

# St. Xavier's School

## Syllabus and Lesson Planner



Class	XII	Syllabus		
Subject	COMMERCE	Syllabus		
Ch. No.	Name of Chapter	Topic	Month	Week
1	BUSINESS ENVIRONMENT	Meaning, features, importance, dimensions of business environment, Environment scanning-meaning, micro environment and macro environment, SWOT Analysis.	March April	2
2	CAPITAL- FIXED AND WORKING	Nature, importance and Sources of finance for different types of business firm, finance planning, Factors affecting capital structure. Meaning of fixed capital, factors affecting fixed capital, meaning of working capital and factors affecting working capital requirements. Types of working capital, importance and difference between workig and fixed capital.	April	3
3	SOURCES OF FINANCE FOR A JOINT STOCK COMPANY	Equity shares, preference shares, bonus shares right shares, employee stock option plans, Sweat equity shares, Retained earnings- Meaning-merits and demerits. Equity shares- features, advantages and disadvantages. Preferences shares- features, types, advantages and disadvantages. Debentures- meaning, kinds, advantages and disadvantages. Distinction between shares and debentures. loans from comercial bank and loans from financial Institutions- meaning, advantages and disadvantages. Financial assistance by commercial bank, publi deposits, trade credit, installment credit, factoring, customer advances, inter-corporate deposits. Meaning of various sources of funds.	May & june	3

4	BANKING-LATEST TRENDS	Real time gross settlement(RTGS), National electronic fund transfer(NEFT), (IMPS), issues of demand draft online meaning and features. Online payments, e-banking - meaning and features, advantages and disadvantages. Mobil Banking- SMS alerts, transfer funds, making payments - advantages and disadvantages. Debit Cards vs Credit Cards, ATM (Automated Teller Machine)- Meaning. Debit and Credit card: features and differences. Digital Banking, UPI, E-wallet (meaning only)	June	1
5	MANAGEMENT-MEANING, NATURE AND IMPORTANCE.	Meaning of management, definitions, characteristics, nature of management. Objectives of management, importance of management. Levels of management- meaning and functions.	June & July	2
6	PRINCIPLES OF MANAGEMENT	Nature of principles of management, Need for principle of management: Taylor's 5 scientific principles of management; Fayol's 14 principles of management. Relevance of principles of management in today's business scenario. Comparison of Taylor's and Fayol's principles.	July	2
7	FUNCTION OF MANAGEMENT AND COORDINATION.	Functions of management: Planning; organising; Staffing; Directing; Controlling. Coordination: Meaning of Coordination; Coordination as an essence of Management.	July	1
8	PLANNING	Meaning, steps, importance & limitation: Types of plans; Objectives, Strategy, policy, procedures, method, role, budget, program - meaning, features and differences.	July	1
9	ORGANISING	Meaning, importance, steps; Structure of organisation: Functional and divisional; formal and informal organisations-Meaning, features, merits and demerits. Meaning and importance of delegation of authority; Centralisation v/s Decentralisation, merits and demerits.	July & Aug	3
10	STAFFING	Meaning of staffing, steps and importance, recruitment-meaning and sources, selection-meaning and procedure. Training and development-meaning, types of training, difference between selection and recruitment, Training and development.	Aug	2

11	<b>DIRECTING</b>	Meaning and importance, supervision-meaning, function. span of control. motivation-meaning and Maslow theory. Leadership- meaning and qualities of a good leader. communication- meaning, objectives and process, barriers to communication and overcoming barriers to communication.	Sep	2
12	<b>CONTROLLING</b>	Meaning, steps and importance, Relationship between planning and controlling, Management by exception .	Sep & Oct	2
13	<b>MARKETING CONCEPT AND FUNCTIONS.</b>	Meaning and types of markets, meaning and features of marketing, marketing concepts. comparison between marketing and selling, objectives and importance of marketing , functions of marketing - meaning, and features of each functions of marketing.	Oct	2
14	<b>MARKETING MIX</b>	Meaning and elements. Product Mix- goods and services- meaning, features and types of goods; meaning , features of services; difference between products and service, Branding and Labelling- meaning and merits. Packaging: meaning and features of good packaging. price mix - meaning and factors. place Mix- meaning, channel of distribution, choice of channels of distribution and physical distribution. Promotion Mix- meaning and elements. Elements- Advertising, sales promotion, personal selling and publicity- meaning, features, objectives and differences.	Oct & Nov	2
15	<b>CONSUMER PROTECTION</b>	Need for consumer protection, meaning & responsibilities of consumer, methods of consumer protection and consumer association/NGOs, Consumer protection Act,2019-Rights of consumer. Revised pecuniary jurisdiction according to Consumer Protection Rule 21.The consumer Disputes redressal commissions and the difference.	Nov	2
		<b>REVISION</b>	Dec	1