

SYLLABUS
CLASS-XII
Stream: Vocational
Group: Business & Commerce
Trade: Banking & Financial Services

PAPER- I
TERM- II
SUBJECT: ADVANCES & FOREIGN EXCHANGE
SUBJECT CODE: 216

S.No.	TOPIC
1.	Merchant banking services - Meaning, functions, service of merchant bank:-consultancy, Shares, bond and debentures: issue, sale and purchase and underwriting, issue of D-Mat account. Difference between merchant banking and investment banking. Forfeiting.
2.	Hire Purchase - Meaning and features.
3.	Leasing - Meaning, features and types.
4.	Factoring: Meaning, features and types.
5.	Guarantee- Meaning, types i.e. performance and financial etc., concept of guarantor, right, liabilities and precautions of guarantor.
6.	Indemnity- Meaning and difference between guarantee and indemnity.
7.	Housing Finance: Meaning, features and schemes.
8.	Mutual funds –Meaning and types (open end close end).
9.	Automated Teller Machines – Round the clock banking.
10.	Foreign Exchange: Meaning and importance of foreign Exchange, various types of Non-Resident Account, Purchase and Sales of Foreign Exchange in different forms i.e. Currency, Travelers cheque, bill etc. Letter of Credit – Concept, various forms of letter of credit and its significance in Foreign Exchange transactions.

PAPER-II
TERM -II
SUBJECT: MANAGERIAL ECONOMICS AND STATISTICS
SUBJECT CODE: 215

Sr. No.	TOPIC
1.	Elasticity of Demand: Meaning, Types and Degrees of Elasticity of Demand, Methods of Measuring Price Elasticity of Demand, Factors Determining Elasticity of Demand, Importance.
2.	Indifference Curve Analysis: Meaning, Assumptions, Properties, Consumer Equilibrium, Importance.
3.	Definition, Functions, Scope and Limitations of statistics.
4.	Simple Correlation: Meaning, Types, Karl Pearson's Method & Rank Correlation.
5.	Index Numbers: Meaning and importance, Methods of construction of Index Numbers: Weighted and unweighted; Simple aggregative method, Simple average of price relative method. Weighted index method: Laspeyres method, Pasches method and Fishers ideal method, Consumer price index.

PAPER III
TERM II
SUBJECT: INTRODUCTION TO COMPUTER APPLICATIONS
SBUJECT CODE: 217

S. No.	TOPIC
1.	E-Business: Meaning, Scope, Features and Difference between e-commerce and e-business.
2.	Introduction to Internet: Concept of Internet, Use of Internet, Requirements of Internet, Internet Domain, Internet Server, and Establishing Connectivity on the Internet, Types of Internet Providers, and Procedure of opening e-mail account on Internet.
3.	E-Payment: Transactions through Internet, Requirements of e-payment System, Post-Paid Payment System - Credit Card Solutions, Cyber Cash, Internet Cheques, Instant Paid Payment System - Debit Card, Pre-Paid System – Electronic Cash, Digi Cash, Net Cash, Cyber Cash, Smart Cards.
4.	E-Banking: Meaning, Importance, Types, Advantages, Disadvantage, Process, Traditional Vs. E-Banking, E-Banking In India.
5.	E-Marketing : Meaning, Features, Concept of e-marketing, 4 P's of e-marketing, Traditional Marketing Vs e-marketing, Advantages and Disadvantages, Status of e-marketing in India.