

MONTHLY SYLLABUS

SESSION-2017-18

CLASS-XI

SUBJECT : BUSINESS STUDIES

MONTH	CONTENTS
July, 2017	<p>UNIT 1: Nature and Purpose of Business</p> <ul style="list-style-type: none">• Business – Concept (meaning and features)• Business, profession and employment-Concept• Objectives of business (Economics and Social objectives and role of profit in 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, warehousing communication, and advertising) – meaning.• Business risk-Concept (Meaning, Nature and Causes) <p>UNIT 2: Forms of Business Organizations</p> <ul style="list-style-type: none">• Sole Proprietorship-Concept, merits and limitations.• Partnership-Concept, types, merits and limitation of partnership, registration of a partnership firm, partnership deed. Types of partners, Limited Liability Partnership-Meaning• Hindu Undivided Family Business: Concept• Cooperative Societies-Concept, types, merits, and limitations.• Company-Concept, merits and limitations; Types: Private and

	<p>Public-Concept.</p> <ul style="list-style-type: none"> • OPC (One Person Company)-Meaning • YUVA 11.1 Panch Parmeshwar
August, 2017	<ul style="list-style-type: none"> • Formation of company-stages, important documents to be used in formation of a company. • Choice of form of business organization (Factors Affecting Choice) <p>UNIT 3: Public, Private and Global Enterprises</p> <ul style="list-style-type: none"> • Public sector and private sector enterprises – Concept • Forms of public sector enterprises: Departmental Undertakings, Statutory Corporations and Government Company (Features, Merits and Limitations) • Changing role of public sector enterprises. • Global enterprises, Joint ventures, Public private partnership – concept (Meaning and Features) <p>UNIT 4: Business Services</p> <ul style="list-style-type: none"> • Banking: Types of bank accounts – savings, current, recurring, fixed deposit and multiple option deposit account. • Banking services with particular reference to issue of bank draft, banker’s cheque (pay order), Real Time Gross Settlement (RTGS), National Electronic Funds Transfer (NEFT), Bank Overdraft, Cash Credit and E-Banking-Meaning. • Insurance-: Principles, Types – life, health, fire and marine insurance concept. • Postal : Mail, Registered Post, Parcel, Speed Post and Courier meaning. • Telecom services – Cellular Mobile Services, Radio Paging Services, Fixed Line Services, Castle Services, VSAT

	<p>Services, DTH Services-meaning.</p> <p style="text-align: center;">YUVA 11.3 How can I Be Assertive</p>
September, 2017	<p>UNIT 5: Emerging Modes of Business</p> <ul style="list-style-type: none"> • E-business-scope and benefits, resources required for successful e-business implementation, online transaction, payment mechanism, security and safety of business transactions. • Outsourcing-Concept: Business Process Outsourcing (BPO) and Knowledge Process Outsourcing (KPO) – Concept, need and scope. • Smart cards and ATM’s meaning and utility. • Revision <p style="text-align: center;">FIRST TERM EXAM</p>
	SECOND TERM
October, 2017	<ul style="list-style-type: none"> • Discussion of First Term Question Paper <p>UNIT 6: Social Responsibility of Business and Business Ethics</p> <ul style="list-style-type: none"> • Concept of social responsibility • Case of social responsibility • Responsibility towards owners, investors, consumers, employees, government and community. • Environment protection and business-Meaning and role • Business Ethics-Concept and Elements <p>UNIT 7: Sources of Business Finance</p> <ul style="list-style-type: none"> • Concept of business finance • Owners’ funds – equity shares, preferences share • and retained earning-meaning, merits and limitations

	<p>YUVA 11.5 Developing Good Relationship</p> <ul style="list-style-type: none"> • Global Depository receipt (GDR), American Depository Receipt (ADR), Indian Depository Receipt (IDR) – meaning. • Borrowed funds: debentures and bonds, loan from financial institution, loans from commercial banks, public deposits, trade credit, Inter Corporate Deposits (ICD), Meaning, Merits and Limitations.
November, 2017	<p>UNIT 8: Small Business</p> <ul style="list-style-type: none"> • 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 (National Small Industries Corporation) and District Industrial Centre (DIC) with special reference to rural, backward areas. <p>UNIT 9: Internal Trade</p> <ul style="list-style-type: none"> • Internal Trade-meaning and types • Services rendered by a wholesaler and a retailer • Types of retail-trade : Itinerant and small scale fixed shops retailers <p>YUVA 11.6 Learning to Manage Stressful feelings</p>
December, 2017	<ul style="list-style-type: none"> • Large scale retailers-Departmental stores, chain stores, mail order business-concept (Meaning and features) • Concept of automatic vending machine • Chambers of Commerce and Industry: Basic functions • Main documents used in internal trade: Performa invoice, invoice, debit note, credit note. Lorry receipt (LR) and

	<p>Railways Receipt (RR).</p> <ul style="list-style-type: none"> • Terms of Trade: Cash on Delivery (COD), Free on Board (FOB), Cost, Insurance and Freight (CIF), Errors and Omissions Expected (E&OE). • PROJECT WORK (As per CBSE guidelines) <p style="text-align: center;">YUVA 11.9 Choosing Happiness</p>
January, 2018	<p>UNIT 10: International Trade</p> <ul style="list-style-type: none"> • International Trade – concept • Distinguish Between Internal Trade and External Trade • International Trade : Advantages and disadvantages of international trade. • Export trade – Meaning, objective and procedure of Export Trade • Import Trade – Meaning, objective, Purpose and procedure; • Documents involved in International Trade: Indent, letter of credit, shipping order, shipping bills, mate’s receipt (DA/DP), specimen of the documents, importance. • World Trade Organization (WTO) meaning and objectives <p style="text-align: center;">YUVA 11.10 Respect and Care</p>
February, 2018	REVISION
March, 2018	<p style="text-align: center;">ANNUAL EXAM</p> <p style="text-align: center;">Complete Syllabus will be covered in Annual Exam</p>