

**BUSINESS ADMINISTRATION (PRACTICALS) Class XI**

**First Term**

**Topic 1: Management of Business Services (10)**

A. Filing – Procedure to file a paper in different types of files

1. Pilot or Flat file
2. Archlever File

B. Methods of Classification of records and documents

1. Alphabetical
2. Numerical
3. Subject-wise
4. Chronological
5. Geographical
6. Alpha-Numerical

C. Preparation of a. Guide Card b. Absentee Card

(1 mark for each)

**Topic 2: Communication (10)**

A. E-mail.....

1. Procedure to create an E-mail account (3)
2. Sending E-mails (2)
3. Checking/ receiving E-mail (2)
4. Attaching documents to E-mail (3)

**Topic 3: Project on Tourism**

Any two types of accommodation and services available to the tourists in the state of Goa (10)

**Topic 4: Filling of various forms (10)**

- a. Leave application form (3 marks)
- b. Travelling allowance (TA and DA bill) (5 marks)
- c. Stores requisition form (2 marks)

**FILE: (5)**

**VIVA (5)**

## II nd Term

TOPIC V: Browse various Business sites to check the different products available on Internet e.g. Flipkart, Jabong, Amazon etc (5)

TOPIC VI: Selecting suitable vacancies for jobs from newspapers and applying for the same with Bio-Data and a Joining report (15)

Any three vacancies for the below mentioned posts:

Data entry operators, Accounts assistant, Stenographer, Storekeeper, Receptionist, Personal Assistant, Computer operator, Clerk/Cashier, Lower Division clerk

Marks allotment:

Selecting suitable advertisement from Newspaper	(1 mark)
Drafting application letter	(4 marks)
Preparation of Bio-data	(6 marks)
Drafting Joining letter	(4 marks)

TOPIC VII: Practicals in Managerial Economics (10)

- a. Filling of proposal form to open a bank account (5 marks)
- b. Pay-in-slip/ Withdrawal form of two banks (Cash & Cheques) (3 marks)
- c. Cheques (Ordinary & Crossed) (2 marks)

TOPIC VIII: (10)

- a. Drafting of enquiry letter (2 marks)
- b. Preparing quotations with covering letter (3 marks)
- c. Preparing comparative statement (3 marks)
- d. Placing Purchase order (2 marks)

FILES: (5)

VIVA (5)

NOTE: All two practicals from each topic is to be filed.

TOPIC VII: