

KOTHARI INTERNATIONAL SCHOOL

GRADE: 10

SUBJECT: ELEMENT OF BUSINESS SUBJECT CODE: 154

ANNUAL PLANNER (2022-23)

S.No	TERM	MONTH	TOPIC	SUBJECT ENRICHMENT
1.	<u>PERIODIC ASSESSMENT 1(cycle)</u> 30% of the Syllabus (Period- 6th May to 27th May)	MARCH Working Days -9	Joint Stock Company	The learner would be able to: Recall the meaning of a company Understand the meaning of private and public company State the features of private and public company
		APRIL Working Days -18	Multinational companies	The learner would be able to: Give the meaning of a Multinational Company State the features of a Multinational Company
		MAY Working Days - 18	Business Finance	Identify the sources of business finance for sole proprietorship, partnership firm and a company Distinguish between owner's funds and borrowed funds
2.	<u>PERIODIC ASSESSMENT 2</u> 75% of the syllabus (Period- 16th Sep. to 30th Sep.) Revision Days	JULY Working Days -20	Communication in Business Organisations	The learner would be able to : Recall the meaning of communication, Process of Communication and barriers Distinguish between telephonic conversation and video conferencing
		AUGUST Working Days -17	Means of Communication	Mention the different modes of communication Distinguish between a letter and an e-mail
		SEPTEMBER Working Days- 22	Selling and Distribution	The learner would be able to : Explain the concept of purchase and sale

				List the different methods of payment Explain the meaning and features of different methods of payment
3	PERIODIC ASSESSMENT 3 25% of the remaining syllabus (Period- 14th Nov to 30th Nov)	OCTOBER Working Days- 13	TOPIC	SUBJECT ENRICHMENT
5.	PREBOARD 1 100% syllabus	NOVEMBER Working Days- 21	Documentation: in the process of purchase and sale	The learner would be able to : Identify the documents used in the process of purchase and sale Invoice, Quotation, Enquiry Letter
		December Working Days- 22	Large scale Retail Trade	The learner would be able to : Recall the meaning of retail trade Explain the meaning of large scale retail trade Differentiate between Departmental stores and Multiple shops State the features of Mail order business, teleshopping, Automated vending machines, selling through internet
		JANUARY Working Days -15	Selling	The learner would be able to : Explain the meaning of 'Personal Selling' Appreciate the importance of 'Personal selling' Features of salesmanship
6	PREBOARD 2 100% syllabus	FEBRURY	Sales Promotion Advertising - meaning, importance and media of advertising PROJECT	The learner would be able to : Explain the meaning of 'Sales promotion' Identify the different techniques of sales promotion, advantages to manufacturer and Consumer

				<p>The learner would be able to : Explain the meaning of 'Advertising' Mention the different media of advertising Appreciate the importance of advertising</p>
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