Class XI SESSION: 2023-24 MATHEMATICS

# Learning Objectives:

The broad objectives of teaching Mathematics at senior school stage intend to help the students:

* To acquire knowledge and critical understanding, particularly by way of

motivation and visualization, of basic concepts, terms, principles, symbols and mastery of underlying processes and skills

* To feel the flow of reasons while proving a result or solving a problem.
* To apply the knowledge and skills acquired to solve problems and wherever possible, by more than one method.
* To develop positive attitude to think, analyze and articulate logically
* To develop interest in the subject by participating in related competitions.
* To acquaint students with different aspects of Mathematics used in daily life.
* To develop an interest in students to study Mathematics as a discipline.
* To develop awareness of the need for national integration, protection of the environment, observance of small family norms, removal of social barriers, elimination of gender biases.
* To develop reverence and respect towards great Mathematicians for their contributions to the field of Mathematics.

# Curriculum Division:

* UT – 1:

Chapter 1 – Sets

Chapter 2 - Relation and functions

* TERM 1: Chapter 1 – sets

Chapter 2 – relations and functions Chapter 3 – trigonometric functions

Chapter 4 – complex numbers and quadratic

* UT 2:

Chapter 7 – binomials

Chapter 8 – sequence and series equations

Chapter 5 – linear inequalities

Chapter 6 – permutations and combinations

* TERM 2:

Chapter 7 – binomial theorem

Chapter 8 – sequence and series Chapter 9 – straight lines

Chapter 10 – conic sections

Chapter 11 – introduction to 3-d geometry Chapter 12 – limits and derivatives Chapter 13 – statistics

Chapter 14 – probability

* FINAL TERM: Term 1 + Term 2

**ENGLISH CORE-XI**

**Learning Objectives:**

* acquire the ability to listen and understand, and should be able to employ non-verbal clues to make connections and draw inferences
* develop the habit of reading for information and pleasure; draw inferences and relate texts to previous knowledge; read critically and develop the confidence to ask and answer questions.
* employ her communicative skills, with a range of styles, and engage in a discussion in an analytical and creative manner.
* identify a topic, organise and structure thoughts and write with a sense of purpose and an awareness of the audience.
* to understand and use a variety of registers associated with domains such as music, sports, films, gardening, construction work, etc.
* use a dictionary and other materials available in the library and elsewhere, access and collect information through making and taking down notes, etc.
* use language creatively and imaginatively in text transaction and performance of activities.
* develop sensitivity towards their culture and heritage, aspects of contemporary life and languages in and around the classroom.
* refine their literary sensibility and enrich their aesthetic life through different literary genres.
* become sensitive to the inherent variability that characterises language and notice that languages keep changing all the time.
* appreciate similarities and differences across languages in a multilingual classroom and society. Domains
* notice that different languages and language varieties are associated with different

**Examination and Syllabus**

1. **First Cycle Test - 25 Marks**
2. Reading Comprehension
3. Integrated Grammar
4. Literature

From Hornbill- 1. The Portrait of a Lady by Khushwant Singh (Prose)

2. A Photograph by Shirley Touslon (Poem)

**II. First Term Examination- 80 Marks**

Reading Skills-26 Marks

Grammar and Creative Writing Skills-23

Literature Text Book and Supplementary ReadingText- 31 Marks

1. Reading comprehension
2. Note making
3. Writing Skills

* Classified advertisement
* Poster Making
* Speech
* Debate

1. Integrated grammar
2. Literature

* Hornbill :

The Portrait of a Lady (Prose)

A Photograph (Poem)

“We’re Not Afraid to Die… if We Can be Together

Discovering Tut: the Saga Continues

The Laburnum Top (Poem)

The Voice of the Rain (Poem)

* Snapshot

The Summer of the Beautiful White Horse (Prose)

The Address (Prose)

Mother’s Day (Play)

Internal Assessment: 20 Marks

**III. Second Cycle Test-25 Marks**

1. Reading Comprehension
2. Integrated Grammar
3. Literature

* Silk Road
* Birth
* Childhood

**IV. Annual Examination- 80 Marks**

Reading Skills-26 Marks

Grammar and Creative Writing Skills-23 Marks

Literature Text Book and Supplementary ReadingText- 31 Marks

1. Reading comprehension
2. Note making
3. Writing Skills

* Classified advertisement
* Poster Making
* Speech
* Debate

1. Integrated grammar
2. Literature

* Hornbill:

The Portrait of a Lady (Prose)

A Photograph (Poem)

“We’re Not Afraid to Die… if We Can be Together

Discovering Tut: the Saga Continues

The Laburnum Top (Poem)

The Voice of the Rain (Poem)

Childhood (Poem)

The Adventure

Silk Road (Prose)

Father to Son

* Snapshots:

The Summer of the Beautiful White Horse (Prose)

The Address (Prose)

Mother’s Day (Play)

Birth ( Prose)

The Tale of Melon City

**Internal Assessment- 20 Marks**

1. Assessment of Speaking and listening Skills-10 Marks

Speaking Skill Activity -5

Listening Skill Activity-5

2. Project Work-10 Marks

**SUBJECT – CHEMISTRY**

Learning Objectives:

The curriculum of Chemistry at Senior Secondary Stage aims to:

promote understanding of basic facts and concepts in chemistry while retaining the excitement of chemistry.

make students capable of studying chemistry in academic and professional courses (such as medicine, engineering, technology) at tertiary level.

expose the students to various emerging new areas of chemistry and apprise them with their relevance in future studies and their application in various spheres of chemical sciences and technology.

equip students to face various challenges related to health, nutrition, environment, population, weather, industries and agriculture.

develop problem solving skills in students.

expose the students to different processes used in industries and their technological applications.

apprise students with interface of chemistry with other disciplines of science such as physics, biology, geology, engineering etc.

acquaint students with different aspects of chemistry used in daily life. develop an interest in students to study chemistry as a discipline. integrate life skills and values in the context of chemistry.

Curriculum Division Unit Test – 1

Unit I: Some Basic Concepts of Chemistry

General Introduction: Importance and scope of Chemistry. Nature of matter, laws of chemical combination, Dalton's atomic theory: concept of elements, atoms and molecules. Atomic and molecular masses, mole concept and molar mass, percentage composition, empirical and molecular formula, chemical reactions, stoichiometry and calculations based on stoichiometry. Term – 1

Unit I: Some Basic Concepts of Chemistry

General Introduction: Importance and scope of Chemistry. Nature of matter, laws of chemical combination, Dalton's atomic theory: concept of elements, atoms and molecules. Atomic and molecular masses, mole concept and molar mass, percentage composition, empirical and molecular formula, chemical reactions, stoichiometry and calculations based on stoichiometry. Unit II: Structure of Atom

Discovery of Electron, Proton and Neutron, atomic number, isotopes and isobars. Thomson's model and its limitations. Rutherford's model and its limitations, Bohr's model and its limitations, concept of shells and subshells, dual nature of matter and light, de Broglie's relationship, Heisenberg uncertainty principle, concept of orbitals, quantum numbers, shapes of s, p and d orbitals, rules for filling electrons in orbitals - Aufbau principle, Pauli's exclusion principle and Hund's rule, electronic configuration of atoms, stability of half-filled and completely filled orbitals.

Unit III: Classification of Elements and Periodicity in Properties

Significance of classification, brief history of the development of periodic table, modern periodic law and the present form of periodic table, periodic trends in properties of elements -atomic radii, ionic radii, inert gas radii, Ionization enthalpy, electron gain enthalpy, electronegativity, valency. Nomenclature of elements with atomic number greater than 100.

Unit IV: Chemical Bonding and Molecular Structure

Valence electrons, ionic bond, covalent bond, bond parameters, Lewis structure, polar character of covalent bond, covalent character of ionic bond, valence bond theory, resonance, geometry of covalent molecules, VSEPR theory, concept of hybridization, involving s, p and d orbitals and shapes of some simple molecules, molecular orbital theory of homonuclear diatomic molecules (qualitative idea only), Hydrogen bond

Unit Test – 2

Unit VI: Chemical Thermodynamics

Concepts of System and types of systems, surroundings, work, heat, energy, extensive and intensive properties, state functions. First law of thermodynamics -internal energy and enthalpy, heat capacity and specific heat, measurement of U and H, Hess's law of constant heat summation, enthalpy of bond dissociation, combustion, formation, atomization, sublimation, phase transition, ionization, solution and dilution. Second law of Thermodynamics (brief introduction) Introduction of entropy as a state function, Gibb's energy change for spontaneous and nonspontaneous processes, criteria for equilibrium. Third law of thermodynamics (brief introduction).

Term – 2

Unit VII: Equilibrium

Equilibrium in physical and chemical processes, dynamic nature of equilibrium, law of mass action, equilibrium constant, factors affecting equilibrium - Le Chatelier's principle, ionic equilibrium- ionization of acids and bases, strong and weak electrolytes, degree of ionization, ionization of poly basic acids, acid strength, concept of pH, hydrolysis of salts (elementary idea), buffer solution, Henderson Equation, solubility product, common ion effect (with illustrative examples).

Unit VIII: Redox Reactions

Concept of oxidation and reduction, redox reactions, oxidation number, balancing redox reactions, in terms of loss and gain of electrons and change in oxidation number, applications of redox reactions.

Unit XII: Organic Chemistry -Some Basic Principles and Techniques

General introduction, methods of purification, qualitative and quantitative analysis, classification and IUPAC nomenclature of organic compounds. Electronic displacements in a covalent bond: inductive effect, electromeric effect, resonance and hyper conjugation. Homolytic and heterolytic fission of a covalent bond: free radicals, carbocations, carbanions, electrophiles and nucleophiles, types of organic reactions.

Unit XIII: Hydrocarbons

Classification of Hydrocarbons Aliphatic Hydrocarbons:

Alkanes - Nomenclature, isomerism, conformation (ethane only), physical properties, chemical reactions including free radical mechanism of halogenation, combustion and pyrolysis.

Alkenes - Nomenclature, structure of double bond (ethene), geometrical isomerism, physical properties, methods of preparation, chemical reactions: addition of hydrogen, halogen, water, hydrogen halides (Markovnikov's addition and peroxide effect), ozonolysis, oxidation, mechanism of electrophilic addition.

Alkynes - Nomenclature, structure of triple bond (ethyne), physical properties, methods of preparation, chemical reactions: acidic character of alkynes, addition reaction of - hydrogen, halogens, hydrogen halides and water.

Aromatic Hydrocarbons: Introduction, IUPAC nomenclature, benzene: resonance, aromaticity, chemical properties: mechanism of electrophilic substitution. Nitration, sulphonation, halogenation, Friedel Craft's alkylation and acylation, directive influence of functional group in monosubstituted benzene. Carcinogenicity and toxicity.

Final Term

All the chapters mentioned above.

**POLITICAL SCIENCE (028)**

**CLASS: XI**

**TEXT BOOKS: (1) INDIAN CONSTITUTION AT WORK**

**(2) POLITICAL THEORY**

|  |
| --- |
| **(1) Learning Objectives (General)**  **(A) Indian Constitution at Work:**   * 1. **Understand the historical circumstances and the processes in which the Constitution was drafted.**   2. **Be familiar with the diverse perspectives that guided the makers of the Indian Constitution.**   3. **Analyze the working of the three pillars of democracy: Legislature, Executive, and Judiciary and their role with changing times.**   4. **Identify the key features of the Indian Constitution and compare these to other constitutions in the world.**   **(B) Political Theory:**   1. **Recognize the ideas, concepts, and values inherent in the political life of a citizen.** 2. **Systematic reflection and critical analysis of the political phenomenon.** 3. **Provides a clarity on what is ‘political’ in relation to ‘social’, ‘economic’, ‘moral’, and the like.** 4. **Augment the ability of students to build a good state in a good society, and create processes, procedures, institutions, and structures which could be rationally achievable.** |
| **(2) Curriculum Division**  **Unit Test 1:**  **Book 1 - Chapter**  **1. Constitution: Why and How?**  **2. Rights in the Indian Constitution**  **9. Constitution as a Living Document**  **10. The Philosophy of the Constitution**  **Term 1:**  **Book 1 - Chapter**  **1. Constitution: Why and How?**  **2. Rights in the Indian Constitution**  **3. Election and Representation**  **4. Executive**  **5. Legislature**  **9. Constitution as a Living Document**  **10. The Philosophy of the Constitution**  **Book 2 - Chapter**  **1. Political Theory: An Introduction**  **2. Freedom**  **3. Equality**  **Map Work: Related to all the above-mentioned chapters.**  **Unit Test 2:**  **Book 1 - Chapter**  **6. Judiciary**  **Book 2 - Chapter**  **4. Social Justice**  **Final Examination:**  **Book 1 - Chapter**  **All the 10 chapters**  **Book 2 - Chapter**  **All the 8 chapters**  **Map Work: Related to all the 18 chapters.** |

**Term - I**

**Class: XI Subject: ENTREPRENEURSHIP Text Book: Entrepreneurship - CBSE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Month** | **General Objectives** | **Content / Topic** | **Sub Topic** | **Subject Enrichment Activity/**  **Project** | **Learning Outcomes** |
| **April** | 1. *To introduce them to the world of business by developing in them the core skills and competencies required for an entrepreneur..* | **CH -1**  **ENTREPRENEURSHIP: CONCEPT AND FUNCTIONS** | **• Entrepreneurship – Concept, Functions and Need** | **# Case Studies would be given to students to analyse and present.** | **• Understand the concept of Entrepreneurship**  **• Explain the functions of an entrepreneur**  **• Appreciate the need for Entrepreneurship in an economy** |
|  |  |  |  |  |  |
| **May** | *2. To develop qualities such as leadership, confidence, initiative, facing uncertainties, commitment, creativity, people and team building, integrity and reliability.* | **CH -1**  **ENTREPRENEURSHIP: CONCEPT AND FUNCTIONS** | **• Myths about Entrepreneurship**  **• Advantages and Limitations of Entrepreneurship**  **• Process of Entrepreneurship** | **# Concepts would be explained using ppt, application-based questions and MCQ based worksheet would be administered** | **• Assess how entrepreneurship can help shape one’s career**  **• State the myths, advantages and limitations of Entrepreneurship**  **• Discuss the steps in the process of Entrepreneurship** |
|  | **CH -1**  **ENTREPRENEURSHIP: CONCEPT AND FUNCTIONS** | **• Entrepreneurship – The Indian Scenario** | **# Students would be divided into groups and would be asked to make ppt on atleast any 10 entrepreneurs of their choice and present.** | **• Describe the current scenario and role and state of entrepreneurship in India** |  |
|  |  |  |  |  |  |
| **May**  **July** | *3. To acquire the skills and knowledge needed for conducting surveys, collecting, recording and interpreting data and preparing simple estimates of demand for products and services* | **CH -2 AN ENTREPRENEUR** | **• Why be an entrepreneur?**  **• Types Of Entrepreneurs based on:**  **\*Risk Taking Ability**  **\*Business Types \*Motivation \*Generations** | **# Explain using PowerPoint Presentation and video from internet or a shared resource.** | **• Understand the motivation to become an entrepreneur**  **• Differentiate between various types of entrepreneurs** |
| 4. *To equip themselves with the knowledge and skills needed to plan and manage an enterprise through case studies, conducted and recorded by the students in different fields such as resource assessment, market dynamics, finance management, cost determination, calculation of profit and loss etc* | **CH -2 AN ENTREPRENEUR** | **• Competencies and characteristics**  **• Entrepreneurial Values, Attitudes and Motivation** | **# Show relevant videos, ppt, discuss application-based questions/ relevant case studies**  **# Administer a Worksheet to recapitulate concepts.** | **• Explain the competencies of an entrepreneur**  **• Appreciate the importance of values, attitude and motivation for an entrepreneur** |
|  | **CH -2 AN ENTREPRENEUR** | **• Intrapreneur: Meaning and Importance** | **# Show relevant videos, ppt.** | **• Appreciate the difference between Entrepreneur and Intrapreneur** |
|  |  |  |  |  |  |
| **July** | 5. *To instill important values and entrepreneurial discipline.* | **CH – 3**  **ENTREPRENEURSHIP JOURNEY** | **• Types of Ideas**  **• Idea generation** | **Show relevant videos, ppt, discuss application-based questions/ relevant case studies** | **• Understanding ways of idea generation** |
|  | **CH – 3**  **ENTREPRENEURSHIP JOURNEY** | **• Feasibility Study and opportunity assessment**  **• Business Plan: meaning, purpose and elements**  **• Execution of Business Plan** | **# Draft a basic Business Plan for a New Product/ Service that you would like to launch in the market.** | **• Discuss the concept of types of feasibility study**  **• Draft a basic business plan**  **• Understand the reasons for success and failure of business plan** |
|  |  |  |  |  |  |
| **July**  **August** |  | **CH – 3**  **ENTREPRENEURSHIP JOURNEY** | **• Role of society and family in the growth of an entrepreneur**  **• Challenges faced by Women Entrepreneurs** |  | **• Understand the importance of family and society in the success and growth of an entrepreneur**  **• Understand the limitations being faced by Women entrepreneurs.** |
|  | **CH – 5**  **Business Arithmetic** | * **Cash book / register** * **Unit Price, Unit cost** * **Income statement** * **Break even point** | * **Prepare an income statement for a firm.** * **Prepare a cash register for a firm** * **Analyse the break-even point for a given firm** | * **Understand the importance of cash flow and Income statement.** * **Understand the importance of Break-even point.** * **Explain the significance of Unit of sale, Unit price, unit cost and Gross margin.** |
|  |  |  |  |  |  |

**COMMERCE ACADEMIC PLANNER**

**(2023-24)**

**CLASS-11**

**ACCOUNTANCY Class - XI (Code No. 055)**

The syllabus content provides students a firm foundation in basic accounting concepts and methodology and also acquaint them with the changes taking place in the preparation and presentation of financial statements in accordance to the applicable accounting standards and the Companies Act 2013.

The emphasis in Class XI is placed on basic concepts and process of accounting leading to the preparation of accounts for a sole proprietorship firm. The students are also familiarized with basic calculations of Goods and Services Tax (GST) in recording the business transactions. The accounting treatment of GST is confined to the syllabus of class XI.

The complete course of Accountancy at the senior secondary stage introduces the learners to the world of business and emphasize on strengthening the fundamentals of the subject.

General Objectives:

1. To familiarize students with new and emerging areas in the preparation and presentation of financial statements.
2. To acquaint students with basic accounting concepts and accounting standards.
3. To develop the skills of designing need-based accounting database.
4. To appreciate the role of ICT in business operations.
5. To develop an understanding about recording of business transactions and preparation of financial statements.

**Syllabus of UT – I:**

1. Introduction to Accounting
2. Basic Accounting Terms
3. Theory Base of Accounting, Accounting Standards and Indian Accounting Standards (Ind-AS)
4. Bases of Accounting
5. Accounting Equation

**Syllabus for Term – I:**

1. Introduction to Accounting
2. Basic Accounting Terms
3. Theory Base of Accounting, Accounting Standards and Indian Accounting Standards (Ind-AS)
4. Bases of Accounting
5. Accounting Equation
6. Accounting Procedures-Rules of Debit and Credit
7. Origin of Transactions-Source Documents and Preparation of Vouchers
8. Journal
9. Ledger
10. Special Purpose Books I-Cash Book 11. Special Purpose Books II-Other Books
11. Accounting of Goods and Services Tax (GST)
12. Trial Balance

**Syllabus of UT – II:**

1. Bank Reconciliation
2. Depreciation
3. Provisions and Reserves

**Syllabus for Term II:**

1. Financial Statements of Sole Proprietorship 19. Adjustments in Preparation of Financial Statements
2. Accounts from Incomplete Records-Single Entry System

**Syllabus for Final Term:**

1. Introduction to Accounting
2. Basic Accounting Terms
3. Theory Base of Accounting, Accounting Standards and Indian Accounting Standards (Ind-AS)
4. Bases of Accounting
5. Accounting Equation
6. Accounting Procedures-Rules of Debit and Credit
7. Origin of Transactions-Source Documents and Preparation of Vouchers
8. Journal
9. Ledger
10. Special Purpose Books I-Cash Book 11. Special Purpose Books II-Other Books
11. Accounting of Goods and Services Tax (GST)
12. Bank Reconciliation
13. Depreciation
14. Provisions and Reserves
15. Trial Balance
16. Rectification of Errors
17. Financial Statements of Sole Proprietorship 19. Adjustments in Preparation of Financial Statements
18. Accounts from Incomplete Records-Single Entry System

**SUBJECT – BUSINESS STUDIES (054)**

**Learning Objectives:**

* To inculcate business attitude and develop skills among students to pursue higher education, world of work including self-employment.
* To develop students with an understanding of the processes of business and its environment.
* To acquaint students with the dynamic nature and inter-dependent aspects of business.
* To develop an interest in the theory and practice of business, trade and industry.
* To familiarize students with theoretical foundations of the process of organizing and managing the operations of a business firm.
* To help students appreciate the economic and social significance of business activity and the social cost and benefits arising there from.
* To acquaint students with the practice of managing the operations and resources of business.
* To enable students to act more effectively and responsibly as consumers, employers, employees and citizens.

**FIRST UNIT TEST SYLLABUS:**

**Unit 1: Evolution and Fundamentals of Business:**

* History of Trade and Commerce in India: Indigenous Banking System, Rise of Intermediaries, Transport, Trading Communities: Merchant Corporations, Major Trade Centers, Major Imports and Exports, Position of Indian Sub-Continent in the World Economy
* Business – meaning and characteristics
* Business, profession and employment – Concept
* Objectives of business
* Classification of business activities - Industry and Commerce
* Industry-types: primary, secondary, tertiary Meaning and subgroups
* Commerce-trade: (types-internal, external; wholesale and retail) and auxiliaries to trade; (banking, insurance, transportation, warehousing, communication, and advertising) – meaning
* Business risk-Concept

**Unit 2: Forms of Business organizations:**

* Sole Proprietorship-Concept, merits and limitations
* Partnership-Concept, types, merits and limitation of partnership, registration of a partnership firm, partnership deed. Types of partners
* Hindu Undivided Family Business: Concept
* Cooperative Societies-Concept, merits, and limitations
* Company - Concept, merits and limitations; Types: Private, Public and One Person Company – Concept
* Formation of company - stages, important documents to be used in formation of a company
* Choice of form of business organization

**FIRST TERM SYLLABUS:**

**Unit-1 & 2** AS MENTIONED ABOVE

**Unit 3: Public, Private and Global Enterprises:**

* Public sector and private sector enterprises – Concept
* Forms of public sector enterprises: Departmental Undertakings, Statutory Corporations and Government Company
* Global Enterprises – Feature Joint venture Public private partnership – concept

**Unit 4: Business Services:**

* Business services – meaning and types. Banking: Types of bank accounts - savings, current, recurring, fixed deposit and multiple option deposit account
* Banking services with particular reference to Bank Draft, Bank Overdraft, and Cash credit. E-Banking: meaning, types of digital payments
* Insurance – Principles. Types – life, health, fire and marine insurance – concept
* Postal Service - Mail, Registered Post, Parcel, Speed Post, Courier – meaning

**Unit 5: Emerging Modes of Business:**

* E - Business: concept, scope and benefits

**Unit 6: Social Responsibility of Business and Business Ethics:**

* Concept of social responsibility
* Case of social responsibility
* Responsibility towards owners, investors, consumers, employees, government and community
* Role of business in environment protection
* Business Ethics - Concept and Elements

**SECOND UNIT TEST SYLLABUS:**

**Unit 7: Sources of Business Finance:**

* Concept of business finance
* Owners’ funds- equity shares, preferences share, retained earnings
* Borrowed funds: debentures and bonds, loan from financial institution and commercial banks, public deposits, trade credit, Inter Corporate Deposits (ICD)

**Unit 8: Small Business and Enterprises:**

* Entrepreneurship Development (ED): Concept, Characteristics and Need. Process of Entrepreneurship Development: Start-up India Scheme, ways to fund start-up. Intellectual Property Rights and Entrepreneurship
* Small scale enterprise as defined by MSMED Act 2006 (Micro, Small and Medium Enterprise Development Act)
* Role of small business in India with special reference to rural areas
* Government schemes and agencies for small scale industries: National Small Industries Corporation (NSIC) and District Industrial Centre (DIC) with special reference to rural, backward areas

**FINAL TERM SYLLABUS:**

**Unit-1 to 8** AS MENTIONED ABOVE

**Unit 9: Internal Trade:**

* Internal trade - meaning and types of services rendered by a wholesaler and a retailer
* Types of retail-trade-Itinerant and small scale fixed shops retailers
* Large scale retailers-Departmental stores, chain stores – concept
* GST (Goods and Services Tax): Concept and key-features

**Unit 10: International Trade:**

* International trade: concept and benefits
* Export trade – Meaning and procedure
* Import Trade - Meaning and procedure
* Documents involved in International Trade; indent, letter of credit, shipping order, shipping bills, mate’s receipt (DA/DP)
* World Trade Organization (WTO) meaning and objectives