

KENDRIYA VIDYALAYA SANGATHAN

(MUMBAI REGION)



BRIDGE COURSE

(21 Days)

For Classes 11th & 12th

(Commerce & Humanities)

(Academic Year 2022-2023)

Bridge Course for Classes 11th & 12th

(Commerce & Humanities)

INSPIRATION

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MENTOR

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CONTENT TEAM

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BRIDGE COURSE

Class XI-XII

COORDINATOR: MR S.V LAWANDE, PRINCIPAL KV LONAVALA

Classes	Economics	Accountancy	Business studies	GEOGRAPHY	History	Political Science	SOCIOLOGY
XI	ARVIND KUMAR, PRINCIPAL KV NAGPUR VSN	Mr. PRAVEEN KUMAR, VP KV PUNE NO. II AFS	Mr. MD. NASIMUDDIN, PRINCIPAL KV NO.3 (9 BRD)	DR A.K MISHRA, PRINCIPAL KV NO.1 DEHU	MR. SURESH YADAV, VICE-PRINCIPAL KV PUNE DIAT GIRINAGAR	MR. SURESH YADAV, PRINCIPAL KV PUNE DIAT GIRINAGAR	ARVIND KUMAR, PRINCIPAL KV NAGPUR VSN
XII	H R CHOUDHARY, VP, KV PARBHANI	MISS ANJU KRISHNANI, VP KV NASIK ROAD NO.1 ARMY CAMP	MR. PRAMOD PARATE, PRINCIPAL KV NAGPUR CRPF	ARVIND KUMAR, PRINCIPAL KV NAGPUR VSN	MR RANJAN INGLE, VP KV CME PUNE	H R CHOUDHARY, VP KV PARBHANI	H R CHOUDHARY, VP, KV PARBHANI

Instructions for Students

Dear students, due to pandemic situation in the last academic year, you continued your learning and education through online and in various digital modes. This Bridge Course has been prepared for you with the objective of reviewing the previous year's syllabus at the beginning of the present academic year and helping you to prepare for this year's syllabus.

1. The bridge course lasts for a total of 21 days and consists of three tests after a certain period of time.
2. The bridge course will help you to understand exactly what you have learned in the previous academic year and to understand the curriculum for the next class.
3. This bridge course should be studied on a day-to-day basis.
4. It consists of day-to-day worksheets. You are expected to solve the worksheet on your own as per the given plan.
5. Seek the help of a teacher, parent or siblings if you have difficulty solving the worksheet.
6. Solve the tests provided along with as planned.
7. Get it checked with the teacher after completing the test.
8. Seek the help of teachers to understand the part that is not understood or seems difficult.

Instructions for Teachers

As we all are very well aware about the fact that due to pandemic situation, the schools were formally closed during the last academic year and the actual classroom teaching and learning could not take place. On this background various efforts have been made by the teachers in the last two academic year to impart education to the students through online mode. Accordingly, the Bridge Course has been prepared with the dual objective of reviewing the studies done by the students in the previous academic year and helping them to learn the curriculum of the present class in this academic year.

1. The bridge course to lasts for a total of 21 days and consists of three tests after a certain period of time.
2. The bridge course is based on the syllabus of previous class and is a link between the syllabi of previous and the current class.
3. This bridge course has to be prepared class wise and subject wise. It is related to the learning outcomes and basic competencies of the previous class' textbook and is based on its components.
4. The bridge course includes component and sub-component wise worksheets. These worksheets are generally based on learning outcomes and basic competencies.
5. The structure of the worksheet is generally as follows.

Part One - Learning Outcomes/Competency Statements.

Part Two - Instructions for teachers

Part Three - Instructions for Students

Part Four - Learning Activity

Part Five - Solved Activity

Part Six – Practice

Part Seven - Extension Activity/Parallel Activity/Reinforcement

Part Eight – Evaluation

6. This bridge course will be very important from the point of view to revise and reinforce the learning of the students from the previous class and pave the way to make their learning happen in the next class.
7. Teachers should help their children to complete this bridge course as per day wise plan.
8. Teachers should pay attention to the fact that the student will solve each worksheet on his/her own, help them wherever necessary.
9. The teacher should conduct the tests of the students after the stipulated time period, assess the test papers and keep a record of the same.
10. Having checked the test papers, teachers should provide additional supplementary help to the students who are lagged behind.

BRIDGE COURSE FOR CLASS XI & XII

SUBJECT: Economics/Accountancy/Bus.Std./Geography/History/Pol. Sci./Sociology

DESIGN & LAYOUT

The module will be prepared by taking into consideration the following parameters:

- 1) Identification of learning gaps – Student's point of view
- 2) Identification of learning outcomes – Teacher's point of view
- 3) Module will be prepared concept wise/skill wise/competency wise.
- 4) Core concepts from syllabus of previous class of each chapter will be taken and linked with the present class.
- 5) The module will be prepared for 3 weeks duration.
- 6) After every week one test will be taken to analyses the progress of the students.
- 7) Day to day worksheets can be prepared by the subject teachers and to get it solved.
- 8) Example of day to day work to be done by the teacher is given below:



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BRIDGE COURSE

FOR CLASS – XII

SUBJECT

(ON THE BASIS OF SYLLABUS OF BUSINESS STUDIES OF CLASS XI)

DAY - 1

TOPIC: Nature and Purpose of Business

SUB TOPIC: Human Activities: Economic and Non-Economic Activities

Learning Outcomes:

- Development of trade and commerce in historical past.
- Understand the role of indigenous banking system in Trade and commerce
- Explain the concept and objectives of Business.
- Discuss types of Trade

Teacher's Activities:

- To discuss history of Trade and commerce
- Teacher will explain the Indigenous banking system.
- The teacher will discuss major trade centres in ancient India.
- The teacher must explain Economic and Non-Economic activities.

Students' Activities:

- Students will learn how Commerce play an important role in the Economy.
- Students will learn about economic and non-economic activities.
- The students may learn about Business and its characteristics

Assessment:

1. List any five major commercial cities of ancient India?
2. What is hundi?
3. What do we study in Commerce?
4. What is business and its characteristics?

DAY - 2

TOPIC: Classification of Business Activities

SUB TOPIC: Industry and Commerce

Learning Outcomes:

- To learn different types of business Activities such as Industry and Commerce; different types of industry, Trade and aids to Trade

Teacher's Activities:

- To discuss with the students' different types of industry.
- To discuss Trade and aids to trade

Students' Activities:

- With the help of different examples given by the teacher, students will try to learn different types of industries.

Assessment:

1. Differentiate between Primary, Secondary and Tertiary industries
2. What are the different types of Secondary Industries.?
3. What are the different types of Trade?
4. Students will make flow chart of the different types of industries.

DAY – 3

TOPIC: Forms of Business Organisations

SUB TOPIC: Sole Proprietorship and Partnership Firms

Learning Outcomes:

- To understand different forms of organisation in which we can start our business.

Teacher's Activities:

- The teacher will explain different sector enterprise like Private, Public and joint sector enterprise.
- The teacher will discuss merits and demerits of Sole Proprietorship and partnerships firms.
- Different types of firms and partners.

Students' Activities:

- Students will be divided in two groups to debate on the topic which organisation is best out of sole proprietorship and partnership firms.
- They will make a list of organisations of sole proprietorship and partnership firms from their surroundings.

Assessment:

1. Differentiate between Sole proprietorship and partnership firms.
2. Merits of Partnership firms over sole proprietorship.
3. What do you mean by partners by estoppels and partners by holding out.

DAY – 4

TOPIC: Forms of Business Organisation

SUB TOPIC: Joint Hindu Family, Cooperative Societies and Joint Stock Company.

Learning Outcomes:

- To know the various type of Joint Stock Company
- To know the process of formation of Joint Stock company
- Discuss various forms of business organisation with their merits and demerits.

Teacher's Activities:

- To explain the meaning of joint Hindu family, cooperative societies and joint stock company
- To describe the process of formation of Joint Stock Company
- The teacher will discuss difference between Joint Stock Company and cooperative societies.
- The teacher must discuss the factors keeping in mind while selection of forms of business organisation

Students' Activities:

- To collect information about ten public sector companies.
- To learn about the concept of Public Private Partnership(PPP)
- Students will learn the benefits of Joint Stock Company over partnership firms.
- They will also learn public sector companies can compete with private sector companies in terms of profits and efficiency.

Assessment:

1. What is joint Stock company? What are its features?

2. Write a short note on important documents required at the time of formation of a company.
3. Explain in brief the process of formation of a joint stock company.
4. Differentiate between private company and public company?
5. What is share? What are the different types of shares?

DAY – 5

TOPIC: **Business Services**

SUB TOPIC: **Banking**

Learning Outcomes:

- Basic concept of Goods and services.
- Features of services.
- Tertiary sectors: Banking

Teacher's Activities:

- The teacher will discuss various aspects of Banking, different types of bank account, NEFT, RTGS, Demand Draft, Cheques Cash Credit, overdraft, Debit card and credit card?

Students' Activities:

- Group discussion on private banks and commercial bank.

Assessment:

1. Why bank is called the agent of its customers?
2. Briefly differentiate between goods and services.
3. Explain meaning and benefits of E banking.
4. Write a short note on ATM, Debit card, credit card, overdraft, demand draft and cheque.

DAY – 6

TOPIC: **Business Services**

SUB TOPIC: **Insurance and postal**

Learning Outcomes:

- Students will learn in detail about Insurance and postal.

Teacher's Activities:

- The teacher will discuss the term insurance, insurance premium, Insured, insurer,
- The teacher will discuss the various principal of insurance.
- Insurance and Assurance. Different types of insurance.
- Re-insurance and Double insurance
- Communication services. Postal and Telecom Services.

Students' Activities:

- The students will understand the service which covers Risk in our business.
- They will learn why insurance is so important nowadays.
- They will also learn the Principals of insurance.
- . Difference between courier service and postal service.

Assessment:

1. What do you mean by contract of insurance?
2. Differentiate between life fire and marine insurance.
3. Explain in brief the principal of insurance.
4. Case studies questions on the basis of principal of insurance..

TEST TO BE CONDUCTED ON THE ABOVE DISCUSSED CHAPTERS

DAY - 8

TOPIC: Emerging mode of business

SUB TOPIC: E-Business and outsourcing

Learning Outcomes:

- Basic concept of E business and traditional business.
- Concept of B2B, B2C, C2C and Intra B commerce.
- Concept of outsourcing

Teacher's Activities:

- The teacher will discuss about E business and it's differentiating with traditional business.
- Discussion on B2B, B2C, C2C and Intra B commerce.
- The teacher has to clearly explain the benefit of E business.
- Important terms like outsourcing i.e. BPO and KPO.

Students' Activities:

- Student will explain the process of online purchasing.
- They will draw the diagram of B2B, B2C, C2C and Intra B commerce
- They will also learn about outsourcing .i.e. BPO and KPO

Assessment:

1. State any three differences between E-business and traditional business.
2. Evaluate the need for outsourcing.
3. Discuss the limitations of electronic mode of doing business. Are these limitations severe enough to restrict the scope? Give reasons for your answer.

DAY – 8

TOPIC: **Social Responsibility**

Learning Outcomes:

- Basic concept of social responsibility and business ethics.
- Cases of social responsibility
- Responsibility towards owners, investors, consumers, employees ,government and community

Teacher's Activities:

- With the help of real examples of world business community teacher will explain why social responsibility and business ethics are must for business.

Students' Activities:

- Students will present their view in against and favour of social responsibility.

Assessment:

1. Meaning of social responsibility.
2. The cases for social responsibility.
- 3 Social responsibility towards different group like owners, investors, consumers, employees ,government and community

DAY – 9

TOPIC: Social Responsibility and business ethics

SUB TOPIC: Business and environment Protection

Learning Outcomes:

- To understand the importance of business to protect the business environment.
- Need for pollution control
- Business ethics and its elements.

Teacher's Activities:

- To discuss the role of business in protection of business environment.

Students' Activities:

- Students will learn the difference between business ethics and law.
- Students will also learn how to maintain business ethics in business.

Assessment:

1. What are the major causes of environment pollution?
2. What are the different elements of business ethics?
3. How can a business enterprise improve its public image by performing social responsibility?

DAY – 10

TOPIC: Sources of business finance

SUB TOPIC: Owners fund

Learning Outcomes:

- To understand in detail the different sources of finance for joint stock company.

Teacher's Activities:

- Power point presentation to understand the different sources of business finance.

Students' Activities:

- Students will make a list of major financial sources for all type of business organisation.
- Students will learn the need of fund for working capital and capital budgeting.

Assessment:

1. State the meaning of finance.
2. Why does business enterprise need finance?
3. Differentiate between equity shares and preference share.
4. What are retained earning? What are its characteristics?

DAY – 11

TOPIC: Sources of business finance

SUB TOPIC: Borrowed fund

Learning Outcomes:

- Different types of borrowed fund and their merits and demerits.

Teacher's Activities:

- With the help of PPT teachers will explain different source of borrowed fund and their comparative studies with internal source of fund.

Students' Activities:

- Students will make a comparative Study of different owner fund and borrowed fund.

Assessment:

1. Explain in details the characteristics of debentures a company can issue.
2. Write a short note on international sources of finance.
3. Describe briefly the inter corporate deposit as a source of finance.
4. What is trade credit? what are its features?

DAY - 12

TOPIC: Small Business and enterprises

SUB TOPIC: Entrepreneurship Development(ED)

Learning Outcomes:

- To understand the concept of Entrepreneurship Development and its need .
- To know about various schemes and ways to fund start-up by government of India

Teacher's Activities:

- To discuss the process of Entrepreneurship Development
- To discuss the role of small business in India
- To discuss various problems faced by small business in India

Students' Activities:

- Student will learn about the Start-up India Scheme.
- Various schemes and ways of funding in start-up by government of India.
- They will also learn about Intellectual Property Rights and Entrepreneurship

Assessment:

1. Why does the government of India insist on balanced regional development?
2. How does small business help in improving economic conditions of rural area?
3. What are the various ways of finance of Start-up scheme of india?

TEST TO BE CONDUCTED ON THE ABOVE DISCUSSED CHAPTERS

DAY – 13

TOPIC: **Internal Trade**

SUB TOPIC: **Meaning ,type of internal trade**

Learning Outcomes:

- To know about internal trade their features ,Wholesale Trade and Retail Trade

Teacher's Activities:

- With the help of putting various day to day examples teacher will explain wholesale trade and Retail Trade.

Students' Activities:

- Students will learn about various services provided by whole seller and Retailers.

Assessment:

1. Define a wholesaler and describe its functions.
2. Enumerate the features of retail trade.
3. What are the services provided by wholesaler to manufacturer and retailer.

DAY - 14

TOPIC: Internal Trade

SUB TOPIC: Departmental Store/Chain Store/Automatic Vending Machine/Mail order

Learning Outcomes:

- To make the students understand different forms of Large Scale Retailers.

Teacher's Activities:

- To discuss features of Departmental Store and their limitations.
- To discuss the difference between chain store and departmental store
- To discuss about mail order business and automatic vending machine.

Students' Activities:

- Students will discuss in group about departmental Store, chain store and automatic vending machine from their practical life experience.

Assessment:

1. Bring about the basic differences between departmental store and chain store.
2. What is Chamber of Commerce and its functions.
3. Write a short note on shopping mall.
4. Explain the benefit of Automatic Vending machine.

DAY – 15

TOPIC: **Carrier and Guidance**

Learning Outcomes:

- To know in detail about the carrier opportunities after completion of studies from commerce streams.

Teacher's Activities:

- The teacher will discuss about the professional courses like C.A, CS and ICWA, MBA and LAW after completion of (10+2) with commerce stream.
- Teacher will also discuss about the job opportunities in future.