

## (vi)TRADE : IMPORT AND EXPORT MANAGEMENT

PAPER-I

### MANAGEMENT - I THEORY

Time : 2 hrs

Theory : 30 Marks  
CCE : 10 Marks  
Practical : 50 Marks  
Total : 90Marks

#### Management

Meaning, Features and Objectives, Importance, Functions and Principles of Management.

#### Planning

Meaning, Features, Importance, Advantages and Limitations.

#### Organization

Meaning, Features, Importance, Objectives, Principles, Formal and Informal Organization.

#### Delegation

Meaning, Principles, Responsibility, Accountability, Centralization and Decentralization.

#### Staffing

Meaning, Human Resource Management, Recruitment, Selection: Meaning and Process, Training: Meaning and Types of Training, Wage Payment, Method of Wage Payment

#### Directing

Meaning, Supervision and Communication

#### Controlling

Meaning, Features, Importance and Limitation.

### MANAGEMENT - I

Time: 3 hrs

### PRACTICAL

Marks : 50

- Visit a firm/ enterprise/ Institute and report the functions performed by its management.
- Group discussion on planning of time distribution to achieve your carrier goals. Record the views in a file.
- Visit a business house/ Institution and prepare a project report on the organization setup of the enterprise.
- Visit a bank/ firm or any institution and prepare a project report on division of work among the staff by Institutions management.
- Collection of advertisement regarding recruitment from news paper, magazine, internet etc, and paste them in a file.
- Make a project on selection procedure adopted by three organizations for staffing.
- Group discussion on ways of communication adopted by companies in the present era. Record the views in a file.

**PAPER-II**

**TECHNOLOGY AND E-COMMERCE – I**

**THEORY**

**Time : 2 hrs**

**Theory : 30 Marks**

**CCE : 10 Marks**

**Practical : 50 Marks**

**Total : 90Marks**

**Information Technology**

Meaning, and Scope of Information Technology, Fundamentals of Computer, Hardware Concepts (Input and Output), Memory System of Computer, Software Concepts, Meaning of Internet, Ways to Internet Connectivity, Browser, Search Engines.

**MS-WORD**

Beginning with Word Entering Text, Selecting Text, Deleting Text, Coping, Cutting and Pasting Text, Finding and Replacing Text, Formatting Text, Checking and Correcting Mistakes, Spellings, Formatting with Word: Simple Character Formatting, Changing Fonts and Colors of Text, Inserting Bullets & Numbering, Tables, Clip Art. Paragraph Formatting: Center Align, Left Align, Right Align and Justify Text, Tab Setting, Setting Indentation and Spacing, Ruler Setting, Page Margin, Inserting Line and Page Brakes, Header and Footer, Page Setup of a Document, Inserting Date and Time, Previewing Document, Saving a Document, Printing a Document.

**MS-EXCEL**

Starting with Excel, Entering Work Sheet Data, Entering Text, Entering Numbers, Entering Number and Formulas, Entering Date and Time, Opening a Workbook, Saving a Work Book and Printing a Worksheet/ Workbook. Editing Excel Worksheets and Spreadsheets, Selecting Cells, Editing Cell Contents, Inserting and Deleting Cells, Inserting and Deleting Rows and Columns, Working with Work Sheet Ranges, Using Cut, Copy and Paste Options, Clearing Data, Using Formulas and Functions, Using and Coping Formulas. Using Auto Sum for Efficiency, Common Functions: Sum(), Average(), Max(), Min(), Count(), Countif(), Counta(), Using Paste Functions, Formatting Worksheets: Center Aligning, Left Aligning, Right Aligning and Justifying Cell Content, Row and Column Height, Changing Width and Font.

**MS-POWERPOINT**

Power Point Elements, Templates, Widgets, Dialogue Box, Adding Text, Adding Little Moving Text Area, Resizing Text Boxes, Adding Pictures, Stating a New Slide, Saving, Presentation Printing Slides, Views(Slide View, Sorter, Notes, Outline View) Formatting or Enhancing Text Formatting. Choosing Transition, Creating, Displaying Slide Show, Adding Multimedia. Slide Transition, Timing Slide Display, Adding Movies and Sound.

**INTERNET AND E-COMMERCE**

Meaning, Uses of e-commerce, Method, B2B, B2C, P2P, e-commerce in India, Meaning of e-payment, Transaction through Internet, Requirements of e-payment System, Post Paid and Instant Paid System of e-payment. e-security, e-banking, e- trading and e-marketing

## TECHNOLOGY AND E-COMMERCE – I

Time: 3 hrs

### PRACTICAL

Marks : 50

- Logging into internet.
- Navigation for seeking information.
- Searching information on internet.
- Sending and receiving e-mails.
- Purchasing through net.
- Browse internet and collect information about each hardware component of your computer.
- Enlisting of essential software for a computer for office use with detailed information acquired from internet about utility of each software.
- Creating, formatting and page setup a document in MS-Word keeping the following areas in mind: Folder creation, font size, type style. Alignment –left, right, center, justify. Page setting: left margin, right margin, top margin, Bottom margin. Finding and replacing words, spell check or corrections. Saving in the newly created folder, printing the document. Practical file should contain at least 10 printouts of best documents out of total documents typed over the year by student.
- Creating a spread sheet with at least 6 -8 columns and 7-10 rows in MS-Excel. Calculations (MAX, MIN, AVERAGE, SUM, or simple arithmetic operations).
- ▣ Creating a presentation in MS-PowerPoint with at least 5-6 slides including bulleted points, insertion of a picture/clipart, slide transition effects and custom animations, saving and printing the presentation created over a year by a student.

### PAPER-III

### EXPORT MANAGEMENT

#### THEORY

Time : 2 hrs

**Theory : 30 Marks**

**CCE : 10 Marks**

**Practical : 50 Marks**

**Total : 90Marks**

- Meaning, Foreign Trade Policy 2015-20, Potential Items of Export, Setting up an Appropriate Business Organization, Choosing Appropriate Mode of Operation, Naming the Business, Selecting the Product, Making Effective Business Correspondence, Selecting the Overseas Market. Selecting Prospective Overseas Buyers, Selecting Channels of Distribution, Negotiating with Prospective Overseas Buyers, Processing an Export Order and Entering into Export Contracts.
- Registration with Regional Authorities of Director General of Foreign Trade. Registration with Export Promotion Council, Commodity Boards/ Authorities.
- Obtaining Permanent Account Number, Export of Samples, Gifts, Spares, Replacement and Repaired Goods. Appointing Overseas Agents.
- Permission for the Export License, Validity of Export License, Revalidation of Export License, Export by Post and Export through Courier Service, Obtaining Export Credit Insurance.
- Documentation of Export, Bill of Lading/ Airway Bill, Commercial Invoice cum Packing List, Shipping Bill/Bill of Export.

## EXPORT MANAGEMENT

Time: 3 hrs

PRACTICAL

Marks : 50

- Browse the internet and collect different types of sample export documents.
- Enlist the different items of export by India with showing export data of each item.
- Prepare a detailed list of organizations (at least 10) engaged in export business in India.
- Visit to any organization/ showroom/ shopping mall/ office and report on its method of correspondence.
- Group discussion on how to select product for export and record the views in a file.
- Group discussion on how to make effective business correspondence and record the views in a file.
- Prepare a shipping bill of Lading, commercial invoice on exercise given by your teacher.

### (vii) TRADE : CO-OPERATIVE MANAGEMENT

PAPER-I

BOOK-KEEPING – I

THEORY

Time : 2 hrs

Theory : 30 Marks

CCE : 10 Marks

Practical : 50 Marks

Total : 90Marks

#### Introduction to Book Keeping and Accounting

Book Keeping Meaning, Characteristics and Process.

Accounting Meaning, Characteristics, Process, Objectives, Advantages and limitations.

#### Basic Accounting Terms

Business transactions, Asset, Liability, Capital, Expense, Income, Expenditure, Revenue, Debtors, Creditors, Goods, Cost, Gain, Stock, Purchase, Sales, Loss, Profit, Cost of Goods Sold, Gross Profit, Discount, Cash, Debit, Credit, Account, Discount, Drawings and Equity. **Theory Base of Accounting**

Accounting Principles, Assumptions/ Concepts and Conventions.

System of Accounting: Cash Basis and Accrual Basis.

Vouchers and their Types.

Goods and Service Tax: Meaning, Characteristics and Objectives, Advantages and Limitation.

Accounting Equation: Meaning and Process.

Double Entry System: Meaning, Features, Advantages and Limitations, Objectives.

Classification of Accounts: Traditional and Modern Classification.

#### Recording of Business Transactions