

MONTHWISE SYLLABUS FOR YEAR 2019-20

XI BUSINESS STUDIES (054)

| Sl.No. | Unit | Name and Contents | Month |
|--------|--------|--|------------|
| 1. | Unit-1 | <p>Evolution and fundamental 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 Import Export, Position of India’s Subcontinent in World Economy • Concept and characteristics of business. • Business, profession and employment -Meaning and their distinctive features. • Objectives of business - Economic and social, role of profit in business • Classification of business activities: Industry and Commerce. • Industry - types: primary, secondary, tertiary - Meaning and sub types • Commerce - trade: types (internal, external, wholesale and retail; and auxiliaries to trade: banking, insurance, transportation, warehousing, communication, and advertising. • Business risks - Meaning, nature and causes. | June |
| 2. | Unit-2 | <p>Forms of Business organizations</p> <p>Sole Proprietorship- meaning, features, merits and limitations.</p> <ul style="list-style-type: none"> • Partnership- Features, types, merits and limitations of partnership, registration of a partnership firm, partnership deed. • Hindu Undivided Family Business: Concept and features. • Cooperative Societies- features, types, merits and limitations. • Company: private and public company -features, merits and limitations. • Types : Private and One Person Company : Concept • Formation of a company- four stages, important document (MOA, AOA, relevance of certificate of incorporation and certificate of commencement. • Starting a business - Basic factors. | June- July |
| 3. | Unit-3 | <p>Public, Private and Global Enterprises</p> <ul style="list-style-type: none"> • Private sector and public sector enterprises. • Forms of public sector enterprises: features, merits and limitations of departmental undertakings, statutory corporation and Government Company. • Changing role of public sector enterprises. • Global enterprises, Joint ventures, Public Private Partnership – Features | August |
| 4 | Unit-4 | <p>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), RTGS (Real Time Gross Settlement) NEFT (National Electronic Funds Transfer), bank overdraft, cash credits and e- banking, digital Payment • Insurance: principles, concept of life, health, fire and marine insurance. • Postal and telecom services: Mail order house (UPC, registered post, parcel, speed post and courier) and other services. | August |

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| 5 | Unit-5 | <p>Emerging Modes of Business</p> <ul style="list-style-type: none"> • E-business - scope and benefits, resources required for successful e-business implementation, online transactions, payment mechanism, security and safety of business transactions. • Outsourcing-concept, need and scope of BPO (business process outsourcing) and KPO (knowledge process outsourcing). • Smart cards and ATM's meaning and utility | September |
| 6 | Unit-6 | <p>Social Responsibility of Business and Business Ethics</p> <ul style="list-style-type: none"> • Concept of social responsibility • Case for social responsibility • Responsibility towards owners, investors, consumers, employees, government and community • Environment protection and business <p>Meaning and basic elements of business ethics</p> | September |
| | | PART B: FINANCE AND TRADE | |
| 7 | Unit-7 | <p>Sources of Business Finance</p> <ul style="list-style-type: none"> • Concept of business finance • Owner's funds - equity shares, preference share, GDR, ADR, IDR and retained earnings. • Borrowed funds: debentures and bonds, loan from financial institution, loans from commercial banks, public deposits, trade credit, ICD (inter corporate deposits). | October |
| 8 | Unit-8 | <p>Small Business Enterprise</p> <ul style="list-style-type: none"> • Entrepreneurship Development (ED) : Concept , characteristics Need • Process of Entrepreneurship Development : Startup India Scheme , Ways to fund Startup • 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 DIC (District Industrial Center) with special reference to rural, backward and hilly areas. | October-November |
| 9 | Unit-9 | <p>Internal Trade</p> <ul style="list-style-type: none"> • GST(Goods and service Tax) : Concept and key Features • Services rendered by a wholesaler and a retailer • Types of retail -trade - Itinerant and small scale fixed shops • Large scale retailers - Departmental stores, chain stores, mail order business • 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. LR (Lorry receipt) and RR (Railway Receipt) • Terms of Trade: COD (Cash on Delivery) , FOB (Free on Board), CIF (Cost, Insurance and Freight), E&OE (Errors and Omissions Excepted) | November-December |
| 10 | Unit-10 | <p>International Trade</p> <ul style="list-style-type: none"> • Meaning, difference between internal trade and external trade: Meaning and characteristics of international trade. • Problems of international trade: Advantages and | December |

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| | | disadvantages of international trade • Export Trade - Meaning, objective and procedure of Export Trade • Import Trade - Meaning, objective and procedure: Meaning and functions of import trade; purpose and procedure • Documents involved in International Trade; documents involved in export trade, indent, letter of credit, shipping order, shipping bills, mate's receipt, bill of lading, certificate of origin, consular invoice, documentary bill of exchange (DA/DP), specimen, importance • World Trade Organization (WTO) meaning and objectives | |
| | | Part C : Project Work & Revision | January |

Blue Print

Term-I FM : 90

1 m X 8 = 8

3 m X 6 = 18

4 m X 5 = 20

5 m X 4 = 20

6 m X 4 = 24

| | Marks: | 1(8) | 3(6) | 4(5) | 5(4) | 6(4) |
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| Unit-1 | 20M | 1(2) | 3(1) | 4(1) | 5(1) | 6(1) |
| Unit-2 | 30M | 1(3) | 3(1) | 4(2) | 5(2) | 6(1) |
| Unit-3 | 16M | - | 3(2) | 4(1) | - | 6(1) |
| Unit-4 | 24M | 1(3) | 3(2) | 4(1) | 5(1) | 6(1) |

