

COMMERCE SYLLABUS

CLASS XI(2018-2019)

FIRST TERM

APRIL

***Classification of Human Activities-Economic and Non-Economic.Meaning and classification of Human Activities.Economic(types)and Non-Economic Activities.Distinction between Business,Profession and Employment.**

***Nature and Objectives of business.Definition ,Concept,Characteristics,Necessity and Objectives of Business.Business as an Economic Activity,Role of Profit in Business,Objections against Profit-Maximisation.**

MAY

***Classification of Business Activities.Industry and its Type,Role of Small Business in India,Functions,Importance,Branches, Nature and Economic basis of Commerce.Interrelationship between Industry,Commerce and Trade.**

JUNE

***Introduction to Business Organisation.Meaning,Characteristics ,Types and Choice of the form of Business Organisation.Forms of Private Sector Organisation.**

*Sole

Trader.Meaning,Definitions,Characteristics,Formation,Objectives,Merits,Demerits,Suitability,Social Utility and Expansion of Sole Proprietorship.Causes for survival of Sole Trader.

JULY

***Partnership.Meaning,Definitions,Features,Formation,Registration,Types,Dissolution,Merits and Demerits.Types,Rights and Obligations of Partners.Comparison between Partnership and Sole Proprietorship.Essentials or Requisites of an Ideal Partnership.**

***Joint StockCompany.Meaning,Definitions,Characteristics,Objectives,Merits,Demerits,and causes of Popularity of a Company.Distinctions between Company and Partnership.**

***Types of Companies.Classification of Companies.Privileges,Merits and Demerits.Merits and Demerits of Public Company.Comparison between Private Company and Public Company.Characteristics,Objectives,Necessity,Merits and Demerits.Meaning,Characteristics,Forms,Merits and Demerits of Global Enterprises .Reasons for Growth of Global Enterprises.Comparison between Global Enterprise,Sole Trader and Partnership.**

***Project 1**

AUGUST

***Formation of a Company. Meaning and Stages of Promotion, Promoters, Incorporation of a Company, Commencement of Business, Documents used in the Formation of a Company, Minimum Subscription.**

***Public Enterprises, Public Utilities and Public Private Partnerships. Meaning, Definition, Objectives, Role and Rationale, Criticism, Growth and Problems of Public Enterprises, Departmental Undertakings, Public Corporations, Government Companies. Suggestions for Improvement, Public Utilities, PPPs.**

***Cooperative Organisation. Meaning, Definitions, Characteristics, Formation, Different types, Merits and Demerits of Cooperative Organisation. Distinction between a Cooperative Society and Joint Stock Company.**

SEPTEMBER

***Social Responsibility of Business and Business Ethics. Concept and Need for Social Responsibility. Responsibility towards different Interest Groups. Business and Environmental Protection. Concept, Importance and elements of Business Ethics.**

***E-Business and Outsourcing. Meaning, Scope, Benefits, Limitations, Security and Safety of transactions in E-Business. Resources required for successful E-business implementation. Concept, Nature, Need and Scope of Outsourcing. Meaning of Knowledge Process Outsourcing (KPO). Smart Cards- Meaning and Utility.**

***Stock Exchange. Meaning, Features, Functions and Services of Stock Exchange, Major Stock Exchanges in India. Types of Operators. Terms used in Stock Exchange- Sensex, Nifty. SEBI- Objectives and Functions.**

SECOND TERM

OCTOBER

***Wholesale trade (Wholesalers). Meaning, Definition and Organisation of Wholesale Trade. Characteristics, Necessity or functions, Services, Types and Survival or Elimination of Wholesaler.**

***Retail Trade (Retailers). Meaning, Definition, Characteristics, Necessity or functions, Services of Retailers. Distinction between Wholesaler and Retailer. Factors affecting establishment of Retail Outlet, Threat to and Survival of small Retailers. Types of Retail Trade.**

***Procedure and Documents used in Home trade. Procedure of Home Trade. Difference between Invoice and Proforma Invoice, Price Quotations, Trade Discount, Cash Discount, Statement of Account.**

NOVEMBER

***Chamber of Commerce and Industry.Meaning,Types,Objectives,Functions and Role of Chamber of Commerce.Chamber of Commerce vs Trade Association.Chambers of Commerce in India.**

***Nature and scope of foreign trade .Meaning,Characteristics,Basis,Problems or Difficulties,Importance or Advantages,Disadvantages,Middlemen and Documents involved in International Trade.Difference between Internal Trade and External Trade,Balance of Payments.Types of Price Quotations and Modes of Payment in Foreign Trade.**

. *Export trade.Meaning,Definitions,Objectives,Purposes,Functions and Procedure of Export Trade.Documents involved in Export Trade.Bill of Lading,Charter Party.

***Project 2**

DECEMBER

***Import trade.Objectives,Purpose,Functions and Procedure of Import Trade. Documents used in Import Trade.**

***World Trade Organisation (WTO).Meaning,Objectives,Functions and Disadvantages of WTO to India.Benefits of WTO to India.**

JANUARY

***Business risk and Insurance.Meaning,Objectives,Purposes,Principles and Advantages of Insurance.Causes of Business Risk.Insurable and Non-Insurable.Re-Insurance and Double Insurance.**

***Types of Insurance.Life,Health,Fire,Marine,Motor,Fidelity and Social Insurance.**

***Revision.**