

TRADE- RETAIL (NSQF)
SESSION- 2017-18
CLASS- X
SUBJECT- DYNAMICS OF RETAILING (461)

TIME: 1 HOUR

MAX. MARKS: THEORY-30 PRACTICAL-60

<u>FIRST TERM SYLLABUS</u> (01/04/2017 TO 31/08/2017)	
<u>MONTHS</u>	<u>CONTENTS</u>
<u>APRIL 2017</u>	<p><u>Unit-1: Retail Operations</u></p> <ul style="list-style-type: none"> • Fundamentals of Retail Operations • Types and Functions of Retailer • Trends in Retailing <p><u>PRACTICAL</u></p> <ul style="list-style-type: none"> • To perform retail operations activity • To classify various types of retail outlets • To learn online retailing and shopping
<u>MAY 2017</u>	<p><u>Unit-1: Retail Operations</u></p> <ul style="list-style-type: none"> • Retail Selling Skills <p><u>PRACTICAL</u></p> <ul style="list-style-type: none"> • To know about communication and approaching to customer
<u>MAY - JUNE 2017</u>	11/05/2017 – 30/06/2017 Summer Vacation
<u>JULY 2017</u>	<p><u>Unit-2: Merchandise Planning</u></p> <ul style="list-style-type: none"> • Kinds of Merchandise • Role and Functions of Junior Merchandiser • Visual Merchandising and Display • Duties and Responsibilities of Junior Merchandiser <p><u>PRACTICAL</u></p> <ul style="list-style-type: none"> • To know about various merchandise • To know about Visual display
<u>AUGUST 2017</u>	<p><u>Unit-3: Store Operations</u></p> <ul style="list-style-type: none"> • Store Layout • Store Design • Store Procedures • Store Maintenance <p><u>PRACTICAL</u></p> <ul style="list-style-type: none"> • To know about Store Layouts & maintenance
<u>SEPTEMBER 2017</u>	<ul style="list-style-type: none"> • 01/09/2017 – 08/09/2017 Revision of I term Syllabus • 11/09/2017 – 26/09/2017 Exam I term • 27/09/2017 -Discussion on Exam Q. paper

	<ul style="list-style-type: none"> • 28/09/2017 – 29/09/2017 Autumn Break
<u>SECOND TERM SYLLABUS</u> (03/10/2017 TO 30/11/2017)	
<u>OCTOBER 2017</u>	<p><u>Unit-4: Billing, Transport and Delivery</u></p> <ul style="list-style-type: none"> • Billing Procedures • Elements of Transportation • Delivery Procedures • Laws in Record Maintenance <p><u>PRACTICAL</u></p> <ul style="list-style-type: none"> • To know about Retail Bills & Records • To know about Transportation medium <p><u>Unit-5: Security Operations & Housekeeping in Retail</u></p> <ul style="list-style-type: none"> • Security Points in Retail Store • Role and Functions of Security Personnel • Material Handling in Housekeeping • Procedure in Housekeeping <p><u>PRACTICAL</u></p> <ul style="list-style-type: none"> • To know about security equipments and housekeeping materials
<u>NOVEMBER 2017</u>	<p><u>Unit-6: Communication at Workplace</u></p> <ul style="list-style-type: none"> • Verbal and Non-Verbal Communication • Forms of Communication • Communication Media and Equipment • Barriers in Communication <p><u>PRACTICAL</u></p> <ul style="list-style-type: none"> • To perform self-introduction and presentation • To communicate in groups • To know about various communication media <p><u>Unit-7: Health Care and Personal Grooming in Retailing</u></p> <ul style="list-style-type: none"> • Health Care Activities • Health Care Measures • Personal Grooming Techniques • Personal Grooming Tips <p><u>PRACTICAL</u></p> <ul style="list-style-type: none"> • To know Healthcare Activities • To know about Personal grooming materials
<u>DEC.2017 to MARCH 2018</u>	<p>01/12/2017 – 27/12/2017 -Revision of Syllabus & Mock Test</p> <p>28/12/2017 – 15/01/2018 -Winter Break</p> <p>09/01/2018 – 25/01/2018 -Pre-Board Exam</p> <p>27/01/2018 – 31/01/2018 -Discussion on Pre Board Q. paper & Revision of Syllabus</p> <p>01/02/2018 – 15/02/2018 -Annual Practical/CBSE Exam</p> <p>16/02/2018 TILL EXAM -Revision</p>