456789

BANK DETAILS : 123456789

DATE RANGE : 01/01/2020 - 01/01/2020

Save Cancel

Fig 3: Company profile screen

Enter appropriate company information in the above fields.

- 3. Create Admin :** The next step is the 'Create Admin' which is mandatory. Fill all the fields and click on 'Create & Login'.

Create Admin

Username : admin

Password : ****

Confirm Password : ****

Security Question : what is your place of birth

Answer to Security Question : 123456789

Back Create & Login

Fig. 4 Admin Creation Screen

4. Admin Dashboard : After login, following admin dashboard appears.

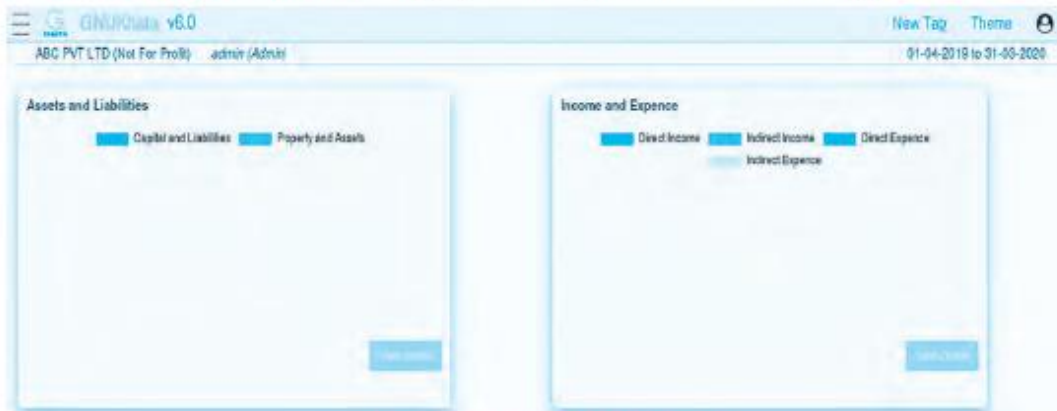


Fig. 5 : Admin Dashboard

2) Select Existing Company

You can select already created company using 'Select Existing Company' Option on Opening Screen as shown in Fig. 1



Fig. 6 : Select Existing Company

3) Delete Existing Company

Click on Hamburger Menu on left top corner of dashboard. Click on 'Administration' → 'Delete Company'.

Groups and sub-groups in GnuKhata

Group is a type of account. Groups are helpful for classifying and identifying account head and also to get summarized information. Group of account is a method of organizing the large number of ledger accounts into sequential arrangement. GnuKhata has 13 groups.

BALANCE SHEET GROUPS, SUB-GROUPS AND LEDGER ACCOUNTS

The summary of balance sheet groups, sub-groups and ledger accounts are given below.

Group Name	Sub-Group Name	Ledger Account
(1) Capital / Corpus	None	<ul style="list-style-type: none"> • Capital Account • Partner's Capital Account • Share Capital Account • Capital Fund
(2) Current Assets	(1) Cash as Bank (2) Cash in hand (3) Inventory (4) Loans and Advance (5) Sundry Debtors	<ul style="list-style-type: none"> • Bank Account • Cash Account • Petty Cash Account • Closing Stock (System Generated) • Stock at the Beginning (System Generated Ledger Account) • Short Term Loans and Advances given to Employees. • Prepaid Expenses • All Debtors/Customers Account
(3) Current Liability	(6) Provisions (7) Sundry Creditors for Expenses (8) Sundry Creditors for Purchases	<ul style="list-style-type: none"> • Account of PF, ESI, TDS dues, etc. • Provision for Bad debts • Provision for Income Tax • Outstanding Expenses • All Suppliers / Creditors Account
(4) Fixed Assets	(9) Building	<ul style="list-style-type: none"> • Building Account • Office Building Account • Factory Building Account
	(10) Furniture (11) Land (12) Plant & Machinery	<ul style="list-style-type: none"> • Furniture Account • Shop Furniture Account • Land Account • Machinery Account • Plant Account • Plant & Machinery Account
(5) Investments	(13) Investment in Bank Deposits (14) Investment in Shares & Debentures	<ul style="list-style-type: none"> • Bank Fixed Deposit • Investment in Shares • Investment in Debentures
(6) Loans (Asset)	None	<ul style="list-style-type: none"> • Accounts of all Long Term Loans given by the organisation

Group Name	Sub-Group Name	Ledger Account
(7) Loans (Liability)	(15) Secured (16) Unsecured	<ul style="list-style-type: none"> • Bank Loan • Other secured loans • Loan from Partners • Loan from Manager(s), etc.
(8) Miscellaneous Expenses (Assets)	None	<ul style="list-style-type: none"> • Preliminary Expenses • Pre-operation Expenses, etc..
(9) Reserves	None	<ul style="list-style-type: none"> • Retained Earnings • General Reserves • Reserves and Surplus

Table 1 : Summary of Balance Sheet groups

PROFIT & LOSS OR INCOME & EXPENDITURE ACCOUNT GROUPS, SUB- GROUPS AND LEDGER ACCOUNTS

The summary of Profit and Loss account groups and sub groups are given in Table

Group Name	Sub-Group Name	Ledger Account
(1) Direct Income	None	<ul style="list-style-type: none"> • Sales • Professional Fees • Profit and Loss Account or Income & Expenditure Account (System Generated Ledger Account)
(2) Indirect Income	None	<ul style="list-style-type: none"> • Bad debt received • Commission Received • Discount Received • Income from Investment • Rent Received • Interest Received, etc..
(3) Direct Expense	None	<ul style="list-style-type: none"> • Wages Carriage Inward • Coal, Gas & Water of Factory • Factory Expenses (Lighting, Power, etc) • Freight • Import Duty • Octroi • Factory Expenses • Opening Stock Account (System Generated Ledger Account) • Purchases • Sales Return, etc..

Group Name	Sub-Group Name	Ledger Account
(4) Indirect Expense	None	<ul style="list-style-type: none"> • Office Expenses Salary • Rent • Insurance • Audit Fee • Electricity • Depreciation • Bad debt • Telephone Charge • Commission Allowed • Discount Allowed • Export Duty • Interest on Loan • Legal Expenses • Postage and Telegram • Printing and stationery, etc..

Table 2. Summary of Profit and Loss groups, Sub-groups and Ledgers

Ledger :

A Ledger account contains a record of all transactions relating to an asset, liability, capital, and an item of expenditure or revenue. It has to be created under any of this group.

How to create an account (Ledger account) using GNUKhata

- 1. Create an account :** GNUKhata allows you to create single account at a time. Click on Hamburger Menu (☰) available at left top corner of the dashboard. It displays the options as shown in fig. no. 7.

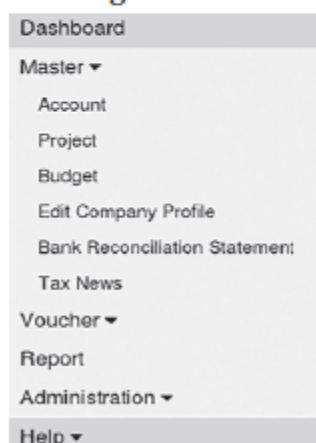


Fig. 7 Admin Dashboard Menu

Click on the Master → Account. It allows you to create account as shown in fig. 8.

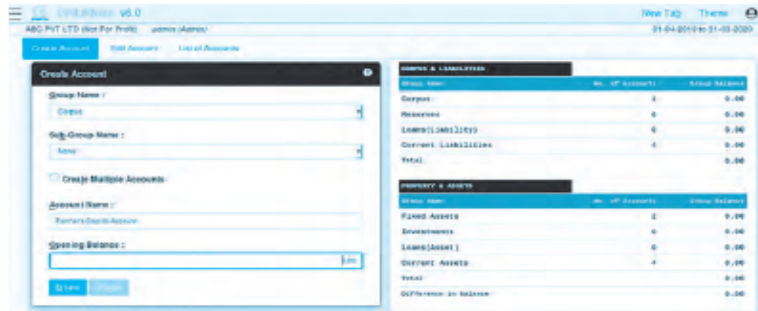


Fig. 8 Group Creation Screen

Select appropriate group name, sub-group name and enter account name and click on save. You can also create Multiple Accounts.

Note :

1. You can not create a new Group but you can create a new Sub-Group of any Group in addition to the existing ones or where there is none.
2. You can not delete a Group or Sub-Group. Having created a new Sub-Group you may not use it.
3. You can not create Sub-Group of Sub-Group.

2. **Edit Account :** To edit/delete account, click on 'EditAccount' and select appropriate account from 'List of Accounts' drop-down.

3. **List Accounts :** To view all the accounts, click on 'List Accounts'.

Skill Set 4 - Accounting Package

SOP 1 : Use of Accounting Package to create a company.

Create a company with the following particulars.

Company Name	: B.B Enterprises
Case	: Upper Case
Company Type	: Profit Making
Financial Year	: 01-04-2019 to 31-03-2020
Use GNUKKhata for	: Accounting Only

Create profile with relevant data for any company. Create Admin account for the company.

SOP 2 : Create ledger accounts using accounting Package.

Create ledger accounts for the following and allocate proper groups.

1. Import duty
2. Insurance
3. Machinery
4. Audit Fee
5. Purchase
6. Sales
7. Telephone charges
8. Interest Recieved
9. Salary
10. Professional fees

Skill Set 5 - Digital Content Creation

SOP 1 : Use of Toolbox and editing an image using GIMP.

- Create an image by using Toolbox controls from GIMP.
- Insert the image in an already created image.

SOP 2 : Use GIMP for the following.

- Create a new image
- Put your name using the text tool.
- Use various filters to make a logo of your name.
- Autocrop image to text size.

SOP 3 : Use Inkscape for the following.

- Draw a simple landscape using basic geometric shapes.
- Use gradient tool for the same.

SOP 4 : Use Inkscape for the following.

- Load an Id size image,
- Make 12 copies of it.
- Arrange in 4 rows x 3 columns on an A4 size page.

SOP 5 : Use Inkscape for the following.

You are starting a new business.

- Create an advertisement to be published in local newspaper promoting your product or services.
- Size should be 210 x 210 mm.
- Create your own visiting card using inkscape.

SOP 6 : Using Inkscape make the following picture.



6

DBMS (PostgreSQL)

Create a database in PostgreSQL

To create a database in PostgreSQL create database statement is used

syntax :

```
postgresql=#create database database_name ;
```

e.g `Postgresql> create database college ;`

```
postgres=# CREATE DATABASE college;
CREATE DATABASE
postgres=# █
```

To view databases :

To view database `\l` command is used.

```
Postgresql=#/l
```

```
postgres=# \l
          List of databases
  Name  | Owner  | Encoding | Collate | Ctype  | Access privileges
-----+-----+-----+-----+-----+-----
balbharti | postgres | UTF8    | en_IN  | en_IN  |
college  | postgres | UTF8    | en_IN  | en_IN  |
postgres | postgres | UTF8    | en_IN  | en_IN  |
template0 | postgres | UTF8    | en_IN  | en_IN  | =c/postgres +
         |          |          |          |          | postgres=Ctc/postgres
template1 | postgres | UTF8    | en_IN  | en_IN  | =c/postgres +
         |          |          |          |          | postgres=Ctc/postgres
(5 rows)
```

To connect database :

To connect database `\c` command is used.

```
postgresql=# \c database_name
```

e.g `\c college;`

```
postgres=# \c college;
You are now connected to database "college" as user "postgres".
college=# █
```

To create table :

To create table in database Create table command is used

```
database=# create table table_name (fieldname Datatype, fieldname Datatype);
```

```
college=# CREATE TABLE XI (Roll_no integer, Student_name text);  
CREATE TABLE  
college=# █
```

To insert data in table :

To insert data in a table insert into command is used.

```
database=# insert into table_name (field name)values(data1,'data1')
```

```
college=# INSERT INTO XI (Roll_no,Student_name) VALUES(101,'Sachin');  
INSERT 0 1  
college=# █
```

To view inserted data :

To view inserted data select * from command is used.

```
database name=#select * from table_name.
```

```
college=# SELECT * FROM XI;  
 roll_no | student_name  
-----+-----  
      101 | Sachin  
(1 row)
```

To update table:

To update table UPDATE command is used.

```
database=# update table_name SET column_name=Value WHERE Ref-  
erence_Column_name=Value
```

```
college=# UPDATE XI SET Roll_no = '1001' WHERE Student_name = 'Sachin';  
UPDATE 1  
college=# █
```


To add Primary Key:

To add primary key to already created table, we can use following command.
or we can create primary key during table creation.

```
ALTER TABLE table_name ADD PRIMARY KEY (column_name);
```

```
college=# ALTER TABLE XI ADD PRIMARY KEY (Roll_no);  
ALTER TABLE  
college=# █
```

To add Foreign Key:

To add foreign key to while creating table, we can use the following command or we can create foreign key during table creation.

```
ALTER TABLE table_name ADD FOREIGN KEY (current_column_name)  
REFERENCES refered_table_name (referedtable_primarycolumn_name);
```

One to One relationship

```
college=# CREATE TABLE Marks (record_no integer PRIMARY KEY, total_marks integer,result  
text,roll_no integer, FOREIGN KEY (roll_no) REFERENCES XI(Roll_no));  
CREATE TABLE  
college=# █
```

Lets see the result of both table 'XI' and 'Marks' with one-to-one relationship.

```
college=# SELECT XI.Roll_no,XI.student_name,Marks.total_marks,Marks.result FROM XI,Marks where  
XI.Roll_no=Marks.roll_no;  
roll_no | student_name | total_marks | result  
-----+-----+-----+-----  
1001 | Sachin | 230 | PASS  
(1 row)
```

Do you know ?

- ✓ Connect to database
- ✓ List all the databases
- ✓ List all the tables from database
- ✓ To view structure of table.

To delete table :

To delete table, DROP command is used.

```
databasename=# DROP table_name;
```

```
postgres=# DROP TABLE Marks;  
DROP TABLE
```

To delete database :

Drop command is used to delete database also.

```
postgres=# drop database database_name;
```

```
postgres=# DROP DATABASE college;  
DROP DATABASE
```

Note : Before deleting the current database you have to connect to another database eg. postgresQL