**INDIAN SCHOOL AL WADI AL KABIR**

 DEATAILED MONTHLY PLAN 2014-15

Name of the department: Commerce Subject: Business studies -XI

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| Month | No. Of weeks(teaching) | Topic /Lesson discussed in each week |
| 1-week | 2-week | 3-week | 4-week |
| August | 3 Weeks+ 2Days | * Government company
 | Cont...chapter-3* Changing roles of public sector
* Joint venture

Chapter -4- Business services* Nature of services
* Types of services

**(Scrap book )** | Contd. Chapter 4* Banking
* E-banking
* Functions of insurance
* Fundamental principles of insurance
* Bank services with regard to bank draft, bankers cheque, RGTS,
* cash credit Bank O.D,
* **PPT**
 | * NEFT, cash credit, e-Banking
* Insurance principles,
* Concepts of life, health, fire and marine.
* Postal and telecom services
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| September | 2 Weeks | CH-5EMERRGING MODE OF BUSINESS* E-business-scope, benefits, payment, secure and safe business transaction
* outsourcing concept ,need scope of BPO
* **SCRAP BOOK**
 | Ch-5(Cont.)* Meaning of business process and KPO

CH-6 SOCIAL RESPONSIBILITY OF BUSINESS* Concept of social responsibility
* Case for social responsibility
* **PPT**
 | Assessment 2 | Assessment 2 |
| October | 4 Weeks + 1 Day | Ch-6( cont.)* Responsibility towards owners, investors, consumers, employees, government and community
* Need and role of environment protection

Basic elements of business ethics | CH-7SOURCES OF BUSINESS FINANCE* Concept

Owners fund-equity, preference* GDR, ADR, IDR ,retained earnings.
 | Ch-7 (cont...)* Borrowed funds debentures and bonds ,loans from financial institution.
* **PPT**
 | Ch-7 (cont...)* commercial banks, public deposits, trade credit, ICD
* **SCRAP BOOK**
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| November | 3 Weeks | Ch-8 SMALL BUSINESS* Small scale business as defined by MSMED ACT 2006.
* Role of small business with special reference to rural areas.
 | Ch-8 (cont.)* Government schemes and agencies-NSIC,DIC with special reference to rural ,backward and hilly areas.
 | Ch-9 INTERNAL TRADE* Services rendered by wholesalers and retailers
* Types of retail trade
* **MONEY CHALLENGE**
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| December | 2 Weeks + 4 Days | Ch-9 (cont.)* Large scale retailers-departmental stores, chain stores, mail order business.
* **MONEY CHALLENGE**
 | Ch-9 (cont.)* **SCRAP WORK**
* Concept of automatic vending machine
* Chambers of commerce of industries-basic functions
* Main documents used in internal trade
 | Ch-9 (cont.)* Proforma invoice, invoice, debit note, credit note, LR, RR
* Terms of trade-COD,FOB,CIF,E& OE
* PROJECT WORK
 | WINTER BREAK |
| January | 3 Weeks + 3 days |  | Ch-10.ITERNATIONAL TRADE* Meaning, difference between internal trade external trade
* Problems of international trade
* **PPT**
 | Ch-10 (cont.)Export trade* objectives and procedure of export trade
 | Ch-10 (cont.)* Import trade and meaning, procedure
* Documents involved
* WTO
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| February | 1 Week |  VIVA | REVISION | REVISION | REVISION |