

# Commerce Syllabus

Part 1 (20 marks) consists of compulsory short answer questions testing knowledge, application and skills relating to elementary/ fundamental aspects of the entire syllabus.

Part II (60 marks) consists of eight questions out of which you are required to answer five questions, each carrying 12 marks.

## 1. Nature and Purpose of Business

- (i) Classification of human activities - economic and non economic.
- (ii) Definition and concept of business; classification of business activities.
- (iii) Business objectives

## 2. Forms of Business Organisations

- (i) Introduction to business organizations.
- (ii) Sole trader - objectives; formation; merits and demerits.
- (iii) Partnership
  - (a) Meaning, features; types of partners and partnership firms.
  - (b) Registration of Partnership firms.
  - (c) Evaluation of partnership; merits and demerits.
  - (d) Comparison of sole proprietorship and partnership.
- (iv) Corporate Organisations.
- (v) Public Sector Undertakings.
  - (a) Meaning; characteristics, objectives, role and forms of Public Sector Undertakings (Departmental Undertakings, Public Corporations and Government Companies).
  - (b) Public Private Partnerships.
- (vi) Co-operative organisations - meaning; characteristics and types.

## 3. Social Responsibility of Business and Business Ethics

Concept and need for social responsibility.

## 4. Emerging Modes of Business

- (i) E-business.

(ii) Outsourcing.

(iii) Smart Cards.

## **5. Stock Exchange**

(i) Meaning and importance.

(ii) Functions and services.

(iii) Major Stock Exchanges in India (BSE, NSE, DSE, ASE) - types and locations.

(iv) Types of operators – Brokers, Jobbers, Bulls and Bears.

(v) Terms used in Stock Exchange - ex-dividend, cum dividend, spot delivery, forward delivery.

(vi) SEBI - functions and objectives.

## **6. Trade**

(i) Wholesalers.

(ii) Retail trade

- (a) Meaning and characteristics.
- (b) Types of retail trade - Itinerant and small scale fixed shops: departmental store, chain store, mail order houses, tele shopping, franchise, consumer cooperative stores, hypermarkets and automatic vending machines.
- (c) Documents used in home trade.

(iii) Role of Chambers of Commerce and Industry and Trade Associations.

## **7. Foreign Trade**

(i) Meaning, difference between internal trade and external trade.

(ii) Export trade - Meaning, objectives and procedure of export trade.

(iii) Import trade - Meaning objectives purpose and procedure.

(iv) Documents involved in international trade.

(v) World Trade Organisation.

## **8. Insurance**

(i) Insurance - Meaning, objectives and purpose.

(ii) Risks in business - insurable and non-insurable.

(iii) Principles of insurance.

(iv) Types of insurance: life and non life.