

**Plus Two COMMERCE (XII STANDARD)**

| Unit & Number  | Expected learning Outcomes  | Content   | Transactional Strategy Activity  | Teaching Aids to be used   | No. Of Periods |
|----------------|---|---|--|--|----------------|
| 1.Organisation | <p>Understands the meaning of organisation</p> <p>Analyses the different types of organisations</p> <p>Sees relationship between the different types of business organisations.</p>   | <p>1.1 Meaning of organisation</p> <p>1.2. Types of organisation</p> <p>a) Sole trader<br/>b) Joint Hindu Family<br/>c) Partnership<br/>d) Joint stock company<br/>e) Co-operatives<br/>f) Govt. in business<br/>g) MNCs.</p>   | <p>To be explained with the help of simple examples</p> <p>To be described with illustrations. High lighted the special features (only brief introduction)</p>   | <p>Black board, chart showing the principles of organisation.</p> <p>Black board, chart showing the different types of organisation.</p>   | 15             |
| 2.Sole trader  | <p>Understands the meaning and special features of sole trader</p> <p>Appreciates the merits of sole trader</p> <p>Analyses the demerits of sole trader.</p>  | <p>2.1 Meaning of sole trader<br/>2.2 Special features of sole trader<br/>2.3 Merits of sole trader<br/>2.4 Demerits of sole trader</p>   | <p>To be explained with students Advantages and disadvantages of unlimited liability.</p>  | <p>Black board, chart showing the merits and demerits of sole trader.</p>  | 15             |
| 3. Partnership | <p>Understand the definition of partnership</p> <p>Differentiates sole trader with partnership</p> <p>Appreciates the merites of partnership</p> <p>Recognises the importance of registration of firms.</p> <p>Develops skills in preparing partnership deed.</p> <p>Analyses the role of partners.</p> | <p>3.1 .Definition of partnership</p> <p>3.2 .Special features of partnership</p> <p>3.3.Similarities between sole trader and partnership</p> <p>3.4. Merits and Demerits of Partnership</p> <p>3.5 Types of Partnership (4 types)</p> <p>3.6 Kinds of Partners<br/>- Managing partner<br/>- Sleeping partner<br/>- Nominal partner<br/>- Partners in profit only<br/>- Minor partner</p> <p>3.7 Rights and Duties of partners</p> <p>3.8 Partner's express and Implied authority</p> <p>3.9 Partnership Deed</p> <p>3.10 Registration of</p> | <p>To be described by Comparing with sole trader highlighted the merits importance of registration. Need for partnership deed. Group discussion on merits and demerits of Minor partners-conditions before and after maturity</p> <p>Partnership – students to collect specimen copy of registration certificate-</p> <p>To find out the</p> | <p>Chart showing the special features of partnership chart showing the differences between sole trader and partnership.</p> <p>Specimen copy of partnership deed.</p> <p>Specimen copy of registration certificate</p> | 25             |

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|                 |  | firm<br>3.11 Dissolution of partnership   | difference between sole Trader and partnership.   |  |    |
| 4. Companies I  | <p>Recalls the demerits of partnership</p> <p>Understands the meaning and special feature of company</p> <p>Differentiates private company and public company</p> <p>Recognise the importance of different documents (that are) used in a company</p> <p>Analyses the different types of shares</p> <p>Appreciates the merits of company</p> <p>Differntiates shares and debentures.</p> | <p>4.1 Definition-special features</p> <p>4.2 Differences between partnership and company</p> <p>4.3 Kinds of companies</p> <p>a) chartered company</p> <p>b) Statutory company</p> <p>c) Registered company</p> <p>d) Govt. company</p> <p>e) Foreign company</p> <p>f) Public company</p> <p>g) Private company</p> <p>4.4. Public company – private company – meaning. Privileges of a private company.</p> <p>4.5. Differences between private company and public company</p> <p>4.6. Formation of a company</p> <p>4.7. Memorandum of Association</p> <p>4.8. Articles of Association</p> <p>4.9. Prospectus</p> <p>4.10. Shares – Meaning – Types</p> <p>4.11 Allotment of shares – share certificate – calls – Forfeiture of shares – shares issued at par shares issued at Premium shares issued at Discount.</p> <p>4.12. Debentures-Types</p> <p>4.13. Differences between shares and Debentures.</p> | <p>To be explained the definition of company with examples case – Saloman Vs Soloman Need for the control over the public company various steps involved in the formation of a company students to collect specimen copy of Memorandum of Association and prospectus – with the help of these specimen different points in these documents to be explained.</p> <p>Procedures involved in share allotment.</p> <p>Define the term minimum subscription.</p> | <p>Chart showing the special features of a company. Chart showing the differences between a private company and public company, specimen copy of Memorandum of Association specimen copy of Articles of Association.</p> <p>Chart showing the differences between shares and Debentures.</p> | 25 |
| 5. Companies II | Understand the management  |   |   | Black board Chart showing  | 25 |

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|                   | <p>of a company</p> <p>Recognises the importance of company secretary.</p> <p>Appreciates the functions of a company secretary</p> <p>Analyses the different types of meetings.</p> <p>Knows the importance of statutory meeting.</p> |   |  | the important functions of a secretary.  |    |
| 6. Stock Exchange | <p>Recalls the need for Large Scale Industries</p> <p>Understands the meaning of share market.</p> <p>Knows about stock exchange</p> <p>Recognises the importance of SEBI</p>   | <p>6.1 Introduction – Primary secondary market</p> <p>6.2 Procedures regarding new Issues</p> <p>6.3 Stock Exchange – Characteristics – Functions – Benefits – Limitations</p> <p>6.4. Investors and speculators- Differences – Kinds</p> <p>6.5. SEBI – Features – Objectives – Functions- Powers</p> <p>6.6 Mutual funds – Advantages. Bombay Online Trading (BOLT)</p> | <p>Country's economic development depends on Large Scale Industries - Need for share market – Different steps involved in new issue to be explained by suitable examples – stock exchange – Functions and Benefits to be discussed</p> <p>Mutuals funds – importance uses of computers in stock exchange..</p> | <p>Chart showing the benefits of stock exchange. Share application specimen. Specimen of prospectus. Share market-market price published in News paper, Advertisements regarding mutual funds.</p> | 25 |
| 7 Co-operatives   | <p>Understands the meaning of co-operation</p> <p>Recognises the importance of co=operatives</p> <p>Appreciates the merits of Co-operatives</p> <p>Analyses the demerits of Co-operatives</p>   | <p>7.1 Definition – Special features</p> <p>7.2 Merits and Demerits</p> <p>7.3 Types of Co-operatives</p> <p>a) Co-operative credit society</p> <p>b) Co-operative super market</p> <p>7.4 Differences between companies and co-operatives</p>  | <p>To be discussed the need for co-operatives – History and development of co-operative movement merits and Demerits of co-operatives.</p> <p>Different types of Co-operative societies</p> <p>Differences between</p>   | <p>Chart showing the special features of co-operatives. Chart showing the differences between companies and co-operatives</p>  | 25 |

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|                           | <p>Differentiates companies and Co-operatives.</p> <p>Knows the differents types of Co-operatives.</p>   |  | <p>companies and co-operatives with suitable examples – visit to a co-operative society</p>   |  |            |
| 8. Government in Business | <p>Understands the importance of Public undertakings</p> <p>Analyses the objectives of Govt. in Business</p> <p>Knows about different type of Government undertakings.</p> <p>Differentiates private sector and public sector.</p> | <p>8.1 Introduction - objectives</p> <p>8.2 Types</p> <p>i) Departmental – features – merits and Demerits</p> <p>ii) Public Corporation – Features Merits and Demerits</p> <p>iii) Government Companies - Features Merits and Demerits</p> <p>8.3 Differences between private sector and public sector</p> | <p>To be explained the objectives of public enterprises – Different types of Government undertakings – Differences between private sector and public sector – Highlighted the need for public Enterprises</p> | <p>Chart showing the objectives of public enterprises.</p> | 25         |
|                           |  |  |   | <b>Total</b>   | <b>170</b> |