



Semester Overview

Class: 12		March 2019 - July 2019
Subject	Name of Units	Skills
ENGLISH	<p><u>Candida:</u> ACT 3 <u>SHORT STORIES :</u> Short Story : The Sound Machine Short Story : The Chinese Statue <u>POEMS:</u> Poem: We are the Music Makers Poem: The Gift of India</p>	<ul style="list-style-type: none"> • To develop the ability to derive, infer and critically assess information through listening • To express oneself by speaking individually, or in a discussion • To read with comprehension drawing information directly or by inference from the text, through an understanding of grammar and structure, vocabulary and idiom • To employ a variety of skills in writing : within a framework, using argument or imagination or note making and summarizing • To use the English language for the purpose of study and social and cultural interaction • To speak and write clearly and to the purpose, using appropriate grammar, vocabulary and idiom • To enjoy and appreciate literature through a critical study of selected literary works • To approach an understanding of humanity through the study of literature • Develop an interest in the thought and culture of the peoples of the world through the study of literature

		<ul style="list-style-type: none">• To develop the power of expression and a sense of aesthetic values
ACCOUNTS	<p>Chapter 1: Partnership Account - fundamentals</p> <p>Chapter 2: Goodwill</p> <p>Chapter 1: Financial Statement Analysis</p> <p>Chapter 2: Comparative Statements and Common Size Statements</p>	<ul style="list-style-type: none">• Understanding the meaning of and features of Partnership• Discuss the various provisions made for Partnership• Remember the rules applicable in absence of partnership deed• Interpret the various accounting treatment• Understanding the meaning of Goodwill and various modes of valuation of Goodwill• Factors affecting the Value of Goodwill• Apply various concepts of valuation of Goodwill in real life situation• Understanding the meaning of Financial Statement Analysis• Tools of Analysis of Financial Statements• Understand various types of Financial Statement Analysis• Distinguish between various financial statement analysis• Meaning of Comparative Financial Statement and Common Size Financial Statement• Differentiate between the Comparative and common size financial statement• Prepare common size and comparative income statement and profit and loss account• Interpret Comparative Balance Sheet and common size balance

	<p>Chapter 3: Admission of a Partner</p> <p>Chapter 4: Retirement and Death of a Partner</p> <p>Chapter 5: Dissolution of a Partnership Firm</p>	<p>sheet</p> <ul style="list-style-type: none">• Understand the meaning of Admission of a Partner along with effects of admission of partner• Calculating the new profit sharing ratio and sacrificing ratio of the partner• Evaluate the accounting treatment of Goodwill and revaluation of assets and liabilities• Understand the meaning of Retirement of a Partner along with effects of admission of partner• Calculating the new profit sharing ratio and gaining ratio of the partner• Differentiate between gaining ratio and sacrificing ratio• Evaluate the accounting treatment of Goodwill and revaluation of assets and liabilities• Preparation of revaluation account• Preparation of deceased partner's capital and executor's account• Adjustment of capitals• Understand the meaning of dissolution of firm• Distinguish between the dissolution of firm and dissolution of partnership• Modes of dissolution of firm• Settlement of Partner's account• Payment of debts• Preparation of realization account• Differentiate between revaluation account and realization account
--	---	--

ECONOMICS	<p>Chapter 1: Microeconomics and Macroeconomics</p> <p>Chapter 2: Demand and Law of Demand</p> <p>Chapter 3: Theory of Consumer Behaviour</p> <p>Chapter 4: Elasticity of Demand</p> <p>Chapter 5: Supply- Law of Supply and Price Elasticity of Supply</p>	<ul style="list-style-type: none">• Understanding Microeconomics and subject matter of Microeconomics• Understanding Macroeconomics and subject matter of Macroeconomics• Differentiating between Microeconomics and Macroeconomics• Analysing the interdependence of Microeconomics and Macroeconomics• Understanding Law of Demand and its types• Understanding the determinants of Demand.• Discussing Law of Demand and understanding its graphical interpretations.• Analysing Movement along the Demand Curve and Shift of the Demand Curve.• Understanding Cardinal Utility Analysis.• Discussing Law of Equi- Marginal Utility.• Understanding Elasticity of Demand and its types.• Understanding Income Elasticity and its types.• Discussing the concept of Supply• Differentiating between Stock and Supply• Understanding Determinants of Supply• Understanding Law of Supply.• Analysing the movement along the Supply Curve and Shift of Supply Curve
------------------	--	---

	<p>Chapter 6: Market Mechanism: Equilibrium Price and Quantity in a competitive Market</p> <p>Chapter 7: Laws of returns- Returns to a factor and Returns to Scale</p> <p>Chapter 8: Cost and Revenue Analysis</p>	<ul style="list-style-type: none">• Understanding Price Elasticity of Supply• Being Familiarize with basic concepts of Equilibrium and Equilibrium Price• Interpreting Equilibrium Price and Quantity in a competitive market• Analysing the effects of changes in Demand and Supply on the Equilibrium Price• Understanding the importance of time element in the determination of Price in a Competitive Market.• Understanding Price Ceiling and Floor Price.• Understanding the Concept of Production.• Understanding Production Function and its types.• Analysing Variations of Output in the Short run• Interpreting relationship between Average Product and Marginal Product.• Interpreting relationship between Total Product and Marginal Product• Understanding Law Of Variable Proportions• Analysing Variation of Output in the Long-Run• Comparison between Law of Variable Proportions and Returns to Scale.• Understanding the basic Concept of Cost Of Production• Analysing the behaviour of Cost in the Short-run• Analysing Long-run Cost Curves
--	---	---

	<p>Chapter 9: Forms of Market</p> <p>Chapter 10: Producer's Equilibrium</p> <p>Chapter 11: Determination of Equilibrium Price and Output Under Perfect Competition.</p>	<ul style="list-style-type: none">• Understanding Revenue Concepts and discussing numerical problems of Revenue Concepts• Understanding the Concept of Market• Discussing the factors determining Market Forms• Classification of Markets• Understanding Perfect Competition• Discussing the features of Perfect Competition• Understanding Monopoly and its features• Understanding Monopolistic Competition and its features• Understanding Oligopoly and its features• Understanding Monopsony and its features• Discussing Demand Curves of firms under different market forms• Differentiate between different forms of Market• Understanding firm as an economic Entity• Discussing Firm's Equilibrium• Understanding Profit-Maximisation Objective of a firm• Discussing the rules for Profit-Maximisation• Discussing Price determination and Output determination under Perfect Competition• Understanding basic model of Income Determination• Understanding Aggregate demand and its Components
--	--	--

	Chapter 12: Theory of Income and Employment	<ul style="list-style-type: none">• Discussing Consumption Function-Propensity to Consume• Discussing Saving Function-Propensity to Save• Understanding Investment Expenditure• Determining Equilibrium Income and Output by Aggregate Demand Aggregate Supply Approach• Determining Equilibrium Income and Output by Saving- Investment Approach• Understanding Investment Multiplier• Discussing Graphic Presentation of Multiplier and interpreting the Multiplier Formula• Understanding Full Employment and Voluntary Unemployment• Discussing Excess Demand and Deficit Demand• Interpreting measures to correct Excess Demand and Deficient Demand.
COMMERCE	Chapter 1: Business Environment Chapter 2: Capital Fixed and Working	<ul style="list-style-type: none">• Understand the concept of Business Environment and its importance• Dimensions of Business Environment• Discuss Micro and Macro Environment• Interpret SWOT analysis• Discussing the sources of finance for Joint Stock Company• Understanding the long term and short term finances• Explain the various sources of long term finances -Equity

	<p>Chapter 3: Sources of Finance for Joint Stock Company</p> <p>Chapter 4: Banking - Latest Trends</p> <p>Chapter 5: Management - Meaning, Nature and Importance</p> <p>Chapter 6: Principles of Management</p>	<p>Shares, Preference Shares, Bonus Shares, Right Shares, Employee Stock Option plans, Sweat Equity Shares, Retained Earnings, Debentures and loans.</p> <ul style="list-style-type: none">• Discuss the short term finances - public Deposits, Commercial Banks, Trade Credit, Customer Advances, Factoring, Inter Corporate Deposits, Instalment Credit• Understanding the basics of banking• Define Real Time Gross Settlement along with its features• Understand National Electronic Funds Transfer• Discuss about E-banking• Outline the details of issue of Bank Drafts Online• Understanding the concept of management• Defining the management and its characteristics• Discussing the nature of management - as an art, as a science and as a profession• Describing Management and administration• Summarizing the objective and importance of management• Understanding the meaning and principles of management• Describe the need for principles of management• Explaining Taylor's and Fayol's principle of management• Relevance of Principles today
--	---	--

	<p>Chapter 7: Functions of Management and Coordination</p> <p>Chapter 8: Planning</p> <p>Chapter 9: Organising</p>	<ul style="list-style-type: none">• Differentiate between Taylor's and Fayol's principle of management• Understanding the meaning and features of planning• Discussing the importance and limitation of planning• Determine the steps in process of planning and the various types of plans.• Classification of Managerial Functions• Understanding Planning, Organising, Staffing, Directing, controlling and Coordination• Understanding the meaning and importance of organising• Discuss the steps in the process of organising• Formal and informal organisation, line organisation• Discussing the functional structure and divisional structure• Understanding delegation of authority• Discussing Centralisation and Decentralisation
<p>BUSINESS STUDIES</p>	<p>Chapter 1: Introduction to Human Resource Management</p> <p>Chapter 2: Job and Manpower Planning</p>	<ul style="list-style-type: none">• Understanding meaning of Human Resource Management• Discussing the importance of human resource.• Understanding the functions of Human Resource Management• Understanding the meaning and relevance of Job Analysis, Job Description, Job Specification, Job Enrichment, Job Enlargement, and Manpower estimation.

	<p>Chapter 3: Staff Recruitment</p> <p>Chapter 4: Staff Selection</p> <p>Chapter 5: Staff training</p> <p>Chapter 6: Staff Morale</p> <p>Chapter 7: Staff Motivation</p> <p>Chapter 8: Staff Remuneration</p> <p>Chapter 9: Staff Leadership</p> <p>Chapter 10: Staff Appraisal</p>	<p>Understanding meaning and features of Recruitment.</p> <ul style="list-style-type: none">• Discussing sources of Recruitment• Understanding E- Recruitment• Differentiate between Internal and External sources of recruitment• Understanding Staff Selection and its Procedure• Discussing various types of Tests• Differentiate between Recruitment and Selection• Understanding Meaning and definition of Training• Discussing Types of training. and Methods of training.• Analysing hindrances to Training• Understanding Meaning , definition and characteristic of staff morale.• Discussing Moral Productivity Matrix.• Interpreting Factors influencing morale.• Discussing methods of raising morale.• Interpreting indicators of low and high morale.• Understanding meaning , definition and characteristics of staff motivation.• Differentiate between motivation and morale.• Analysing importance of staff motivation.• Discuss factors influencing motivation.• Understanding Maslow's theory of the hierarchy of human needs
--	---	---

	<p>Chapter 11: Staff Promotion and Transfer</p>	<ul style="list-style-type: none">• Understanding Herzberg's Two factor theory.• Understanding Meaning and definition of Staff remuneration.• Discuss methods of wage payment• Discussing Staff Benefits• Understanding meaning and definition of staff leadership• Discussing importance of Leadership• Interpreting qualities of a good leader• Discussing leadership styles• Understanding the managerial grid• Understanding Meaning and definition of performance appraisal .• Discussing Objectives of Performance appraisal.• Analysing importance of Performance appraisal.• Understanding the 360° appraisal• Understanding meaning and definition of Promotion• Discuss benefits and limitations of Promotion• Understanding policy of Open and closed Promotion• Discuss Dry promotion and upgrading.• Analysing requirements of sound Promotion Policy• Understanding Bases of Promotion• Understanding need and purposes of Staff transfer• Discuss types of Transfer• Understanding Transfer Policy
--	--	--