

CHOITHRAM SCHOOL, MANIK BAGH, INDORE

ANNUAL CURRICULUM PLAN SESSION 2020-21

CLASS: XI

SUBJECT: BUSINESS OPERATIONS AND ADMINISTRATION

Month & Working Days	Theme/ Sub-theme	Learning Objectives		Activities & Resources	Expected Learning Outcomes	Assessment
		Subject Specific (Content Based)	Behavioural (Application based)			
May and June	<b>Unit-1</b> Introduction to business operations	<ul style="list-style-type: none"> <li>• Meaning of Economic &amp; Non Economic Activities</li> <li>• Meaning of Business, Employment &amp; Profession.</li> <li>• Concept of Business</li> <li>• Meaning &amp; Definition of Business.</li> <li>• Characteristic of Business.</li> <li>• Scope of Business</li> <li>• Types of Business Operations.</li> <li>• Various strategic functions involved in 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>	Set of pictures will be shown to the students out of which students have to identify whether its an economic activity or non-economic activity.	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>• The concept of business</li> <li>• How to handle business risk</li> <li>• To consider the factors before starting a business</li> <li>• To fulfill the need of the people of society</li> <li>• To protect environment</li> <li>• The importance of financial resources</li> <li>• Various strategic function involved in management of business operations</li> </ul>	Verbal assessment

July	<b>Unit-2</b> BUSINESS ENVIRONMENT	<ul style="list-style-type: none"> <li>• Meaning of Business Environment.</li> <li>• Definition of Business Environment.</li> <li>• Nature of Business Environment.</li> <li>• Features of Business Environment.</li> <li>• Factors of Internal Environment.</li> <li>• Factors of External Environment.</li> <li>• Meaning of Environmental Analysis.</li> <li>• Meaning of SWOT Analysis.</li> <li>• Advantage &amp; Disadvantage of SWOT Analysis.</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 different factors of environment which will affect the business.</li> <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>	Case study on PESTEL model will be discussed  <b>Art Integration</b>  <b>Prepare a collage showing impact of social and economic environment of business</b>	After completion of this chapter students will: <ul style="list-style-type: none"> <li>• Students will be able to understand and explain the importance of business environment.</li> <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> <li>• Meaning of Environmental Analysis.</li> <li>• Meaning of SWOT Analysis.</li> <li>• Advantage &amp; Disadvantage of SWOT Analysis.</li> </ul>	Assesement on analysis of case
AUGUST	<b>Unit-6</b> BUSINESS CORRESPONDENCE	<ul style="list-style-type: none"> <li>• Meaning of Business Correspondence</li> <li>• Different forms of business communication</li> <li>• Significance of Business Correspondence</li> <li>• Prerequisites of effective business communication</li> <li>• Different forms of business correspondence</li> <li>• Important characteristics of business correspondence</li> </ul>	<ul style="list-style-type: none"> <li>• Development of communications skills.</li> <li>• To make them analyse the need of business correspondence.</li> <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> </ul>	WRITING BUSINESS LETTERS	After completion of this chapter students will be able to: <ul style="list-style-type: none"> <li>• Understand the meaning and significance of business correspondence.</li> <li>• Know about different forms of business communication</li> <li>• Analyse the prerequisites of effective business communication</li> <li>• Meaning of each type of business letter</li> </ul>	ASSIGNMENT

		<ul style="list-style-type: none"> <li>• Meaning of each type of business letter</li> <li>• Format of each type of business letter</li> </ul>	<ul style="list-style-type: none"> <li>• Analysis of legal aspects of business communications.</li> <li>• Creation of goodwill for business.</li> </ul>		<ul style="list-style-type: none"> <li>• Format of each type of business letter</li> <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>	
SEPT	<b>Unit-8</b> ORGANIZATION AL BEHAVIOUR (OB)	<ul style="list-style-type: none"> <li>• Definition of OB</li> <li>• Characteristics of OB</li> <li>• Importance of OB</li> <li>• Limitations of OB</li> <li>• Levels of OB – Individual, Group and Organisation,</li> <li>• Challenges in OB</li> <li>• Models of OB -Autocratic, Custodial, Supportive and Collegial</li> <li>• Meaning, definition and features of Group</li> <li>• Classification of Groups</li> <li>• Meaning &amp; Definition of Group dynamics</li> <li>• Reasons of Group formation</li> <li>• Merits and demerits of</li> </ul>	<ul style="list-style-type: none"> <li>• Team work.</li> <li>• Sharing.</li> <li>• Cooperation.</li> <li>• Unity. OB</li> <li>• Coordination in work.</li> <li>• Adaptability.</li> <li>• Learning form group dynamics.</li> <li>• respecting others regardless of differences</li> </ul>	Activity on how to link individual goal with organization al goal.  <b>Art Integration</b> <b>Make a poster showing levels of OB</b>	After completion of this chapter the students will be able to: <ul style="list-style-type: none"> <li>• define the term OB</li> <li>• analyse the features of OB</li> <li>• categorise different levels of OB</li> <li>• Work in team</li> <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>	Students will be assessed in team.

		<ul style="list-style-type: none"> <li>• Informal Groups, Dealing with Informal Groups</li> </ul>				
OCT & NOV	Unit-3 PRODUCTS AND SERVICES	<p>Students will be able to:</p> <ul style="list-style-type: none"> <li>• Understand the concept of product and its essential features or attributes</li> <li>• Classify the product or goods on the basis of some characteristics</li> <li>• Know about the Concept of services and its essential features or attributes</li> <li>• Differentiate between Product and Services</li> <li>• Understand the Meaning of Consumer, identifying needs and classification of consumer</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>	<p>PLC model with relation to BCG matrix will be discussed</p> <p>List of diversified products will be given to students and students have to identify the type of product and also the stage of PLC.</p>	<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> <li>• Students will understand the importance of services for facilitating business.</li> </ul>	<p>Verbal assessment will be done on the basis of students' response during activity.</p>
NOV	Unit-4 TYPES OF ORGANIZATION	<p>Students will be able to:</p> <ul style="list-style-type: none"> <li>• Meaning of Business Organisation</li> <li>• Definition of Business Organisation</li> <li>• Characteristics of Business Organisation</li> <li>• Significance of Business Organisation</li> <li>• Types of Organisation</li> </ul>	<ul style="list-style-type: none"> <li>• To enhance decision making skills</li> <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>	<p>Project on different forms of organization wherein students have to find out different types of organization in their neighborhood and give</p>	<p>After completion of this chapter the students will be able to:</p> <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, and cooperative society.</li> <li>• Work in team by accepting</li> </ul>	<p>Assessment will be done on the basis of project made by students on forms of business organization.</p>

				details.	<p>differences of opinion.</p> <ul style="list-style-type: none"> <li>• Comply the law made by companies act, partnership act, etc.</li> <li>• Enhance decision making skills</li> </ul>	
DEC (17 DAYS)	Unit-5 FORMATION OF PARTNERSHIP FIRM AND JOINT STOCK COMPANY	<p>Students will be able:</p> <ul style="list-style-type: none"> <li>• To understand the basic concept of partnership</li> <li>• To know the features, merits and demerits of partnership</li> <li>• To understand the types of partners and formation of partnership firm</li> <li>• To learn the concept of company</li> <li>• To understand the types of company</li> <li>• To know about different types of company</li> <li>• To understand the procedure of formation of joint stock company (private and public company)</li> <li>• To learn the contents of MOA and AOA</li> </ul>	<ul style="list-style-type: none"> <li>• Team work.</li> <li>• Sharing.</li> <li>• Cooperation.</li> <li>• Unity.</li> <li>• Coordination in work.</li> <li>• Adaptability.</li> <li>• Learning form group dynamics.</li> </ul>	<p>Documents : MOA and AOA of Maruti company will be shown</p>	<p>After completion of this chapter the students will be able to:</p> <ul style="list-style-type: none"> <li>• Understand the basic concept of partnership</li> <li>• Know the features, merits and demerits of partnership</li> <li>• Understand the types of partners and formation of partnership firm</li> <li>• Learn the concept of company</li> <li>• Understand the types of company</li> <li>• Know about different types of company</li> <li>• Understand the procedure of formation of joint stock company (private and public company)</li> <li>• Learn the contents of MOA and AOA</li> </ul>	<p>Verbal assessment will be done</p>
JAN (25 DAYS)	Unit-7 FUNCTIONAL AREAS OF MANAGEMENT	<p>Students will be able :</p> <ul style="list-style-type: none"> <li>• To understand the meaning of production management</li> <li>• To know about the significance of production management</li> </ul>	<ul style="list-style-type: none"> <li>• Team work.</li> <li>• Sharing.</li> <li>• Cooperation.</li> <li>• Unity.</li> <li>• Coordination in work.</li> <li>• Adaptability.</li> </ul>	<p>Discussion of business plan which includes all functional areas of</p>	<p>After completion of this chapter the students will be able:</p> <ul style="list-style-type: none"> <li>• To understand the meaning of production management</li> <li>• To know about the significance of production management</li> </ul>	<p>Students will be assessed in team during discussion of business plan.</p>

		<ul style="list-style-type: none"> <li>• To know the different functions of production management</li> <li>• To understand finance function and its uses</li> <li>• To know the objective of financial management and other sources of raising finance</li> <li>• To understand how is financial management useful in a business</li> <li>• To understand the concepts of marketing management and its significance</li> <li>• To know hoe business take advantage from marketing management function in its operations.</li> <li>• Ho learn the concepts of HRM and its significance</li> <li>• To define HRM and its functions</li> <li>• To know about job analysis</li> <li>• To evaluate the difference between recruitment and selection</li> <li>• To know about the IT and its need</li> <li>• To realize how IT is useful in business.</li> </ul>		managemen t	<ul style="list-style-type: none"> <li>• To know the different functions of production management</li> <li>• To understand finance function and its uses</li> <li>• To know the objective of financial management and other sources of raising finance</li> <li>• To understand how is financial management useful in a business</li> <li>• To understand the concepts of marketing management and its significance</li> <li>• To know hoe business take advantage from marketing management function in its operations.</li> <li>• Ho learn the concepts of HRM and its significance</li> <li>• To define HRM and its functions</li> <li>• To know about job analysis</li> <li>• To evaluate the difference between recruitment and selection</li> <li>• To know about the IT and its need</li> <li>• To realize how IT is useful in business.</li> </ul>	
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