

**MAHARASHTRA STATE BOARD OF VOCATIONAL EDUCATION EXAMINATION,
MUMBAI - 51**

1	Name of Course	CERTIFICATE COURSE IN ELEMENTS OF TRADE MECHANISM																																									
2	Course Code	408108																																									
3	Max. Nos. of Student	25 Students																																									
4	Duration	6 Months																																									
5	Type	Part Time																																									
6	Nos. of Days / Week	6 Days																																									
7	Nos. of Hours /Days	4 Hrs																																									
8	Space Required	Laboratory = 300 Sq feet Class Room = 200 Sq feet TOTAL = 500 Sq feet																																									
9	Entry Qualification	VII th Passed																																									
10	Objective Of Syllabus/ introduction	After completion of this vocational course at secondary level a student can opt for various vocational courses related to his interest at + 2 level or he can also go for the wage employment and continue with his studies through correspondence in any of the two streams at + 2 level i.e. Arts or Commerce. The wage employment opportunities available to him are :																																									
11	Employment Opportunity	Self Employment / May get job in Establishment.																																									
12	Teacher’s Qualification	B.Com (B.Ed)																																									
13	Training System	Training System Per Week <table><tr><td>Theory</td><td>Practical</td><td>Total</td></tr><tr><td>6 Hours</td><td>18 Hours</td><td>24 Hours</td></tr></table>							Theory	Practical	Total	6 Hours	18 Hours	24 Hours																													
Theory	Practical	Total																																									
6 Hours	18 Hours	24 Hours																																									
14	Exam. System	<table><tr><td>Sr. No.</td><td>Paper Code</td><td>Name of Subject</td><td>TH/PR</td><td>Hours</td><td>Max. Marks</td><td>Min. Marks</td></tr><tr><td>1</td><td>40810811</td><td>Trade Mechanism</td><td>TH-I</td><td>3 hrs.</td><td>100</td><td>35</td></tr><tr><td>2</td><td>40810821</td><td>Trade Mechanism</td><td>PR-I</td><td>6 hrs.</td><td>200</td><td>100</td></tr><tr><td>3</td><td>40810822</td><td>Communication</td><td>PR-II</td><td>3 hrs.</td><td>100</td><td>50</td></tr><tr><td></td><td></td><td>TOTAL</td><td></td><td></td><td>400</td><td>185</td></tr></table>							Sr. No.	Paper Code	Name of Subject	TH/PR	Hours	Max. Marks	Min. Marks	1	40810811	Trade Mechanism	TH-I	3 hrs.	100	35	2	40810821	Trade Mechanism	PR-I	6 hrs.	200	100	3	40810822	Communication	PR-II	3 hrs.	100	50			TOTAL			400	185
Sr. No.	Paper Code	Name of Subject	TH/PR	Hours	Max. Marks	Min. Marks																																					
1	40810811	Trade Mechanism	TH-I	3 hrs.	100	35																																					
2	40810821	Trade Mechanism	PR-I	6 hrs.	200	100																																					
3	40810822	Communication	PR-II	3 hrs.	100	50																																					
		TOTAL			400	185																																					

SYLLABUS

Theory Paper – I Trade Mechanism

Chapter	Contents
1	Trade -> Types of traders a) Mercantile Agents b) Merchant middlemen
2	Procedure of Internal trade a) Invoice b) Quotation c) Purchase Order d) Bill e) Enquiry Letter
3	Forms of Commercial Organization a) Meaning of Sole Trading concern ,Partnership firm , Joint Stock Company b) Merits & Demerits of Sole Trading concern ,Partnership firm , Joint Stock Company
4	Banking as an aids to trade a) Meaning of Banking b) Features Of a bank c) Procedure of a bank d) Functions of a bank e) Types of deposits f) Types of loans & advances
5	Transport as an aids to trade a) Meaning of transport b) Functions & services of Transport c) Types of transport
6	Business Correspondence : Meaning of business correspondence , Physical Appearance of a letter , Layout of a business letter.
7	Insurance : Meaning of Insurance , Advantages of Insurance Principles of Insurance , Types of Insurance
8	Market : Meaning of Market, Classification of Market, Definition of Marketing, Functions & Services of Marketing : Assembling, Grading & Standardisation , Branding, Packing , Advertising .
9	Foreign Trade : Meaning of foreign trade, Importance of foreign trade , different parts of foreign trade , Export Procedure , Import Procedure .
10	Shares : Meaning of shares , features of shares, different types of shares , Meaning of debentures ,Methods of issuing the Shares , Listing of shares.

Practical Paper – I

Trade Mechanism

Chapter 1

- a) Preparation of charts on Merchant middlemen & Mercantile agents .
- b) Visits to Agency
- c) Visits to Retail shop / departmental store

Chapter 2

- a) Preparation of documents of trade .
- b) Flow chart to understand the sequences of documents .

Chapter 3

- a) Preparation of charts on different forms of Organization .
- b) Visit to sole trading concern .

Chapter 4

- a) Preparation of charts on types of banks, functions of banks
- b) Preparation of various documents used in Bank – Withdrawal slip, Pay-in-slip, Cheque and pass book.
- c) Visit to a Bank to know the working of the Bank.

Chapter 5

- a) Different means and modes of transport – classification
- b) Preparation of documents- Road, Rail and Airways.
- d) Visit to a Transport company .

Practical Paper – II Communication

Chapter 1

- a) Drafting of a good business letter.
- b) Classification of various business letters.
- c) Drafting of letters –enquiry letter , letter of quotation, purchase order .
- d) Format of a business letter .

Chapter 2

- a) Preparation of chart on various types of insurance.
- b) Documents used in insurance .
- c) Visit to a insurance company .
- d) Arranging a lecture by insurance expert .

Chapter -3

- a) Chart on market exchange process.
- b) Visit to near by local market to study the exchange process
- c) Charts on various marketing functions
- d) Chart on different types of markets

Chapter 4

- a) Classification on documents used in foreign trade .
- b) Visit to trade exhibitions .

Chapter 5

- a) Preparation of charts on different types of shares .
- b) Collection of shares documents.

Infrastructure Requirements:

1. A Class room (Lecture Hall) with seating capacity of 30 students.
2. Tables, benches, chairs and Black board and chalks.
3. Five Computers with latest technology.
4. A set of Reference books.
5. A Cupboard.
