

CHOITHRAM SCHOOL, MANIK BAGH, INDORE

ANNUAL CURRICULUM PLAN SESSION 2017 – 2018

CLASS: XI

SUBJECT: BUSINESS OPERATIONS AND ADMINISTRATIONS

Month & Working Days	Theme/ Sub-theme	Learning Objectives		Activities & Resources	Expected Learning Outcomes	Assessment
		Subject Specific (Content Based)	Behavioural (Application based)			
June 14 days	INTRODUCTION TO BUSINESS OPERATIONS	<ul style="list-style-type: none"> <li>• Concept and definition of Business Operations.</li> <li>• Types of Business Operations.</li> <li>• Management of Business Operations.</li> </ul>	<ul style="list-style-type: none"> <li>• understanding economic behaviour</li> <li>• risk handling</li> <li>• understanding the importance of financial resources</li> <li>• fulfilling the need of people of society</li> <li>• impact of economic activities and their relatedness</li> <li>• to follow fair trade practices</li> <li>• environmental protection</li> <li>• relevance of becoming job seeker rather than job giver</li> <li>• innovation</li> </ul>	VIDEO ON TYPES OF BUSINESS OPERATIONS	After completion of the chapter student would learn- <ul style="list-style-type: none"> <li>• The relevance of human activity</li> <li>• To classify different economic &amp; non economic activity</li> <li>• Role of profit in business</li> <li>• To compare business profession and employment</li> <li>• How to handle business risk</li> <li>• To consider the factors before starting a business</li> <li>• To fulfil the need of the people of society</li> <li>• To protect environment</li> <li>• The importance of financial resources</li> </ul>	QUESTIONS ON VIDEO
July 21 days	BUSINESS ENVIRONMENT	<ul style="list-style-type: none"> <li>• To explain the meaning of business environment.</li> <li>• To discuss the importance of business environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Students will understand different forces of environment which affect the business.</li> <li>• Students will understand</li> </ul>	Group activity on factors affecting	After completion of this chapter students will: <ul style="list-style-type: none"> <li>• Students will be able to understand and explain the</li> </ul>	QUESTIONS ON ACTIVITY

		<ul style="list-style-type: none"> <li>To describe the various elements of business environment.</li> <li>To classify them as general and specific forces.</li> <li>To understand the new economic policy.</li> <li>To examine the economic environment in India and the impact of Government policies on business and industries</li> </ul>	<p>different factors of environment which will affect the business.</p> <ul style="list-style-type: none"> <li>Give examples from real life of factors which will affect the business.</li> <li>Concern for society.</li> <li>Concern for environment.</li> <li>Being ethical</li> <li>Social development.</li> <li>Economic growth.</li> <li>Importance of rules , laws and regulation.</li> </ul>	business environment	<p>importance of business environment.</p> <ul style="list-style-type: none"> <li>Classify them as general and specific forces.</li> <li>Describe the various elements of business environment.</li> <li>Examine the impact of Government policy on the economy of the country.</li> <li>Realize the importance of social and economic development.</li> <li>Learn to be ethical.</li> </ul>	
AUGUST 19 days	<b>PRODUCTS AND SERVICES</b>	<ul style="list-style-type: none"> <li>To understand the meaning and definition of products.</li> <li>To enlist the features of products.</li> <li>To classify different types of products.</li> <li>To understand the concept of services.</li> <li>To understand the features of services.</li> <li>To differentiate goods and services.</li> <li>To know the meaning of consumer.</li> <li>To identify the consumer needs.</li> <li>To classify the consumers.</li> </ul>	<ul style="list-style-type: none"> <li>Identification of the need of the society.</li> <li>Classification of products, services and consumers for decision making.</li> <li>Serving society.</li> </ul>	Project on industries providing goods and services	<p>After completion of this chapter the students will be able to:</p> <ul style="list-style-type: none"> <li>Know the meaning, definition and features of products.</li> <li>Classify different types of products.</li> <li>Understand the concept of services and its features.</li> <li>Differentiate goods and services.</li> <li>Know the meaning of consumer, classify them, and to identify their needs in order to serve them.</li> </ul>	Project
September 20 days	<b>TYPES OF ORGANISATIONS</b>	<ul style="list-style-type: none"> <li>To know the meaning and definition of business</li> </ul>	<ul style="list-style-type: none"> <li>To enhance decision making skills</li> </ul>	Case study on types of organisation	<p>After completion of this chapter the students will be able to:</p>	ANALYSIS OF CASE STUDY

		<p>Organization.</p> <ul style="list-style-type: none"> <li>To enlist the characteristics and Significance of Organization.</li> <li>To understand different types of Organizations.</li> </ul>	<ul style="list-style-type: none"> <li>To have transparency in sharing of information.</li> <li>Team work</li> <li>Collaboration</li> <li>Equity</li> <li>Initiation</li> <li>Adherence of law</li> <li>Sense of accomplishment</li> <li>Feeling of oneness.</li> </ul>	s	<ul style="list-style-type: none"> <li>Understand the meaning and definition of business organization.</li> <li>Understand different types of organizations available for a business man.</li> <li>Know about sole proprietorship, partnership, company, HUF and cooperative society.</li> <li>Work in team by accepting differences of opinion.</li> <li>Comply the law made by companies act, partnership act, etc.</li> <li>Enhance decision making skills.</li> </ul>	
October 08 days	<b>Formation of Partnership Firm and Joint Stock Company</b>	<ul style="list-style-type: none"> <li>i) To Define meaning of partnership.</li> <li>ii) To know different types of partnership and partners form.</li> <li>iii) To Discuss the types of partner and partnership.</li> <li>iv) To know the concept of partnership deed and its need.</li> <li>v) To List out the content of partnership deed.</li> <li>vi) To understand about registration of partnership firm and consequences of the non registration of partnership firm.</li> </ul>	<ul style="list-style-type: none"> <li>Students will be able to identify the partnership form of business from his/ her surroundings.</li> <li>Children will be able form partnership deed.</li> <li>They will be able to give examples of types of partners from real life business forms.</li> <li>Child will have more elaborative approach towards legal aspect of partnership.</li> <li>Students will be able to appreciate the need of registration of partnership and formation of partnership deed.</li> <li>Students will be able to debate on partnership and sole proprietor.</li> </ul>	PREPERATION OF PARTNERSHIP DEED	<p><b>Students will learn:</b></p> <ul style="list-style-type: none"> <li>i) Define meaning of partnership.</li> <li>ii) know different types of partnership and partners form.</li> <li>iii) Discuss the types of partner and partnership. know the concept of partnership deed and its need.</li> <li>iv) List out the content of partnership deed.</li> <li>v) Understand about registration of partnership firm and consequences of the non-registration of partnership firm.</li> <li>vi) Explain the merits and demerits of partnership.</li> <li>vii) Compare to partnership with Sole proprietorship.</li> </ul>	PREPERATION OF PARTNERSHIP DEED

		<p>vii) To Explain the merits and demerits of partnership.</p> <p>viii) To know the meaning and features of joint stock company</p> <p>ix) To know about the types of companies</p> <p>x) To know the procedure of formation of company</p>	<ul style="list-style-type: none"> <li>• Students will be able to analyse about the present companies.</li> <li>• Students will be able to fulfill the legal formalities involved in formation of company</li> <li>• They will be able learn co-operation, team work, understanding, sharing, transparency. financial discipline.</li> </ul>		<p>viii) Identify the partnership form of business from his/ her surroundings.</p> <p>ix) form partnership deed.</p> <p>x) give examples of types of partners from real life business forms.</p> <p>xi) have more elaborative approach towards legal aspect of partnership.</p> <p>xii) appreciate the need of registration of partnership and formation of partnership deed.</p> <p>xiii) Students will understand the company form of business enterprises according to Companies act, 2013.</p> <p>xiv) Students can analyse the features of the company.</p> <p>xv) Students will understand different types of companies and will be able to classify the public companies and private companies.</p> <p>xvi) Students will come to know about legal formalities involved in formation of company</p> <p>xvii) learn co-operation, team work, understanding, sharing, transparency, financial discipline</p>	
November 18 days	<b>BUSINESS CORRESPONDENCE</b>	<p>i) To know the meaning and significance of business correspondence.</p>	<ul style="list-style-type: none"> <li>• Development of communications skills.</li> <li>• To make them analyse the need of business</li> </ul>	<b>WRITING BUSINESS LETTERS</b>	<p>After completion of this chapter students will be able to:</p> <ul style="list-style-type: none"> <li>• Understand the meaning and significance of business</li> </ul>	<b>ASSIGNMENT</b>

		<ul style="list-style-type: none"> <li>ii) To make them aware about the rules of good business communications.</li> <li>iii) To understand the principles applicable during business correspondence.</li> <li>iv) To understand the forms and types of common business letters.</li> </ul>	<p>correspondence.</p> <ul style="list-style-type: none"> <li>• Whenever students are writing business letters they should keep in mind the principles of business correspondence.</li> <li>• Transparency of information.</li> <li>• Having courtesy.</li> <li>• Disclosure of relevant information.</li> <li>• Analysis of legal aspects of business communications.</li> <li>• Creation of goodwill for business.</li> </ul>		<p>correspondence.</p> <ul style="list-style-type: none"> <li>• Analyse the importance of effective business correspondence.</li> <li>• Apply the principles of business correspondence.</li> <li>• Understand the forms and types of common business letters.</li> <li>• Evaluate the rules applicable during business correspondence.</li> <li>• Develop their communication skills.</li> <li>• Enlist the content which should be disclosed in business letter.</li> </ul>	
December 20 days	<b>FUNCTIONAL AREAS OF MANAGEMENT</b>	<ul style="list-style-type: none"> <li>• To understand different branches of management.</li> <li>• To understand the integration of different branches of management.</li> <li>• To understand scope of Production Management.</li> <li>• To know the scope of Financial Management.</li> <li>• To know the elements of Marketing Management.</li> <li>• To analyse the relevance and functions of Human Resource Management.</li> <li>• To evaluate the use and impact of Information Technology in business</li> </ul>	<ul style="list-style-type: none"> <li>• Optimum utilization of resources available.</li> <li>• To inculcate decision making skills.</li> <li>• To develop effective communication.</li> <li>• To contribute to the development of economy.</li> <li>• Recognition</li> <li>• Time management</li> <li>• Development of analytical skills.</li> <li>• Enhancing creativity.</li> <li>• Techno- friendly.</li> <li>• Being futuristic.</li> </ul>	CASE STUDY	<p>After completion of this chapter the students will be able to:</p> <ul style="list-style-type: none"> <li>• Understand different branches of management.</li> <li>• Know how different branches of management are integrated.</li> <li>• To understand the contents of financial management, marketing management, HR management, production management and information technology management.</li> <li>• Utilize the available resources optimally.</li> <li>• To enhance their creativity In designing 4 P's of marketing mix.</li> </ul>	QUESTIONS AND ANSWERS OF CASE STUDY
JANUARY 21 days	<b>ORGANIZATIONAL BEHAVIOUR</b>	<ul style="list-style-type: none"> <li>• To know the meaning of Organisational Behavior.</li> <li>• To define the term</li> </ul>	<ul style="list-style-type: none"> <li>• Team work.</li> <li>• Sharing.</li> <li>• Cooperation.</li> </ul>		<p>After completion of this chapter the students will be able to:</p> <ul style="list-style-type: none"> <li>• Work in team</li> </ul>	ANALYSIS OF CASE STUDY

		<p>organizational behavior.</p> <ul style="list-style-type: none"> <li>• To understand the importance of organizational behavior.</li> <li>• To enlist the characteristics of Organisational Behavior.</li> <li>• To know the meaning of groups.</li> <li>• To know the patterns of formation of group.</li> <li>• To understand the relevance of having group dynamics</li> </ul>	<ul style="list-style-type: none"> <li>• Unity.</li> <li>• Coordination in work.</li> <li>• Adaptability.</li> <li>• Learning form group dynamics.</li> <li>• respecting others regardless of differences</li> </ul>		<ul style="list-style-type: none"> <li>• Respect the others point of view</li> <li>• To know the meaning, definition and features, of organizational behavior.</li> <li>• To understand the concept of forming the group in an organization.</li> <li>• To understand the patterns of group formations.</li> <li>• To evaluate the importance of group dynamics.</li> </ul>	
February 07 days	<b>PROJECT WORK</b>	<ul style="list-style-type: none"> <li>• Prepare a chart on different types of joint stock companies with examples.</li> <li>• Visit nearby business enterprises / companies and prepare a report on the following: <ul style="list-style-type: none"> <li>• Nature and Type of business being run by them.</li> <li>• Products and Services provided by them.</li> <li>• Role play on understanding the concept of Formal and Informal Communication.</li> </ul> </li> </ul>				

