

YEAR PLAN 2018 – 2019
Grade XII COMMERCE

The academic year is divided into three sessions.

Session One: June to August 2018.

Session Two: September 2018 to December 2018.

Session Three: January to March 2019

Monthly Tests: June, July, October

Summative Assessment I – August 2018

Model Exam-I-December 2018

Model Exam -II – January 2019.

GENERAL OBJECTIVES:

- To develop an interest in the theory and practice of business, trade and industry.
- To know the sources of business finance and banking trends in the country
- To familiarise the students with theoretical foundations of organising, managing and handling operations of a business firm.
- To provide the knowledge of the activities of commerce in the marketing of goods and services.

Duration	Topics	Specific learning objectives	Activities	Resources.
June (19 days)	<p>(Business Environment</p> <ul style="list-style-type: none"> • Concept & Importance • Dimension • Micro Environment • Macro Environment • SWOT Analysis <p>Business Finance</p> <ul style="list-style-type: none"> • Nature of business finance • Sources of finance • Factors affecting capital structure • Working capital and its management.... done in the month of March-April) <p>Finance for Joint stock companies</p> <ul style="list-style-type: none"> • Equity shares • Preference shares • ESOP / Debentures / Loans • Sweat equity • Retained earnings <p>Banking trends</p> <p align="center">Monthly Test</p>	<p>(Explain the concept of Business Environment</p> <ul style="list-style-type: none"> • List the Importance of Business Environment • List out the Dimension of Business Environment • Differentiate Micro and Macro Environment • SWOT Analysis <ul style="list-style-type: none"> • Explain the sources for different forms of business • Financial planning and balancing the capital structure • Trading on equity (TOE) • List the types of capital • Explain the significance of working capital) • Identify the sources of finance for joint stock companies • Understand and explain the long term sources of funds • Differentiate and explain the advantages and disadvantages of different sources • Definition of important concepts <ul style="list-style-type: none"> • RTGS/NEFT/Mobile & e.banking trends 	<p>(MCQ based questions to check concept clarity</p> <ul style="list-style-type: none"> • Worksheet on Finance (1 in class and 1 for homework) • Trading on equity sample workout • Present a paper on working capital management and discuss in class • Class test <p>• Project guidance)</p> <p>Class test 1 - business finance</p> <ul style="list-style-type: none"> • Talk by Mr. Pahala on Banking and finance • Study the capital structure of some leading companies and compare • MCQ test on finance • Work sheet – Finance for JSC (Homework) • Research how and from where the e.commerce companies are sourcing the funds 	<p>Viva Publishers ISC Commerce – C B Gupta Websites NCERT reference</p> <p>ISC Commerce – C B Gupta /Websites NCERT reference Financial statement and reports of joint stock companies</p> <p>Past paper (Boards)</p>

July (20 days)	<p>Management</p> <ul style="list-style-type: none"> • Concept • Levels of management • Principles of management <p>Functions of management</p> <ul style="list-style-type: none"> • Introduction • Planning function • Organising • Staffing <p>Revision for 1st term exam</p> <p>Monthly test</p>	<ul style="list-style-type: none"> • Understand the characteristics and nature of management • Explain the importance and objectives of management • Relevance of Taylor's and Fayol's principles today • Classification of managerial functions • Features / Steps / Importance and limitations of planning • Discussion of the project on organization STRUCTURE • Seminar based on PPT in Organization structure • Understand Recruitment selection and training strategies in business • Revise important concepts • Send sample questions and answers for practice 	<p>Class test 2 – Finance for Joint stock companies</p> <ul style="list-style-type: none"> • Discussion on the management policies of the companies chosen for the project • Create flash cards for chapter on finance • Student led discussions based on the companies specified in the project • Past paper practice <p>Home work questions Check revision notes</p>	<p>ISC Commerce – C B Gupta /Websites NCERT reference Financial statement and reports of joint stock companies</p> <p>Past paper (Boards)</p>
August	<p>Summative exam 1 ONAM HOLIDAYS</p>	<p>First Term Exams from 1/8 to 20/8 Onam Holidays from 22/8 to 2/9</p>		
September (16 days)	<p>Functions of management Directing Controlling</p>	<ul style="list-style-type: none"> • Explain motivational theories and its practical application • Supervision • Performance appraisal • Relationship between planning and controlling 	<ul style="list-style-type: none"> • Teacher led discussions • Student presentations • Preparation of additional notes on delegation/ decentralisation and centralisation 	<p>Viva Publishers ISC Commerce – C B Gupta /Websites NCERT reference</p>
October (20 days)	<p>Marketing</p> <ul style="list-style-type: none"> • Concept • Marketing mix <p>Consumer Protection</p> <p>Monthly test</p>	<ul style="list-style-type: none"> • Discussion on the project in marketing strategies • Types of markets • Explain the 4P and the corresponding 4C <p>Channels of distribution and how e.commerce has grown</p>	<ul style="list-style-type: none"> • Teacher led discussions • Student presentations on the marketing project. • Group discussion based on case studies 	<p>News papers Viva Publishers ISC Commerce – C B Gupta /Websites NCERT reference</p>
November (17 days)	<p>Completion of pending topics Revision for Model exam 1</p>	<ul style="list-style-type: none"> • Send question bank (Short answer and long answer – chapter wise) • Revision of important topics 	<ul style="list-style-type: none"> • Self study and research online 	<p>Pitambar Publications Viva Publishers ISC Commerce – C B Gupta Websites NCERT reference</p>
December	<p>Revision Model Exam I (Christmas holidays)</p>	<p>Past paper discussion and practice</p>	<p>Help improve presentation skills</p>	
January	<p>Revision Model Exam II Remedial work</p>	<p>Past paper discussion and practice</p>	<p>Mind mapping</p>	<p>Own notes</p>
February	<p>Remedial work Individual support</p>			
March	<p>Board Exam</p>			

Projects/ Field trips: As per the guidelines given by ISC.

Facilitators' name: Mrs. Tharamma Varghese

Textbook: ISC Commerce Volume II(Grade XII) by Dr.C B Gupta.