

JINDAL VIDYA MANDIR – VASIND**Monthly Syllabus 2020-2021****STD: XI COMMERCE****SUBJECT: ENGLISH**

SUBJECT	BOOK NAME	MONTH	CHAPTER / TOPIC NAME	ACTIVITY
ENGLISH (ENGLISH CORE)	TWO NCERT TEXTBOOKS FOR CLASS XI			
WRITING SKILLS	---	MAY	Notice & Poster	Speaking Act 1: Self-Introduction
GRAMMAR	---	MAY	Grammar: Determiners	Listening Act 1: Focus on Figures of Speech Usage
LITERATURE	HORNBILL NCERT TEXTBOOK	JUNE	Prose 1 The Portrait of a Lady Poem 1 A Photograph	Speaking Act 2: Opinion about a Person
LITERATURE	SNAPSHOTS NCERT TEXTBOOK	JUNE	Lesson 1 The Summer of the Beautiful White Horse	Listening Act 2: Notices
WRITING SKILLS	---	JUNE	Advertisement – Classified	Speaking Act 3: Advertising a Product
LITERATURE	HORNBILL TEXTBOOK	JULY	Prose 2 We're not Afraid ... Poem 2 The Laburnum Top	Listening Act 3: Tips of Summarization
LITERATURE	SNAPSHOTS TEXTBOOK	JULY	Lesson 2 The Address	Listening Act 4: Speeches by Famous Orators (1)
WRITING & READING SKILLS	---	JULY	Formal Letters, Commercial Ads & Note-making	Speaking Act 4: Online Classes – Boon or Bane - Debate
LITERATURE	HORNBILL TEXTBOOK	AUGUST	Prose 3 Discovering Tut Poem 3 The Voice of Rain	---
LITERATURE	SNAPSHOTS TEXTBOOK	AUGUST	Lesson 3 Ranga's Marriage	Listening Act 5: Speech by Famous Orators (2)
WRITING & READING SKILLS	---	AUGUST	Abstraction of Note-making, & Letters to Editor	Speaking Act 5: Extempore / Declamation
LITERATURE	HORNBILL TEXTBOOK	SEPTEMBER	Prose 4 Landscape of the Soul	FORMAL TESTING OF LISTENING & SPEAKING SKILLS FOR TERM 1
LITERATURE	SNAPSHOTS TEXTBOOK	SEPTEMBER	Lesson 4 Albert Einstein at School	Listening Act 6: Listening to a Recorded Webinar
WRITING & READING SKILLS	---	SEPTEMBER	Note-making Abbreviations, Complaint Letters & Speech	Speaking Act 6A: Part 1 of Elocution

LITERATURE	HORNBILL TEXTBOOK	OCTOBER	Prose 5 The Ailing Planet Poem 4 Childhood	Speaking Act 6B: Part 2 of Elocution
LITERATURE	SNAPSHOTS TEXTBOOK	OCTOBER	Lesson 5 Mother's Day	Listening Act 7: Radio Talk Show
WRITING & READING SKILLS	---	OCTOBER	Order placing Letters, Classified Ads & Note- making	Speaking Act 7A: Group Discussion on Civilized Behaviour (Part 1)
LITERATURE	HORNBILL TEXTBOOK	NOVEMBER	Prose 6 The Browning Version Poem 5 Father to Son	Speaking Act 7A: Group Discussion on Civilized Behaviour (Part 2)
LITERATURE	SNAPSHOTS TEXTBOOK	NOVEMBER	Lesson 6 The Ghat of the Only World	Listening Act 8: Listening to TEDx Talk Show
WRITING & READING SKILLS	---	NOVEMBER	Job Application, Narrative & Factual Passage Comprehension	Speaking Act 8: Facing a Mock Interview
LITERATURE	HORNBILL & SNAPSHOTS TEXTBOOKS	DECEMBER	Prose 7 The Adventure Lesson 7 Birth	Listening Act 9: Comprehension Check
WRITING & READING SKILLS	---	DECEMBER	Revision of Short Compositions & Literary Passage Comprehension	Speaking Act 9: Group Discussion
LITERATURE	HORNBILL & SNAPSHOTS TEXTBOOKS	JANUARY	Prose 8 Silk Road Lesson 8 The Tale of Melon City	Listening Act 10 : Effective Listening Tips
WRITING & READING SKILLS	---	JANUARY	Complete Revision of Reading & Writing Skills	Speaking Act 10: Pair Interaction
LITERATURE	HORNBILL & SNAPSHOTS TEXTBOOKS	FEBRUARY	Complete Revision of Literature	FORMAL TESTING OF LISTENING SKILLS FOR TERM 2
WRITING & READING SKILLS	---	FEBRUARY	Complete Revision of Reading & Writing Skills	FORMAL TESTING OF SPEAKING SKILLS FOR TERM 2
---	---	MARCH	ANNUAL EXAM THEORY	---

STD: XI COMMERCE**SUBJECT: ACCOUNTANCY**

Book Name	UNIT	CHAPTER NAME	MONTH OF COMPLETION
Part A: Financial Accounting-1	Unit-1: Theoretical Framework	Introduction to Accounting	May/June
		Theory Base of Accounting	June
	Unit-2: Accounting Process	Recording of Business Transactions	June/July
		Bank Reconciliation Statement:	July
		Depreciation, Provisions and Reserves	August
		Accounting for Bills of Exchange	August
		Trial balance and Rectification of Errors	September
Part B: Financial Accounting-II	Unit-3: Financial Statements of Sole Proprietorship from Complete and Incomplete Records	Financial Statements	October & November
		Incomplete Records	December
	Unit-4: Computers in Accounting		January
	Project Work		January

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SUBJECT: BUSINESS STUDIES

Unit No	Unit Name	CHAPTER NAME	MONTH OF COMPLETION
1.	<p>Part A Evolutions and Fundamentals of Business. History of trade and commerce in India . Indigenous Banking System, Rise of Intermediaries, transport, Trading Communities, Merchant Corporations, Major Trade Centres ,Major Imports and Exports, Position of Indian Sub-continent in the world economy. Business meaning and characteristics, business ,profession, employment concept. objectives of business, classification of business activities industry and commerce, Industry types- Primary, secondary, Tertiary , meaning and subgroups, Commerce –trade,(types- internal, external; wholesale and retail)and auxiliaries to trade :banking ,insurance ,transportation, and advertising)-meaning ,Business risk – concept</p>	<p>History of trade and commerce. Nature and purpose of Business</p>	<p>May/June</p>
2	<p>Forms of Business Organization Sole proprietorship-Features, concept, merits and limitations. Joint Hindu Family Business,features,merits,limitations,partnership,features,merits,limitations,types of partners, types of partnerships, partnership deed ,Registration, Cooperative society, features, merits, limitations, types of cooperative societies. Joint Stock company, features ,merits, limitations. Types of companies. Private, Public. Formation of a company, Stages ,important documents to be used in formation of a company. Choice of form of business</p>	<p>Forms of Business Organization</p>	<p>June</p>
3.	<p>Public, Private and Multinational Company Public Sector and Private Sector, Forms of Organizing Public Sector Enterprises ,Departmental Undertakings, features, merits, limitations, Statutory Corporations ,features ,merits, limitations. Government Company, features, merits ,limitations. Multinational Company, Features, Joint Ventures Benefits Public, Private-partnership concept-</p>	<p>Public, Private and Global Enterprises</p>	<p>July</p>

4.	Business Services, Nature , meaning ,types, Banking, Types of bank accounts, saving recurring ,fixed deposit ,multiple option deposit account. Banking services with particulars reference to Bank Draft, Bank Overdraft ,Cash Credit. E-Banking meaning , types of digital payments. Insurance, principles, Types- life health, fire and marine insurance concept, Postal service-Mail Registered post, parcel, speed post, courier-meaning.	Business Services	July/August
5	Emerging modes of business E-business, concept, scope and benefits. Business Process Outsourcing(BPO)Concept, need and scope.	Emerging modes of business	August
6	Social Responsibility of Business and Business Ethics. Concept of Social Responsibility, Case of Social responsibility. Responsibility towards owners, investors, consumers, employees, government and community. Role of business in environment protection Business Ethics- Concept and elements.	Social Responsibility of business and business ethics.	September
7	PART B Finance and Trade Unit 7. Sources of business finance. Owners' fund- equity shares, preference share, retained earnings. Global Depository Receipt (GDR), American Depository Receipt (ADR) And International Depository Receipt (IDR) concept Borrowed funds: debenture and bonds, loan from financial institution and commercial banks ,public deposits, trade credits, Inter Corporate deposits, (ICD)	Sources of Business Finance	October
Unit 8	Small Business and Enterprises	Small Business	October
	. Entrepreneurship Development(ED) Concept,characteristics and need. Process of Entrepreneurship Development: Start-up India scheme,ways to fund start-up. Intellectual property Rights and Entrepreneurship Small scale enterprise as defined by MSMED Act 2006 (Micro ,Small and		

	Medium Enterprise Development Act) Role of small business in India with special reference to rural areas, Government schemes and agencies for small scale industries(NSIC)and District Industrial Centre(DIC) with special reference to rural, backward areas.		
Unit 9	Internal trade Internal trade meaning and types services rendered by a wholesaler and a retailer. Types of retail –trade-Itinerant and small Scale fixed shops retailers. Large scale retailers- Departmental stores ,chain stores ,concept. GST (Goods and Service Tax): concept and key features.	Internal Trade	November
Unit 10	International Trade International trade : concept and benefit. Export trade – meaning and procedure Import trade – Meaning and Procedure. Documents involved in International trade; Indent, letter of credit, shipping order ,shipping bills, mate’s receipt (DA/DP) World Trade Organization (WTO) Meaning and objectives.	International trade	December/Jan
Unit 11	Project Work as per CBSE guidelines.	Project work	February

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SUBJECT:ECONOMICS

BOOK NAME	UNIT	CHAPTER NAME	MONTH OF COMPLETION
Statistics for Economics	1	Introduction	June
	2	Collection, Organisation and Presentation of Data	July/ August
	3	Statistical Tools and Interpretation	September to January
Introductory Microeconomics	1	Introduction	May/June
	2	Consumer's Equilibrium and Demand	June/July
	3	Producer Behaviour and Supply	October
	4	Forms of Market and Price Determination under perfect competition with simple applications	December
Project Work			January

Unit	CHAPTER NAME	Month of Completion
	BASICS	May
I	Logarithms	June
	Sets	June
	Relation Functions	June
	Binary system Indices	July
	Average , Calendar ,Clock, Time Work and distance, Mensuration, Seating arrangement.	August
II	Introduction of sequence and series, A.P & G.P A M & G.M	August
III	Permutation and combination with standard rule	August/ September
	Mathematical and logical Reasoning	September
IV	Types of functions Graphical representation Concept of Limits and continuity of a function	September
IV	Differentiation as a process of finding derivative Derivative of algebraic functions using Chain rule	October
V	Probability	October
VI	Descriptive Statistics	November/ December
VII	Basics of Financial mathematics	December/ January
VIII	Coordinate Geometry	January
	Revision and Prelim	February

Unit	Topic	Month
1	<p>Introduction to Computer System: Introduction to computer and computing: evolution of computing devices, components of a computer system and their interconnections, Input/output devices. Computer Memory: Units of memory, types of memory – primary and secondary, data deletion, its recovery and related security concerns. Software: purpose and types – system and application software, generic and specific purpose software.</p>	April/May/June
3	<p>Database concepts and the Structured Query Language: Database Concepts: Introduction to database concepts and its need, Database Management System. Relational data model: Concept of domain, tuple, relation, candidate key, primary key, alternate key Advantages of using Structured Query Language, Data Definition Language, Data Query Language and Data Manipulation Language Introduction to MySQL, creating a database using MySQL, Data Types Data Definition: CREATE TABLE Data Query: SELECT, FROM, WHERE. Data Manipulation: INSERT</p>	July/ August/ September
4	<p>Introduction to the Emerging Trends: Artificial Intelligence, Machine Learning, Natural Language Processing, Immersive experience (AR, VR), Robotics, Big data and its characteristics, Internet of Things (IoT), Sensors, Smart cities, Cloud Computing and Cloud Services (SaaS, IaaS,PaaS); Grid Computing, Block chain technology.</p>	November
2	<p>Introduction to Python: Basics of Python programming, Python interpreter - interactive and script mode, the structure of a program, indentation, identifiers, keywords, constants, variables, types of operators, precedence of operators, data types, mutable and immutable data types, statements, expressions, evaluation and comments, input and output statements, data type conversion, debugging. Control Statements: if-else, for loop Lists: list operations - creating, initializing, traversing and manipulating lists, list methods and built-in functions. Dictionary: concept of key-value pair, creating, initializing, traversing, updating and deleting elements, dictionary methods and built-in functions.</p>	December/ January

Note: Practical will be evaluated Half Yearly (October) and Annual (February)

STD: XI COMMERCE**SUBJECT: PHYSICAL EDUCATION**

Unit	Chapter Name	Month
1	Changing Trends & Career in Physical Education	May
3	Physical Fitness, wellness & Lifestyle	June
2	Olympic Value Education	June/July
5	Yoga	July/ August
9	Psychology and Sports	August
4	Physical Education & Sports for CWSN	September
6	Physical Activity & Leadership Training	November
7	Test, Measurement & Evaluation	December
8	Fundamentals of Anatomy, Physiology & Kinesiology in sports	December
10	Training and Doping in sport	January
	Practical-1)physical fitness test 2)Games and sports 3)Yogic practices 4)Record File 5)Viva	October & February