**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 |
| 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** |
| 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** |  |
| 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 |
| February | 1 Week | VIVA | REVISION | REVISION | REVISION |