

COMMERCE ANNUAL PLANNER – CLASS XII (COMMERCE)

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