

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.