**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
 | Chapter5EMERGING 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
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| 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
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| February | 1Week | * Import trade and meaning, procedure
* Documents involved
* World Trade Organization (WTO) meaning and objectives
 | RevisionVIVA | ASSESSMENT-3 | ASSESSMENT -3 |