

## COMMERCE ANNUAL PLANNER – CLASS XII (COMMERCE)

	MONTH	TOPICS TO BE COVERED (ESTIMATED)
<b>FIRST TERM</b>	April	<b>BUSINESS ENVIRONMENT</b> <ul style="list-style-type: none"> <li>• Concept &amp; Importance</li> <li>• Meaning &amp; Features</li> <li>• Dimensions of Business Environment</li> <li>• S.W.O.T. Analysis</li> </ul>
	May	<b>FINANCING</b> <ul style="list-style-type: none"> <li>• Capital – sources of finance for sole trader, partnership, joint stock company</li> <li>• Financial Planning</li> </ul> Importance for finance
	June	<b>FINANCING (CONTD.)</b> <ul style="list-style-type: none"> <li>• Sources of finance for a Joint Stock Company</li> <li>• Different type of shares – Equity, Preference, Bonus and Rights.</li> <li>• Loan Capital – Debentures</li> </ul> Loans from Commercial Banks
	July	<b>FINANCING (CONTD.)</b> <ul style="list-style-type: none"> <li>• Short Term Sources of Funds</li> <li>• Banking – Latest Trends</li> </ul> Online Services offered by Commercial Banks
	August	<b>MANAGEMENT</b> <ul style="list-style-type: none"> <li>• Meaning, Objectives &amp; Characteristics</li> <li>• Nature of Management – Science, Art or Profession</li> <li>• Importance of Management</li> <li>• Principles of Management</li> <li>• Functions of Management</li> </ul>
	September	<b>MANAGEMENT (CONTD.)</b> <ul style="list-style-type: none"> <li>• Planning</li> <li>• Organising</li> <li>• Staffing</li> <li>• Directing</li> <li>• Controlling</li> <li>• Coordinating</li> </ul>
<b>SECOND TERM</b>	October	<b>MARKETING</b> <ul style="list-style-type: none"> <li>• Concepts &amp; Functions</li> <li>• Marketing Mix – Product, Price, Promotion &amp; Place</li> <li>• Elements of Marketing</li> <li>• Consumer Protection – Rights of Consumers, Methods of consumer protection.</li> </ul>
	November	<b>PROJECT WORK</b>
	December	<b>ALLOWANCE FOR ANY UNFINISHED PORTION FROM THE ABOVE</b>
	January	<b>REVISION</b>