

S.H.I.P.S.

**APremierInstitution**

**Course of Study for Grade XII (Commerce), 2024-25**

**ENGLISH**

Month	Skill	Topic
April	Reading	Comprehension
	Writing	Notice Invitation
	Literature	The last lesson Lost spring My Mother at sixty six
	ASL	Self Intro. Narrating Story
May	Reading	Case base Passage
	Writing	Job Letter Article
	Literature	Keeping Quiet The Third Level The Tiger King
	ASL	Listening Task
July	Reading	Passage
	Writing	Report Article
	Literature	The Rattrap A Thing Of Beauty
	ASL	Listening Task
August	Reading	Passage
	Writing	Revision of writing composition
	Literature	Journey to the end of the earth
	ASL	Listening/ speaking
September	Term I Exam	Term I Exam
October	Reading	Passages

November	Writing	Short and long composition
	Literature	Indigo A road side Stand Poets and pancakes Situational questions
	ASL	
	Reading	Passages
	Writing	Short and long composition
December	Literature	The Enemy Interview Situational questions
	ASL	
	Reading	Passages
	Writing	Short and long composition
	Literature	Going places On the face of it Memories of Childhood Aunt Jennifer's Tigers
	ASL	Situational questions

## **PUNJABI**

ਅਪ੍ਰੈਲ - ਕਹਾਣੀ - ਸਾਂਝ, ਕਵਿਤਾ - ਟੁਕੜੀ ਜੱਗ ਤੋਂ ਨਿਆਰੀ, ਪੱਤਰ, ਪੈਰਾ ਰਚਨਾ, ਅਖਾਣ (1-15)

ਮਈ - ਪੰਜਾਬ ਦੇ ਮੇਲੇ ਤੇ ਤਿਉਹਾਰ, ਪੱਤਰ, ਪੈਰਾ ਰਚਨਾ,  
ਅਖਾਣ (16-30), ਵਾਕ ਵਟਾਂਦਰਾ

ਜੁਲਾਈ - ਤਾਜਮਹੱਲ, ਕਹਾਣੀ - ਨੀਲੀ,  
ਵਾਕ ਵਟਾਂਦਰਾ, ਪੱਤਰ

ਅਗਸਤ - ਪੰਜਾਬ ਦੇ ਰਸਮ ਰਿਵਾਜ, ਕਵਿਤਾ - ਚੁੰਮ ਚੁੰਮ ਰੱਖੋ, ਪੱਤਰ,  
ਪੈਰਾ ਰਚਨਾ

ਸਤੰਬਰ - Term - I ਪ੍ਰੀਖਿਆ

Unit Test -1 ਕਹਾਣੀ- ਸਾਂਝ,  
ਕਵਿਤਾ- ਟੁਕੜੀ ਜੱਗ ਤੋਂ ਨਿਆਰੀ, ਪੰਜਾਬ ਦੇ ਮੇਲੇ ਤੇ ਤਿਉਹਾਰ, ਪੱਤਰ, ਅਖਾਣ (1-30), ਪੈਰਾ ਰਚਨਾ,  
ਵਾਕ ਵਟਾਂਦਰਾ

ਅਕਤੂਬਰ - ਮਾੜਾ ਬੰਦਾ, ਕਵਿਤਾ- ਵਾਰਸ ਸ਼ਾਹ, ਪੈਰਾ ਰਚਨਾ, ਸੰਖੇਪ ਰਚਨਾ

ਨਵੰਬਰ – ਪੰਜਾਬ ਦੀਆਂ ਲੋਕ - ਖੇਡਾਂ, ਕਵਿਤਾ – ਮੇਰਾ ਬਚਪਨ , ਕਹਾਣੀ – ਘਰ ਜਾ ਆਪਣੇ

ਦਸੰਬਰ – ਪੰਜਾਬ ਦੇ ਲੋਕ ਨਾਚ ,  
ਕਵਿਤਾ - ਗੀਤ

ਜਨਵਰੀ - ਦੁਹਰਾਈ  
ਫਰਵਰੀ - ਦੁਹਰਾਈ

ਮਾਰਚ - Term - II

## **PHYSICALEDUCATION**

### **Term 1 Syllabus**

#### **April:-**

Chapter 1 – Management of Sporting Events

Chapter 2 – Children and Women in Sports

#### **May:-**

Chapter 2 – Children and Women in Sports

Chapter 3 – Yoga as Preventive Measures for Lifestyle Diseases

#### **Periodic Test 1**

Chapter 1 and Chapter 2

#### **June:** - Practical Work

Procedure for Asanas, Benefits & Contraindication for any two Asanas for each lifestyle disease.

#### **July:-**

Chapter 4 – Physical Education and Sports for CWSN

Chapter 5 – Sports and Nutrition

#### **Periodic Test 2**

Chapter 3

Chapter 4

#### **August:-**

Chapter 6:- Test and Measurement in Sports

Practical work :- Fitness tests administration.

#### **September:-**

#### **Term 1 Exam**

Chapter 1 to 5

## Term 2 Syllabus

### October:-

Chapter 7 – Physiology and Injury in Sports

Chapter 8 – Biomechanics and Sports

### **Periodic Test 3**

Chapter 6, 7 & 8.

### November:-

Chapter 9 – Psychology and Sports.

Practical Work: - Proficiency in Game. (Skill of any one IOA recognised Sports/ Game of choice)

### December:-

Chapter 10 – Training in Sports

### **Periodic Test 4**

Chapter 9 & 10

### January

Practical Classes and Revision

### February

Revision of Sample Paper's

### March

Final Exam

## **ACCOUNTANCY**

	Accountancy - XII (24-25)	
1.	Introduction to partnership	April
2.	Fundamentals	
3.	Change in constitution of partnership	
4.	Goodwill: methods	May
5.	Admission of partner	
6.	Retirement of partner	June

7.	Death of partner	July
8.	Dissolution of partnership firm	
9.	Share capital	August
10.	Issue of debentures	
	<b>HALF YEARLY EXAMS</b>	<b>SEPTEMBER</b>
11.	Introduction to financial statement analysis	October
12.	Financial statement	
13.	Tools of financial statements	
14.	Ratios	
15.	Cash flow statement	

## BUSINESSSTUDIES

Theory:80Marks

3Hours

**Project:20Marks**

Units		Periods	Marks
<b>PartA</b>	<b>PrinciplesandFunctionsofManagement</b>		
1.	Nature and Significance of Management	12	16
2	Principles of Management	14	
3	Business Environment	12	
4	Planning	14	14
5	Organising	15	
6	Staffing	16	20
7	Directing	15	
8	Controlling	12	
	<b>Total</b>	<b>110</b>	<b>50</b>
<b>PartB</b>	<b>Business Finance andMarketing</b>		
9	Financial Management	20	15
10	Financial Markets	18	
11	Marketing Management	30	15
12	Consumer Protection	12	
	<b>Total</b>	<b>80</b>	<b>30</b>
<b>PartC</b>	<b>ProjectWork(One)</b>	<b>30</b>	<b>20</b>

PartA:Principles and Functions of Management

Unit1:Nature and Significance of Management

Month	Concept	After goingthroughthisunit, the student/learnerwouldbeableto:
APRIL	Management - concept, objectives, andimportance	<ul style="list-style-type: none"> <li>Understand the concept t of management.</li> <li>Explain the meaning of Effectiveness and Efficiency.</li> <li>Discuss the objectives of management.</li> </ul>

		<ul style="list-style-type: none"> <li>Describe the importance of management.</li> </ul>
	Management as Science, Art and Profession	<ul style="list-style-type: none"> <li>Examine the nature of Management as a science, art and profession.</li> </ul>
	Levels of Management	<ul style="list-style-type: none"> <li>Understand the role of top, middle and lower levels of management</li> </ul>
	Management functions- planning, organizing, staffing, directing and controlling	<ul style="list-style-type: none"> <li>Explain the functions of management.</li> </ul>
	Coordination-concept and importance	<ul style="list-style-type: none"> <li>Discuss the concept and characteristics of coordination.</li> <li>Explain the importance of coordination.</li> </ul>

### Unit2:PrinciplesofManagement

APRIL	PrinciplesofManagement- conceptandsignificance	<ul style="list-style-type: none"> <li>Understandtheconceptofprinciplesof management.</li> <li>Explainthesignificanceofmanagemen tprinciples.</li> </ul>
	Fayol'sprinciplesofmanagement	<ul style="list-style-type: none"> <li>Discuss the principles ofmanagementdevelopedbyFayol.</li> </ul>
	Taylor'sScientificmanagement- principlesandtechniques	<ul style="list-style-type: none"> <li>Explaintheprinciplesandtechniques of 'ScientificManagement'.</li> <li>ComparethecontributionsofFayolandTaylor.</li> </ul>

### Unit3:BusinessEnvironment

MAY	Business Environment- concept andimportance	<ul style="list-style-type: none"> <li>Understandtheconceptof'BusinessEn vironment'.</li> <li>Describetheimportanceofbusinessenvi ronment</li> </ul>
	Dimensions of Business Environment - Economic, Social, Technological, PoliticalandLegal	<ul style="list-style-type: none"> <li>Describethevariousdimensionsof'BusinessEnv ironment'.</li> <li>Understandtheconceptofdemonetizati on</li> </ul>
	Demonetization-concept andfeatures	
<b>UNIT TEST-1</b>		

### Unit4:Planning

JUNE	Planning: Concept, importance andlimitation	<ul style="list-style-type: none"> <li>Understandtheconceptofplanning.</li> <li>Describetheimportanceofplanning.</li> <li>Understandthelimitationsofplanning.</li> </ul>
	Planning process	<ul style="list-style-type: none"> <li>Describethestepsintheprocessofplanning.</li> </ul>

	SingleuseandStandingPlans. Objectives,Strategy, Policy, Procedure, Method, Rule,Budget andProgramme	<ul style="list-style-type: none"> <li>• Developanunderstandingofsingluse and standingplans</li> <li>• Describe objectives, policies,strategy,procedure,method,rule, budget andprogrammeastypes ofplans.</li> </ul>
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## Unit 5:Organising

JULY	Organising:Conceptandimportance	<ul style="list-style-type: none"> <li>• Understand the concept oforganizingasastructureand asa process.</li> <li>• Explaintheimportanceof organizing.</li> </ul>
	Organising Process	<ul style="list-style-type: none"> <li>• Describethestepsintheprocessoforganizing</li> </ul>
	Structureoforganisation- functionalanddivisionalconcept . Formalandinformalorganization- concept	<ul style="list-style-type: none"> <li>• Describefunctionalanddivisionalstructuresof organisation.</li> <li>• Explain the advantages,disadvantages and suitability offunctionalanddivisionalstructure.</li> <li>• Understandtheconceptofformalandinformal organisation.</li> <li>• Discusstheadvantages, disadvantages of formal andinformalorganisation.</li> </ul>
	Delegation: concept, elements andimportance	<ul style="list-style-type: none"> <li>• Understandtheconceptofdelegation.</li> <li>• Describetheelementsofdelegation.</li> <li>• AppreciatetheimportanceofDelegation.</li> </ul>
	Decentralization:conceptandimportance	<ul style="list-style-type: none"> <li>• Understandtheconceptofdecentralisation.</li> <li>• Explaintheimportanceofdecentralisation.</li> <li>• Differentiatebetweendelegationanddecentralisation.</li> </ul>

## Unit6:Staffing

JULY	Staffing:Conceptandimportanceofstaffing	<ul style="list-style-type: none"> <li>• Understandtheconceptofstaffing.</li> <li>• Explaintheimportanceofstaffing</li> </ul>
	Staffing as a part of Human ResourceManagementconcept	<ul style="list-style-type: none"> <li>• Understand the specialized dutiesandactivities performedbyHuman ResourceManagement</li> </ul>
	Staffingprocess	<ul style="list-style-type: none"> <li>• Describethestepsintheprocessofstaffing</li> </ul>
	Recruitmentprocess	<ul style="list-style-type: none"> <li>• Understandthemeaningofrecruitment.</li> <li>• Discussthesources ofrecruitment.</li> <li>• Explain themeritsanddemeritsof internalandexternalsourcesofrecruitment.</li> </ul>
	Selection– process	<ul style="list-style-type: none"> <li>• Understandthemeaningofselection.</li> <li>• Describethestepsinvolvedintheprocessofselection.</li> </ul>
	Training and Development - Concept andimportance,Methodsoftraining- onthe	<ul style="list-style-type: none"> <li>• Understandtheconceptoftraininganddevelopment</li> </ul>
	job and off the job - vestibule training,apprenticeship training and internshiptraining	<ul style="list-style-type: none"> <li>• Appreciate the importance oftrainingtotheorganisationandtotheemployees.</li> <li>• Discussthemeaningofinductiontraining,</li> </ul>

		<p>vestibule training, apprenticeship training and internship training.</p> <ul style="list-style-type: none"> <li>• Differentiate between training and development.</li> <li>• Discuss on the job and off the job methods of training.</li> </ul>
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### Unit 7: Directing

AUGUST	Directing: Concept and importance	<ul style="list-style-type: none"> <li>• Describe the concept of directing.</li> <li>• Discuss the importance of directing</li> </ul>
	Elements of Directing	<ul style="list-style-type: none"> <li>• Describe the various elements of directing</li> </ul>
	Motivation-concept, Maslow's hierarchy of needs, Financial and non-financial incentives	<ul style="list-style-type: none"> <li>• Understand the concept of motivation.</li> <li>• Develop an understanding of Maslow's Hierarchy of needs.</li> <li>• Discuss the various financial and non-financial incentives.</li> </ul>
	Leadership-concept, styles- authoritative, democratic and laissez faire	<ul style="list-style-type: none"> <li>• Understand the concept of leadership.</li> <li>• Understand the various styles of leadership.</li> </ul>
	Communication - concept, formal and informal communication; barriers to effective communication, how to overcome the barriers?	<ul style="list-style-type: none"> <li>• Understand the concept of communication</li> <li>• Understand the elements of the communication process.</li> <li>• Discuss the concept of formal and informal communication.</li> <li>• Discuss the various barriers to effective communication.</li> <li>• Suggest measures to overcome barriers to communication.</li> </ul>

### Unit 8: Controlling

AUGUST	Controlling- Concept and importance	<ul style="list-style-type: none"> <li>• Understand the concept of controlling.</li> <li>• Explain the importance of controlling.</li> </ul>
	Relationship between planning and controlling	<ul style="list-style-type: none"> <li>• Describe the relationship between planning and controlling</li> </ul>
	Steps in process of control	<ul style="list-style-type: none"> <li>• Discuss the steps in the process of controlling.</li> </ul>

#### REVISION FOR TERM-1

#### TERM 1 EXAMINATION

### Part B: Business Finance and Marketing

#### Unit 9: Financial Management

SEPTEMBER	Financial Management: Concept, role and objectives	<ul style="list-style-type: none"> <li>• Understand the concept of financial management.</li> <li>• Explain the role of financial management in an organization.</li> <li>• Discuss the objectives of financial management.</li> </ul>
	Financial decisions: investment, financing and dividend - Meaning and factors affecting	<ul style="list-style-type: none"> <li>• Discuss the three financial decisions and the factors affecting them.</li> </ul>

	Financial Planning - concept and importance	<ul style="list-style-type: none"> <li>Describe the concept of financial planning and its objectives.</li> <li>Explain the importance of financial planning.</li> </ul>
	Capital Structure – concept and factors affecting capital structure	<ul style="list-style-type: none"> <li>Understand the concept of capital structure.</li> <li>Describe the factors determining the choice of an appropriate capital structure of a company.</li> </ul>
	Fixed and Working Capital - Concept and factors affecting their requirements	<ul style="list-style-type: none"> <li>Understand the concept of fixed and working capital.</li> <li>Describe the factors determining the requirements of fixed and working capital.</li> </ul>

### Unit 10: Financial Markets

OCTOBER	Financial Markets: Concept	<ul style="list-style-type: none"> <li>Understand the concept of financial market.</li> </ul>
	Money Market: Concept	<ul style="list-style-type: none"> <li>Understand the concept of money market.</li> </ul>
	Capital market and its types (primary and secondary)	<ul style="list-style-type: none"> <li>Discuss the concept of capital market.</li> <li>Explain primary and secondary markets as types of capital market.</li> <li>Differentiate between capital market and money market.</li> <li>Distinguish between primary and secondary markets.</li> </ul>
	Stock Exchange - Functions and trading procedure	<ul style="list-style-type: none"> <li>Give the meaning of a stock exchange.</li> <li>Explain the functions of a stock exchange.</li> <li>Discuss the trading procedure in a stock exchange.</li> <li>Give the meaning of depository services and demat account as used in the trading procedure of securities.</li> </ul>
	Securities and Exchange Board of India (SEBI) - objectives and functions	<ul style="list-style-type: none"> <li>State the objectives of SEBI.</li> <li>Explain the functions of SEBI.</li> </ul>

### Unit 11: Marketing

OCTOBER	Marketing – Concept, functions and philosophies	<ul style="list-style-type: none"> <li>Understand the concept of marketing.</li> <li>Explain the features of marketing.</li> <li>Discuss the functions of marketing.</li> <li>Explain the marketing philosophies.</li> </ul>
	Marketing Mix – Concept and elements	<ul style="list-style-type: none"> <li>Understand the concept of marketing mix.</li> <li>Describe the elements of marketing mix.</li> </ul>
	Product – branding, labelling and packaging – Concept	<ul style="list-style-type: none"> <li>Understand the concept of product as an element of marketing mix.</li> <li>Understand the concept of branding, labelling and packaging.</li> </ul>
	Price - Concept, Factors determining price	<ul style="list-style-type: none"> <li>Understand the concept of price as an element of marketing mix.</li> <li>Describe the factors determining price of a product.</li> </ul>

	Physical Distribution – concept, components and channels of distribution	<ul style="list-style-type: none"> <li>• Understand the concept of physical distribution.</li> <li>• Explain the components of physical distribution.</li> <li>• Describe the various channels of distribution.</li> </ul>
	Promotion – Concept and elements; Advertising, Personal Selling, Sales Promotion and Public Relations	<ul style="list-style-type: none"> <li>• Understand the concept of promotion as an element of marketing mix.</li> <li>• Describe the elements of promotion mix.</li> <li>• Understand the concept of advertising.</li> <li>• Understand the concept of sales promotion.</li> <li>• Discuss the concept of public relations.</li> </ul>

### Unit 12: Consumer Protection

OCTOBER	Consumer Protection: Concept and importance	<ul style="list-style-type: none"> <li>• Understand the concept of consumer protection.</li> <li>• Describe the importance of consumer protection</li> <li>• Discuss the scope of Consumer Protection Act, 2019.</li> </ul>
	<p>The Consumer Protection Act, 2019:  <i>Source:</i>  <a href="http://egazette.nic.in/WriteReadData/2019/210422.pdf">http://egazette.nic.in/WriteReadData/2019/210422.pdf</a></p> <p>Meaning of consumer Rights and responsibilities of consumers Who can file a complaint? Redressal machinery Remedies available</p>	<ul style="list-style-type: none"> <li>• Understand the concept of a consumer according to the Consumer Protection Act, 2019.</li> <li>• Explain the consumer rights</li> <li>• Understand the responsibilities of consumers</li> <li>• Understand who can file a complaint and against whom?</li> <li>• Discuss the legal redressal machinery under Consumer Protection Act, 2019.</li> <li>• Examine the remedies available to the consumer under Consumer Protection Act, 2019.</li> </ul>
	Consumer awareness- Role of consumer organizations and Non-Governmental Organizations (NGOs)	<ul style="list-style-type: none"> <li>• Describe the role of consumer organizations and NGOs in protecting consumers' interests.</li> </ul>

## ECONOMICS

XII Economics – (2024-25)		
1.	Basic concepts National Income (theory) Money & Banking	April
2.	Budget Foreign Exchange & Balance of payments	May
3.	On the eve of independence Five years plan	June
4.	LPG reforms Human capital formation Rural development	July
5.	Employment Sustainable Development Comparative development experiences of India and its neighbours	August
6.	Term Exams	September

7.	National Income (methods) Aggregate demand and supply Short run equilibrium output Problems of deficient demand and excess demand	October
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### **ADDITIONALMATHS**

### **INFORMATIONTECHNOLOGY**

**Class XII  
Year Planner (2024-25)  
Subject:-Computer**

Max.Time:3Hour

Max.Marks: 60

#### **Term 1 Syllabus**

#### **April:-**

Part B: Unit I: RDBMS Concepts and commands

#### **Test -1**

#### **May:-**

Part B: Unit I: RDBMS Queries

Part A: Unit IV: Entrepreneurial Skills

#### **Test – 2**

#### **June: - UNIT TEST I (Part A: Unit IV and Part B: Unit I )**

#### **July:-**

Part B: Unit III: Fundamentals of Java Programming

Part A: Unit III: ICT Skills, Unit V:Green Skills

#### **Test -3**

#### **August:-**

Part A: Unit II: Self-Management Skills

#### **Practical (RDBMS)**

#### **September:-**

Term I

#### **October:**

Part B: Unit I: Operating Web-Based Applications

Part A: Unit I: Communication Skills

#### **November:**

Revision for Prelims

**Prelims I/Term I**

Part B: Unit IV: Work Integrated learning IT-DMA

**December:**

Part A: Unit I: Communication skills

**January:**

Revision

**February: Term II**