

YEAR PLAN 2018– 2019

GRADE VIII - COMMERCIAL APPLICATIONS

The academic year is divided into **two** sessions

Session One: June 2018 to October 2018

Session Two: November 2018 to March 2019

Continuous assessments: July, August, September, November, December, January, February

Summative Assessment I: October 2018

Summative Assessment 2: March 2019

Please check the **index page** in the notebooks for Continuous Assessment marks.

Aim:

- To provide appropriate knowledge and skills as a basis for further study
- To generate an interest in entrepreneurship

Enduring understanding - Develop a clear knowledge about the functions within a commercial enterprise and its significance in achieving economic growth.

General Objectives:

- Understand the nature, functions and forms of business organization
- Learn the social responsibilities of business and business ethics
- Evaluate the increasing relevance of communication in a business firm
- Identify the mechanics and terminology of accounting systems

Session One - June 2018–September 2018

Duration	Topics	Specific learning objectives	Activities	Resources
June	<p>Introduction to Business: Human activities, business activities around us, concept, characteristics and importance of business.</p> <p>Classification of Business activities: Industry and Commerce, Industry and its types Important terms and definitions</p>	Explain the basic concepts of business	<p>Relevant industry examples are given by the students after the basic understanding of the terms and their distinctions.</p> <p>Study notes will be given for all topics.</p>	<p>www.ask.com</p> <p>Newspaper and magazines www.investpedia.com Tutor2u.com</p> <p>www.smallbusiness.intuit.com</p>

July	<p>Functions of commerce</p> <p>Objectives of Business: Economic, Social and National</p>	<p>List the various branches of commerce and its functions</p> <p>Understand the components under the main objectives of business.</p>	<p>Use of charts</p> <p>Profit equation and maximization study using graphs</p>	<p>ICSE Commercial Organizations PART 1</p> <p>NIOS material</p>
Aug	<p>Functions of Management</p> <p>Managerial roles Departments in a company</p>	<p>Study the basic roles of a business executive. Understand the functions of each department in an organization.</p>	<p>Discuss the process of Planning, organizing, staffing and directing in a business organization.</p>	<p>www.business world.com</p>
Sep	<p>Marketing and sales</p> <p>Market, meaning and definition of marketing Functions of marketing, concepts of marketing Selling, difference between marketing and selling.</p>	<p>Discussing the concepts of marketing and selling with examples.</p>	<p>Discuss to understand markets and their types by giving examples.</p> <p>Relevant examples will be shared and discussed in the class</p> <p>Distinguish between marketing and selling.</p>	<p>www.investorguide.com</p> <p>Newspaper and magazines www.yourarticlelibrary.com</p>
Oct	<p>Revision for SA-1</p>	<p>Question discussion and worksheet will be provided.</p>		
<p>Session two November 2018- March 2019</p>				
Nov	<p>Introduction to business finance</p> <p>Accounting terms and Concepts: Need & relevance of accounting.</p>	<p>List the sources of finance. Discuss the importance of financial management. Understand the basic terms and concepts of accounting.</p>	<p>Discussing the basic concepts of accounting terminologies.</p>	<p>SCERT reference</p>
Dec	<p>Basic concepts of debit and credit, simple understanding of accounting records.</p>	<p>Study the meaning of a Journal, Ledger and Balance sheet.</p>	<p>Refer to actual financial records of companies.</p>	<p>www.mba-mentor.com www.accountlearning.com</p>

Jan	<p>Importance of a human resource department</p> <p>Communication in a Commercial Organisation</p> <ul style="list-style-type: none"> • Meaning of communication • Elements of communication process • Relevance of communication 	<p>Understand the value of people in business</p> <p>Discuss formal and informal communication</p> <p>Understand barriers and how to overcome those barriers</p> <p>Communication effectiveness and its relevance in business</p>	<p>Discussing the role of human resource management in an organization</p> <p>Role play</p>	<p>www.yourarticlelibrary.com</p>
Feb	<p>E-commerce- Meaning and advantages. (project)</p>	<p>Understand the advantages and disadvantages of e.commerce</p>	<p>News analysis Project submission</p>	<p>www.yourarticlelibrary.com Tutor2u</p>
Mar	<p>Second Summative 2Exam</p>	<p>Evaluation</p>	<p>Practice papers</p>	
<p>Facilitators' name: K NarayanaSwamy</p> <p>Textbook:Notes given in class. Study notes to be sent by email also.</p> <p><i>Approved by the principal</i></p>				