

XAVIER SCHOOL GAMHARIA
Syllabus for the Academic session (2023-24)
Class- XII (COMMERCE)

Subject: - Business Studies

Name of the book – C.B.Gupta

EXAM	CHAPTERS	PROJECT	ACTIVITY
1 st Unit	Ch 1 Introduction to Human Resource Management Ch 2 Job and Manpower planning Ch 3 Staff Recruitment Ch 4 Staff Selection		Do your own SWOT analysis
1 st Semester	Syllabus of Unit test 1 + Ch 5 Staff training Ch 6 Staff morale Ch 7 Staff Motivation Ch 8 Staff Recruitment Ch 9 Staff leadership Ch 10 Staff Appraisal Ch 11 Staff Promotion and Transfer	Study any two business organizations (one Multi National Company and one Indian Company) with regards to their policies of compensation (Increment policy, Incentive policy, Bonus and reward policy, retirement benefits)	
2 nd Unit	Ch 12 Staff separation Ch 13 Emerging trends in Human Resources Ch 14 Business Communication Ch 15 Business Correspondence	Make a comparative study of any two E-businesses in terms of their Nature, Size, Products and Services offered, Functioning and Policies.	Make a PPT presentation on the essentials of a good business letter and types of letters.
Mock examination	Syllabus of Unit test 2 + Ch 16 Reports are report writing Ch 17 Various business ethics		

	Ch 18 Sources of Business finance Ch 19 Globalization Ch 20 E- business Ch 21 Outsourcing Ch 22 Business Regulators and Intermediaries		
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Subject :- Accountancy

Name of the Book :- D.K. Goel

EXAM	CHAPTERS	PROJECT	ACTIVITY
1 st Unit	Ch 1 Accounting for Partnership Firms – Fundamental Ch 2 Goodwill: Concepts and Valuation Ch 3 Admission of a Partner		
1 st Semester	Syllabus of Unit test 1 + Ch 4 Retirement or death of a Partner Ch 5 Dissolution of Partnership Firms Ch9 Financial Statements of Companies Ch 10 Financial Statements Analysis	Preparation of Journal/Sub-division of Journal, ledger, Trial Balance and Financial Statements of a partnership form of business on the basis of case study	Nil
2 nd Unit	Ch 6 Issue of Shares Ch11 Tools for financial analysis: Comparative Statements	Preparation of Common size and Comparative Income statements of Profit and loss and Balance Sheet of a company by taking into account it's financial results of two accounting years.	
Mock exam	Syllabus of Unit test 2+ Ch 7 Issue of debentures		Nil

	Ch 8 Redemption of debentures Ch 12 Common size Statements. Ch 13 Cash Flow statement Ch 14 Ratio Analysis		
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SUBJECT: COMMERCE (857)

Exams	Chapter	Project
1st Unit (20 Marks)	<ul style="list-style-type: none"> • Business Environment • Capital: Sources of finance for sole trader; partnership; Joint Stock Company; financial planning • Sources of finance for a Joint Stock Company 	Write the impact of Covid upon the business environment and measures taken by TATA company to overcome the impact
1st Semester (80 Marks)	<ul style="list-style-type: none"> • Banking - latest trends • Consumer protection • Management – Meaning, nature and importance • Principles of management • Function of management and coordination • Planning 	
2nd Unit (20 Marks)	<ul style="list-style-type: none"> • Organizing • Staffing 	. Collect newspaper/magazine clippings of five cases filed by consumers in the Consumer Court. Find out the rights violated, and the redressal mechanism used. What was the outcome of each case?
2nd Semester (80 Marks)	<ul style="list-style-type: none"> • Directing • Controlling • Marketing concept and function • marketing mix • All chapter 	

Subject:- ECONOMICS

(Subject Code 856)

Name of the book:- Frank ISC Economics

Exam	Chapters	Project	Activity
1st Unit Test	1. Microeconomics and Macroeconomics 2. Demand and Law of Demand 3. Theory of Consumer Behavior: Marginal Utility and Indifference Curve Analysis		
1st Semester	4. Elasticity of Demand 5. Supply: Law of Supply and Price Elasticity of Supply 6. Market Mechanism Equilibrium Price and Quantity in a Competitive Market 7. Laws of Returns: Returns to a Factor and Returns to scale 8. Cost and Revenue Analysis 9. Forms of Market 10. Producer`s Equilibrium 11. Determination of Equilibrium Price and Output Under Perfect Competition	Project 1: Make a comprehensive study of the allocation of financial resources of the Central Government Budget on Agriculture, Defence, Industry and Education in the last 14 years. Prepare a report on your observations.	1.) PPT presentation of the Project 1 2.) Group Discussion on Demand and Supply
2nd Unit Test	13. Money: Meaning and Functions 14. Banks: Commercial Banks and Central Bank		
Pre Board	12. Theory of Income and Employment 15. Balance of Payments and Exchange Rate 16. Fiscal Policy 17. Government Budget 18. National Income and Circular Flow of National Income 19. National Income Aggregates	Project 2: Make a comparative analysis of lending performance of five commercial banks in the past six years with reference to the changing CRR and SLR.	1.) PPT presentation of Project 2 2.) Group Discussion on Qualitative and Quantitative Measures of RBI

	20. Methods of measuring national Income. (Including Ch1 to Ch11)		
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Marks Division:

Unit Test	20/2 = 10 Marks
Project/Activities	20/2 = 10 Marks
Semester	80 Marks
Total	100 Marks

Subject:-English Literature

Name of the books: - The Tempest by William Shakespeare
Echoes (Short Stories)
Reverie (Poems)

EXAM	CHAPTERS	PROJECT	ACTIVITY
1 st Unit	The Tempest : Act 3 Short Stories: 1)Fritz Poems: 1)The Darkling Thrush 2)Birches		Discuss the similarities and differences in the poet's approach in treating nature in the poems ' The Darkling Thrush 'and 'Birches'.
1 st Semester	The Tempest: Act 4 Short Stories: 1)Quality 2)The Singing Lesson Poems: 1)The Dolphins 2)John Brown	Compare and contrast the characters of Ariel and Caliban from William Shakespeare's 'The Tempest'.	Construct an alternative ending of the story 'The Singing Lesson'.
2 nd Unit	The Tempest: Act V Short Story: 1)B. Wordsworth Poem: 1)Dover Beach		
Pre- Board Exam	The entire syllabus is to be tested for the Pre- Board Exam.		

Subject - English

Aims (English Language)

To develop the ability to:

- derive, infer and critically assess information through listening.
 - express oneself by speaking individually, or in a discussion.
 - read with comprehension drawing information directly or by inference from the text, through an understanding of grammar and structure, vocabulary and idiom.
 - employ a variety of skills in writing: within a framework, using argument or imagination or summarizing.
- use the English language for the purpose of study and social and cultural interaction.
 - speak and write clearly and to the purpose, using appropriate grammar, vocabulary and idiom.

Paper 1: English Language (3 hours) – 80 marks

Paper 1: English Language (3 hours)

Question One: A composition on one of a number of subjects.

... 20 Marks

Question Two:

(a) Directed writing (article writing, book review, film review, review of cultural programme, speech writing, report writing, personal profile, and statement of purpose) based on suggested points.

...15 Marks

(b) Proposal Writing based on a given situation. The proposal should include (i) The Heading (ii) Statement of Objective (iii) List of measures.

...10 Marks

Question Three: Short-answer questions to test grammar, structure and usage.

...15 Marks

Question Four: Comprehension. **...20 Marks**

It is recommended that in Paper 1, about 45 minutes should be spent on Question one, 55 minutes on Question two, 30 minutes on Question three and

50 minutes on Question four.

Question One

Candidates will be required to select **one** composition

topic from a choice of **six**. The choice will normally include narrative, descriptive, reflective, argumentative, discussion topics and short story.

The required length of the composition is **400 – 450** words.

The main criteria by which the compositions will be marked are as follows:

- (a) The quality of the language employed, the range and appropriateness of vocabulary and sentence structure, syntax, the correctness of grammatical constructions, punctuation and spelling.
- (b) The degree to which candidates have been successful in organising the content of the composition as a whole and in individual paragraphs. **Question Two**

There are **two** parts in this question and it is emphasized both parts are compulsory.

- (a) The piece of directed writing will be based on the information and ideas provided. The required length will be about 300 words. The range of subjects may include article writing, book review, film review, review of cultural programme, speech writing, report writing, personal profile, and statement of purpose.

Skills such as selecting, amplifying, describing, presenting reasoned arguments, re-arranging and re-stating maybe involved. The candidates' ability in the above skills, including format will be taken into account as well as their ability to handle language appropriately in the context of the given situation.

- (b) Candidates will be required to write a proposal based on a given situation. The candidate's ability to decide on the set of measures to be taken in a given situation will be taken into account. A heading and an objective must be stated.

Question Three

All the items in this question are compulsory, and their number and type / pattern may vary from year to year. They will consist of short-answer, open completion items or any other type, which will test the candidates' knowledge of the essentials of functional English grammar and structure. Only two or three types will be included in any one examination.

Question Four

A passage of about 500 words will be provided. Questions based on the passage will be as follows:

- Questions that test the candidates' knowledge of vocabulary and ability to understand the content of and infer information and meanings from the text.
- A question that elicits the main ideas of all or part of the passage.

In this part of the question, the candidate will be required to frame a summary (keeping to a word limit), in a coherent manner. Marks will be awarded for expression and the candidate's ability to summarise clearly in complete sentences. Marks will be deducted for linguistic errors.

It is recommended that this part be done in the grid form.

Use of abbreviations will not be accepted.

All questions are compulsory.

Project Topics(any one)

1. The text of a brochure
2. A product description
3. Description of a process – Ex. Description of how to operate a device, cook a dish or conduct a scientific experiment
4. A description of a sporting event- Ex. A description of a cricket match
5. An autobiographical experience-Ex. The day I learnt the lesson of punctuality
6. A review of a T.V. serial- Ex. A review-favourable or unfavourable of any T.V. serial.

