**INDIAN SCHOOL AL WADI AL KABIR**

DEATAILED MONTHLY PLAN 2018-19

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 |
| July |  | **Summer break** | **Summer break** | **Summer break** | **Summer break** |
| August | **3W 4D** | * Types of companies * Factors influencing choice of forms of organization * Formation of company * Promotion of companies * Functions of promoter * Important documents * Incorporation * Effects of certificate of incorporation promoter * Capital subscription | * Commencement of business   Chapter -3 – Private, public and global enterprises   * Departmental undertaking * Statutory corporation * Government company * Global Enterprises * Public private partnership * Global Enterprises | Chapter -4- Business services   * Business services and its types - Meaning * Functions of commercial banks * E-banking * Bank services with regard to bank draft, bankersCheque, RGTS, cash credit Bank O.D, * Types of digital payment * Concepts of Insurance Functions of insurance * Principles of Insurance * Concepts of life, health, fire and marine. * Postal and telecom services | Chapter5  EMERGING MODE OF BUSINESS   * E-business- * Meaning * scope, * benefits, * Difference between Traditional business and e-business |
| September | 1W | Revision | Assessment I | **Assessment I** | **Assessment I** |
| October | **4W 2D** | * outsourcing concept ,need scope of BPO   Meaning of business process outsourcing and knowledge process outsourcing  Smart card and ATM’s meaning and utility  CH-6 SOCIAL RESPONSIBILITY OF BUSINESS   * Concept of social responsibility * Case for social responsibility | * Responsibility towards owners, investors, consumers, employees, government and community * Need and role of environment protection * Basic elements of business ethics | * Chapter7 SOURCESOF BUSINESS FINANCE * Meaning, nature and importance of businessfinance * **SCRAP** Classification of Sources of Business finance * Retained earnings * Trade credit * Conceptof Owners fund-equity, preference | * GDR, ADR, IDR * Borrowed funds * Debentures and bonds , loans from financial institution. |

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| November | **3w** | Ch-8 SMALL BUSINESS and Enterprises   * **Entrepreneurship Development (ED): Concept, Characteristics and Need** * **Process Entrepreneurship Development: Start-up India Scheme, ways to fund start-up** * **Intellectual Property Rights and Entrepreneurship** * 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   **GST (Goods and Services Tax): Concept and key-features**  . | Ch-9 (cont.)   * Types of retail-trade-Itinerant and small scale fixed shops retailers * Large scale retailers-departmental stores, chain stores,. * Project work |  |
| December | 1W | Revision | ASSESSMENT II | ASSESSMENT II | ASSESSMENT II  **Winter break** |
| January | **3W 2D** | * Mail order business | Ch-9(cont.)   * Concept of automatic vending machine * Main documents used in internal trade * Performa invoice, invoice, debit note, credit note, LR, RR * Terms of trade- COD,FOB,CIF,E&OE | Ch-10  INTERNATIONAL TRADE   * Meaning * Need for International Business * Difference between internal trade external trade * Problems of International business | Ch-10 (cont.)   * Scope of International business * objectives and procedure of export trade |
| February | 1Week | * Import trade and meaning, procedure * Documents involved * World Trade Organization (WTO) meaning and objectives | Revision  VIVA | ASSESSMENT-3 | ASSESSMENT -3 |