

St. Xavier's School

Syllabus and Lesson Planner



Class	XI		Syllabus	
Subject	COMMERCE			
Ch. No.	Name of Chapter	Topic	Month	Week
1	CLASSIFICATION OF HUMAN ACTIVITIES- ECONOMIC AND NON- ECONOMIC.	Meaning, classification of human activities, economic activities, non- economic activities, Types of economic activities, Distinction between Business, profession and Employment.	APRIL	2
2	NATURE AND OBJECTIVES OF BUSINESS.	Definitions and concept of business, characteristics, objectives, Role of profit in business.		
3	CLASSIFICATION OF BUSINESS ACTIVITIES.	Industry and its types, Role of small business in India, commerce and its nature, functions and importance of commerce. Branches of commerce- Trade and Aids to trade. Inter-relationship between commerce, trade and industry.	MAY	1
4	INTRODUCTION TO BUSINESS ORGANISATIONS.	Meaning, characteristics and types of a business organisation Forms of Private sector organisation. Comparison between different types of organisation.		
5	SOLE TRADER.	Meaning, definitions of sole trader, characteristics, formation, objectives, merits and demerits of sole trader.	JUNE & JULY	3
6	Partnership.	Meaning and definitions, features, types of partners and partnership firms, Registration of partnership firms, formation, meaning and contents of partnership deed, registration and consequences of non-registration, merits and demerits. Comparison of sole proprietorship and partnership.		
7	Joint stock company.	Meaning, features, merits, demerits and objectives.		
8	Types of companies.	classification of companies, comparison between public and private companies, privileges of private company. Global enterprise- meaning, characteristics, merit and demerits.	JULY	2
9	Formation of a company.	Stages of formation of company, promotion, meaning, role and types of promoters. Incorporation of a company- meaning and steps. Documents used in the formation of a company. Memorandum of association, Articles of association and Distinction. prospectus and statement in lieu of prospectus meaning and contents only.		
10	Public sector undertakings.	Meaning, characteristics, objectives, role, criticisms. forms of public sector undertakings- Departmental, public corporations and Government companies- definitions, features, merits and demerits. PPPs- meaning and features.	JULY	1
11	Co-operative organisation.	Meaning, characteristics, advantages and disadvantages. Types of cooperative organisation, distinction between joint stock company and cooperative organisation.		
12	Social responsibility of business and business ethics.	Concept and need for social responsibility. Responsibility towards different interest groups. Responsibility towards protection of environment. Meaning and importance of business ethics.	AUG	2
13	Emerging modes of business.	E- business- scope and benefits, Resources required for successful e- business implementation, online transactions, payment mechanisms, security and safety of business transactions. Outsourcing- Concept, need and scope of BPO and KPO. Smart cards- meaning and utility.	AUG	1
14	Stock exchange.	Meaning, importance, functions and services. Major stock exchanges in India. Types of operators, terms used in stock exchange. SEBI- functions and objectives.		
15	Wholesale trade .(Wholesalers)	Meaning and services of wholesaler to retailer, customer and producer.	SEPT	1
16	Retail trade. (Retailers)	Meaning, characteristics of retail trade. Distinction between wholesaler and retailer, types of retail trade- Departmental store, chain store, automatic vending machine - meaning, features, merits and demerits.		
17	Chamber of commerce and industry	Meaning and functions of chamber of commerce and trade associations.	OCT	1
18	Procedure and Documents used in home trade.	Documents and procedure used in home trade- inquiry, quotation, catalogues, order, invoice, debit note, credit note, price quotations- cash discount and trade discount.	OCT	1
19	Nature and scope of Foreign trade.	Meaning, characteristics, advantages and disadvantages of international trade, problems of international trade, Documents involved in international trade.	OCT & NOV	3
20	Export trade.	Meaning, objectives and procedure of export trade.		
21	Import trade.	Meaning and functions of import trade, objectives and purpose and procedure.	NOV	1
22	World trade organisation. (WTO)	WTO- meaning and objectives.		
23	Business risk and insurance.	Insurance- meaning, objectives and purpose of insurance; concept of re-insurance and double insurance, insurable and non-insurable- meaning and examples of both, characteristics of insurable risks and principles of insurance.	DEC	2
24	Types of insurance.	Types of Insurance - Life, health, fire, Marine, motor, social and fidelity (meaning and importance)	JAN	4
25	Revision		FEB	1