

TERM WISE SYLLABUS
SESSION-2018-19
CLASS-XI
SUBJECT-BUSINESS STUDEIS

TERM-1 (JULY 18 TO SEPTEMBER 18)

Ist TERM	CONTENTS
	<p>PART A: FOUNDATION OF BUSINESS</p> <p>UNIT 1: Evolution and Fundamentals of Business</p> <ul style="list-style-type: none"> • History of 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 – 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 <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. <p>Company-Concept, merits and limitations; Types:Private ,Public and One person company-concept Formation of company-stages, important documents to be used in formation of a company.</p> <ul style="list-style-type: none"> • Choice of form of business organization (Factors AffectingChoice) <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) • Global enterprises(MNCs,)-features, 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, Bank Overdraft, Cash Credit and E-Banking- Meaning, Types of digital payments • Insurance-: Principles, Types – life, health, fire and marine insurance concept. <p>Postal : Mail, Registered Post, Parcel, Speed Post and Courier meaning</p> <ul style="list-style-type: none"> • E-business-(concept) scope and benefits • Outsourcing-Concept: Business Process Outsourcing (BPO) and Knowledge Process Outsourcing (KPO) – Concept, need and scope.

	<p>YUVA 11.3 How can I Be Assertive UNIT 5: Emerging Modes of Business • Revision</p> <p style="text-align: center;">MID TERM EXAM</p> <p style="text-align: center;"><u>Second term (October 2018 to February 2019)</u></p>
IInd TERM	<p style="text-align: center;">CONTENTS</p>
	<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>PART B: FINANCE AND TRADE</p> <p>UNIT 7: Sources of Business Finance</p> <ul style="list-style-type: none"> • Concept of business finance • Owners' funds—equity shares, preference share • retained earning <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) – Concept. ▪ Borrowed funds: debentures and bonds, loan from financial institution, loans from commercial banks, public deposits, trade credit, Inter Corporate Deposits (ICD). <p>UNIT 8: Small Business and Enterprises</p> <p>Entrepreneurship Development (ED): Concept, Characteristics and Need</p> <ul style="list-style-type: none"> ▪ Process 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 (National Small Industries Corporation) and District Industrial Centre (DIC) with special reference to rural, backward areas. <ul style="list-style-type: none"> ▪ UNIT 9: Internal Trade <ul style="list-style-type: none"> • Internal Trade-meaning and types, Services rendered by a wholesaler and a retailer • GST(Goods and Service Tax): Concept and key-features • Types of retail-trade : Itinerant and small scale fixed shops retailers <p>YUVA 11.6 Learning to Manage Stressful feelings</p> <ul style="list-style-type: none"> • Large scale retailers-Departmental stores, chain stores –concept • Concept of automatic vending machine <p>Main documents used in internal trade: Performa invoice, invoice, debit note, credit note. Lorry receipt (LR) and 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>YUVA 11.9 Choosing Happiness</p>

UNIT 10: International Trade

- International Trade–concept
- International Trade : concept and benefits
- Export trade–Meaning, objective and procedure of Export Trade
- Import Trade–Meaning, objective 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

YUVA 11.10 Respect and Care

REVISION AND ANNUAL EXAM

NOTE: SYLLABUS SHOULD BE COMPLETED BY JANUARY 2019.

Complete Syllabus will be covered in Annual Exam

