

# **Organization of commerce & management**

## **Std XI 2015-16**

July 1. Nature & scope of business

- Concept and characteristics of business
- Business, profession, employment
- Objectives of business
- Classification of business (industry & commerce)
- Trade and auxiliaries to trade
- Business risks (nature& causes)

August 2. Small business

- Small scale industry (tiny sector cottage and rural industry)
- Role of small business in rural India
- Problems of small business
- Government assistance for industries in rural, backward & hilly Areas

September 3. Private, public & global enterprises

- Private sector and public sector
- Departmental undertaking, statutory corporation, government Company
- Multinational companies
- Joint ventures

#### October 4. Internal trade

- Meaning & types of internal trade
- Services of wholesaler & retailer
- Types of retail trade ( itinerant retailers & fixed shop retailer)
- Role of chamber of commerce & industry

#### December 5. Marketing

- Meaning, functions, role
- Distinguish between marketing & selling
- Marketing mix
- Product- types, branding, labeling and packing
- Physical distribution
- Channels of distribution
- Promotion, personal selling
- Price- factors influencing printing

#### January 6. Nature & significance of management

- Management (concept, features, importance)
- Nature of management
- Levels of management

#### February 7. Business environment

- Meaning & importance
- Dimensions of business environment
- Impact of government policies with reference to adoption of policies of liberalization, privatization and globalization

#### March 8. International business

- Nature & importance of international business
- Ways of entering into international business
- Contract manufacturing, licensing, franchising, joint venture and wholly owned subsidiaries
- Export import procedure
- International trade institutions
- WTO, UNCTAD, WORLD BANK, I.M.F

#### PORTION FOR EXAMINATION

#### I UNIT TEST – LESSON 1

I SEMESTER – LESSON 1, 2, 3 & 4

II UNIT TEST – LESSON 5

II SEMESTER – LESSON 5, 6, 7 & 8

+ 20% of I semester

## **Economics Std XI Year Plan 2015**

July and August.

1. Indian Economic Growth and economic development
  - a) Economic Growth –meaning, definition, features
  - b) Economic Development –meaning, definition , features
  - c) Distinguish between Eco Growth and Eco development
  
2. Quality of life
  - a) Human Development (meaning)
  - b) Importance of Human development
  - c) Human Development Index (meaning)
  
3. Major challenges before Indian economy
  - A. Population –causes of population explosion concept of Birth rate and Death rate Effects and measures of population Growth concept of Hman resources
  - B. Poverty-Nature of poverty in India
    - Rural and Urban Poverty
    - Causes of poverty
    - Effects of poverty, poverty education
    - Measures in India

September

C. Unemployment in India-

Concept and types of unemployment

Extent of unemployment in India-causes, effects and govt measures to reduce unemployment

D.current challenges

Terrorism ,Corruption, Hoarding, Black Marketing, Environmental deterioration and economic effects

4. Economic reforms since 1991 and its features.

Meaning and need for economic reforms concept and components of new economic policy Liberalisation, Privatisation and Globalisation.

5. Economic planning-

Meaning , definition and characteristics of economic planning-objectives of economic planning

Five year plans at a glance

1<sup>st</sup> five year plan to 10<sup>th</sup> Five Year Plan

11<sup>th</sup> five year plan

October

6. Infrastructure Development in India

- a. Importance of Infrastructural Development
- b. Transport and communication, Roads,Railways,Waterways,Airways

7. Introduction to statistics

- a. Meaning and definition of statistics
- b. Scope of statistics
- c. Importance of statistics in economics

November

8. Collection of data

- a. Types of data-Primary and secondary
- b. Methods of collecting primary data ,Direct personal, Indirect oral, Questionnaire
- c. Methods of collecting secondary data published and unpublished sources
- d. Census method and sample method

December

9. Organisation of data

- a. Range, Frequency distribution
- b. Discrete and continuous
- c. Exclusive and Inclusive method

10. Graphical presentation of data

- a. Tabulation , components of table
- b. types of diagrams
- c. Graphs of Frequency distribution
- d. Simple bar diagram, multiple, subdivided
- e. Frequency polygon,
- f. Frequency curve and origins

11. Measures of central tendency

Mean-merits and demerits, meaning ,definition

Median-merits and demerits, meaning, definition

Mode-Merits and demerits, meaning, definition

Range

12. Index Number

## Sub-Mathematics I&II

Month	Paper I
July	Sets, Relation and functions Subunits:- 1.1)Sets 1.2)Types of set 1.3)Algebra of set 1.4)Intervals 1.5)Cartesian product of sets 1.6)Relations 1.7)Functions 1.8)Particular types of function and their graphs 1.9)Composite function 1.10)Inverse function 1.11)Function in economics 1.12)Some more function and their graphs
August	Complex Numbers Subunits:- 2.1)Definition of complex number 2.2)Conjugate of a complex number 2.3)Algebra of complex number 2.4)Square root of a complex number 2.5)Geometrical representation (Avgand's Diagram)
September	Sequence and series Subunits:- 3.1)Arithmetic progression (AP)

3.2) Geometric progression (GP)

3.3) sum of first  $n$  terms of a GP

3.4) Harmonic progression (HP)

3.5) Mean

3.6) Special series

### **Angle and its Measurement**

Subunits:-

4.1) Directed angle

4.2) System of measurement of angles

4.3) Relation between degree measure and radian measure

4.4) Length of an arc and area of sector of a circle

October

Trigonometric Function

Subunits:-

5.1) Trigonometric function with the help of standard unit circle

5.2) Inter relation between trigonometric function

5.3) Signs of different trigonometric function in different quadrants

5.4) Trigonometric function of some particular angles

5.5) Fundamental Identities

5.6) Domain and range of trigonometric function

5.7) Periodicity of trigonometric (circular) function

5.8) Trigonometric function of negative angle

5.9) Graphs of trigonometric function

5.10) Trigonometric function of sum and difference of two angles

- 5.11) Allied angles
- 5.12) Multiple Angles
- 5.13) Half Angle
- 5.14) Factorization and Defactorization formulae
- 5.15) Inverse circular function
- 5.16) Properties of inverse circular function

#### Equations

##### Subunits:-

- 8.1) Linear Equations
- 8.2) Simultaneous linear equations

December:

- Equation
- 8.3) Quadratic Equation
- 8.4) Cubic Equation

#### Determinants

- 9.1) Determination of order two
- 9.2) Determination of order three
- 9.3) Properties of determinants
- 9.4) Application of determinants

January

- Plane Co-ordinate Geometry
- 6.1) Definition of locus
- 6.2) Equation of locus

6.3)Shift of origin and translation of axes

6.4)Line

6.5)Normal form

6.6)General equation of line

6.7)Angle between two intersecting lines

6.8)Condition for concurrency

6.9)Distance of a point from a line

6.10)Distance between two parallel lines

Circle and Conics

Subunits:-

7.1)Different forms of equations

7.2)Conics

7.3)Focus directrix property

7.4)Parabola

February

Circle and conics

Subunits:-

7.5)Ellipse

7.6)Hyperbola

Limits

Subunits:-

10.1)Limit of a variable

10.2)Limit of a function

10.3)Algebra of limits

10.4)Standard limit

10.5)Limit of infinity

### March Differentiation

Subunits:-

11.1)Definition of derivative

11.1.1)Leibnitz's Significance

11.1.2)Geometrical significance

11.1.3)Physical significance

11.2)Rules of Differentiation

11.3)Derivatives of Composite function

### July Theory of Attributes

Subunits:-

2.1)Notations

2.2)Dichotomy)

2.3)Classes and class frequencies

2.4)Relation among class frequencies

2.5)Consistency of data

2.6)Independent attributes

2.7)Positive association and Negative association of attributes

(b)Yule's Coefficient of association.

### August Logarithms

Subunits:-

- 1.1) Definition
- 1.2) Laws of logarithms
- 1.3) Change of base law
- 1.4) Numerical problems

September

Partition Values

Subunits:-

- 3.1) Partition Values
- 3.2) Quartiles
- 3.3) Deciles and percentiles
- 3.4) Graphical location of partition values

Measures of Dispersion

Subunits:-

- 4.1) Dispersion
- 4.2) Measures of Dispersion
- 4.3) Range and Co-efficient
- 4.4) Quartile Deviation (O.D)
- 4.5) Mean Deviation (M.D)
- 4.6) Variance and Standard Deviation
- 4.7) Combined Variance and Standard Deviation
- 4.8) Co-efficient of Variation

October

Moments

Subunit:-

5.1) Moments

5.1.1) Moments about arbitrary value

5.1.2) Raw moments

5.1.3) Central moments

5.2) Relation between moments

5.3) Effect of change of origin and scale on central moments

5.4) Sheppard's Correction for central moments

5.5) Pearson and Co-efficients

December

Skewness and Kurtosis

Subunit:-

6.1) Skewness

6.2) Types of Skewness

6.3) Measures of Kurtosis

6.4) Kurtosis

6.5) Types of Kurtosis

6.6) Measures of kurtosis

January

Permutations and Combinations

Subunits:-

7.1) Factorial Notation

7.2) Fundamental Counting principles

7.3) Permutation

7.4) Circular permutation

## 7.5)Combination

February

Probability

Subunits:-

8.1)Types of events

8.2)Conditional probability

Index Numbers

Subunits:-

9.1)Definition

9.2)Types of Index numbers

9.3)Terminology

9.4)Construction of Index Number

9.5)Cost of living index

9.5.1)Aggregates Expenditure methods

9.5.2)Family Budget method

March

Times Series

Subunits:-

10.1)Utility of time series analysis

10.2)Components of times series

10.3)Mathematical models

10.4)Measurement of secular trend

## **SUB: BOOK KEEPING AND ACCOUNTANCY**

MONTH	TOPICS
July	<ol style="list-style-type: none"><li>1. Introduction of book keeping and accountancy</li><li>2. Meaning and Fundamentals of Double Entry Book-keeping system</li></ol>
August	<ol style="list-style-type: none"><li>1. Journal</li><li>2. Ledger</li></ol>
September	<ol style="list-style-type: none"><li>1. Subsidiary Books</li><li>2. Trial Balance</li></ol>
October	<ol style="list-style-type: none"><li>1. Cash Book (double Column)</li><li>2. Project Work (Source Document required for accounting)</li></ol>
November	Petty Cash Book
December	<ol style="list-style-type: none"><li>1. Petty Cash Book</li><li>2. Bank Reconciliation Statement</li></ol>
January	<ol style="list-style-type: none"><li>1. Bank Reconciliation Statement</li><li>2. Depreciation, Provisions and Reserves</li></ol>
February	<ol style="list-style-type: none"><li>1. Errors and their Rectification</li><li>2. Computer in Accounting</li></ol>
March	Financial Statements of a Proprietary Concern

# ENGLISH

	PROSE AND POEMS	RAPID READING	GRAMMAR	WRITING SKILLS
I UNIT	UNIT I 1.1 Start where you Stand 1.2 Climb Every Mountain 1.3 A Time To Buy Horses 1.4 Me, Myself and I  UNIT II 2.1 Work 2.2 Bike Ride	1. The Joy of Learning	1. Articles 2. Prepositions 3. Voice 4. Use of too and enough 5. Tenses 6. Transformation of Sentences	Letter Writing (Application for job) Interview questions Tree diagram
II UNIT	UNIT II 2.3 The Best Advice I Ever Had 2.4 Mommy Knows Best  UNIT III 3.1 City 3.2 Schooling On The Streets 3.3 The Jamun Tree 3.4 Mumbai Dabbawala  UNIT IV 4.1 On Journeys Through The States 4.2 Shock And Calm 4.3 The Puppy 4.4 A letter From Father To His Little Son	2. Gateman's Gift 3. The Happy Prince	1. Direct and Indirect Speech 2. use of too and enough 3. Infinitives and Gerund 4. If-Unless 5. Simple, Compound 6. complex sentence	Note making, Speech Writing Tourist leaflet Summary writing
III UNIT	5.1 My Mother 5.2 Traffic Problems 5.3 Indian Women's income Doubles	3. The Gift Of The Magi	If-unless Degree	Letter to the editor Dialogue Writing

	5.4 A working Class Hero  6.1 Marching Song 6.2 Empower The Farmer 6.3 The Imagined And The Real 6.4 Gandhiji : A 21 <sup>st</sup> Century Leader			
IV UNIT	7.1 O Gentleman 7.2 The Real Rain Man 7.3 For Heaven's Sake 7.4 Martin Luther King Jr. A Tribute  8.1 The Flower School 8.2 Harry Potter Novels Go Digital 8.3 Where Peacocks Enjoy Pride of Perch 8.4 Kick The Habit Go Carbon Low	The Wise Judge	Modal Auxiliaries	News Report View Counter-View Appeal

## **INFORMATION TECHNOLOGY**

MONTH	CHAPTERS	TOPIC COVERED
JULY	CHAP.1 Introduction to information technology	<ul style="list-style-type: none"> <li>• Information Technology : Definition, Introduction, Information, Information Systems, Software, Data</li> <li>• IT in Business, Industry, Home, Play, Education &lt; training, Science and Engineering</li> <li>• Computers in Hiding</li> </ul>
JULY AND AUGUST	Chap.8 HTML	<ul style="list-style-type: none"> <li>• Uses, Features, Properties and Limitations.</li> <li>• Tags and Attributes, Basic Tags, paragraphs and heading tags, comments</li> <li>• Ordered and unordered list and related tags, nested lists</li> <li>• Anchor tags and hyperlinks in HTML</li> <li>• Divisions and Physical style tags, working with fonts, font types, sizes and colors.</li> </ul>

		<ul style="list-style-type: none"> <li>• Body background color, text color and hyperlinks, colors, pre-formatting, line break and horizontal rules, displaying special characters in HTML</li> <li>• Images in HTML, Related tags and attributes, features of BMP, JPG and GIF raster image formats.</li> <li>• Tables in HTML and related tags.</li> <li>• Marquee</li> <li>• Java Applets</li> </ul>
September	Chap 2 Office suite	<ul style="list-style-type: none"> <li>• Word Processor-Microsoft word and its features</li> <li>• Spreadsheets-Microsoft excel and its features</li> <li>• Presentations-Microsoft PowerPoint</li> </ul>
September	Chap 3 Multimedia	<ul style="list-style-type: none"> <li>• Multimedia-Definition, Communication, Components, Building Blocks, Scope, Uses, Application purposes.</li> <li>• Overview of Computer images</li> <li>• Digital Audio</li> <li>• Overview of Video</li> <li>• Flash-Overview and Introduction</li> <li>• Multimedia Design and Future Directions</li> </ul>
September and October	Chap 4 Web Brower, E-Mail clients and Messenger Utilities	<ul style="list-style-type: none"> <li>• Overview, Working of the Internet And the www</li> <li>• Role of web servers, clients</li> <li>• Web Browsers and their use, popular web browsers.</li> <li>• E-mail servers and protocols</li> <li>• E-mail clients and web based mail access using browser</li> <li>• Messenger Services and Clients</li> <li>• FTP</li> </ul>
October	Chap 5 File and Disc Utilities	<ul style="list-style-type: none"> <li>• Concept of Files and directories</li> <li>• File archival, Compression and encryption</li> <li>• Disc Tools (Windows 27) Error checking and Defragmentation</li> <li>• Computer security</li> </ul>
December	Chap 6 Basic Database Concept	<ul style="list-style-type: none"> <li>• Definition of Database and Database program</li> <li>• Tables, Rows/Records, Columns/Fields, Difference between database and spreadsheet</li> <li>• Relational abilities and meaning of Relational Database</li> <li>• Basic concepts of database and RDBMS</li> <li>• Constrains to ensure data quality</li> <li>• Database Administration, Software</li> </ul>

		Development, Business Analysis <ul style="list-style-type: none"> <li>• SQL, History and Command Categories</li> </ul>
January	Chap 7 Overview of Tally	<ul style="list-style-type: none"> <li>• Advantages of Computerized Accounting</li> <li>• Introduction to tally and its Features</li> </ul>

### **FIRST UNIT TEST CHAPTERS**

- 1) Chapter 1 Introduction to Information Technology
- 2) Chapter 8 HTML

### **FIRST SEMESTER CHAPTERS**

- 1) Chapter 1 Introduction to Information Technology
- 2) Chapter 8 HTML
- 3) Chapter 2 Office Suite
- 4) Chapter 3 Multimedia
- 5) Chapter 4 Web Browsers, E-Mail Clients and Messenger Utilities

# S.P.

JULY

## I Secretary

- Origin of the term secretary
- Changing concept of the Profession of secretary
- Meaning of the term secretary
- Definitions of a secretary
- Features of a secretary
- Importance of a secretary

JULY-AUGUST

## II TYPES OF SECRETARY

- Introduction
- Personal Secretary
- Secretary of non-profit Association
- Secretary of a co-operative society
- Secretary of a government department
- Secretary of a Joint stock company
- Qualifications of a secretary

AUGUST-SEPTEMBER

## III Joint Stock Company

- Evaluation of business organization
- Definition and meaning of joint stock company
- Features of a joint stock company
- Merits of a Joint Stock Company
- Demerits of a joint stock company

## SEPTEMBER

### IV Formation of a Joint Stock Company

1. Stages In the formation of the Joint Stock Company
  - Promotion Stage
  - Incorporation Stage
  - Capital Subscription Stage
  - Business Commencement Stage
2. Certificate of Incorporation
3. Certificate of Business Commencement

## SEPTEMBER

### V Documents related to the formation of Joint Stock Company

- Memorandum of Association
- Articles of Association
- Prospectus
- Statement in lieu of Prospectus
- Table 'A'

## SEPTEMBER-OCTOBER

### VI Machinery monitoring Joint Stock Company

- Need for monitoring mechanism
- Ministry of corporate affairs
- Company Law Board
- Regional Directors
- Registrar of the Company
- Advisory Committee
- Jurisdiction of court
- National Company Law Tribunal
- Official Liquidator

## OCTOBER

### VII Structural Organization of joint Stock Company

- Shareholders, Board of Directors, Managing Directors, Auditors and Company Secretary

## NOVEMBER

### VIII Company Meetings-I

- Meaning and importance of Company Meetings
- Provisions for Convening and Conducting Meetings
- Notice of the Meeting, Agenda of the meeting
- Quorum, Chairman, motion, Agnendment, Voting and its methods, resolution, point of order, proxy and minutes of the meeting

## NOVEMBER-DECEMBER

### IX Company Meetings-2

- Types of Company Meetings
  1. Statutory Meetings
  2. Annual General Meetings
  3. Extra-Ordinary General Meetings
  4. Directors Meeting

## DECEMBER

### X Business Correspondence

- Meaning and importance of Business Correspondence
- Principles of Correspondence
- Essentials of good business letters
- Physical appearance of a letter
- Layout of a Business Letter
- Precautions to be Taken while writing a business Letter

## JANUARY

### XI Secretarial Correspondence with Directors

- Directors: a) Meaning b)Role
- Circumstances of Correspondence
- Care to be taken while writing to Directors

- Specimen letters to directors

## JANUARY-FEBRUARY

### XII Correspondence with Registrar of Companies

- Registrar of Companies- Duties and Functions
- Circumstances of Correspondence
- Precautions to be taken while writing to registrar
- Specimen letters to registrar

## FEBRUARY-MARCH

### XIII Correspondence with Banks

- Banks-meaning
- Functions of Bank
  - 1) Primary or Banking Functions
    - a) Accepting Deposits
    - b) Lending money
  - 2) Secondary or non-banking functions
    - a) Agency Functions
    - b) Utility Functions
- Circumstances of Correspondence
- Care to be taken while writing to bank
- Specimen Letters to banks

## MARCH

### XIV Correspondence with insurance companies

- Meaning and terms, principles types of insurance
- Circumstances of correspondence
- Care to be taken while writing to insurance companies
- Specimen letters to insurance companies

PORTION FOR EXAMINATION

1<sup>ST</sup> UNIT TEST - CHAPTERS 1 & 2

1<sup>ST</sup> SEMESTER – CHAPTERS 1,2,3,4,5,6,7

2<sup>ND</sup> UNIT TEST – CHAPTERS 8 & 9

2<sup>ND</sup> SEMESTER – CHAPTERS 8, 9, 10, 11, 12, 13, 14 + 20% FROM 1<sup>ST</sup> SEMESTER



