

KOTHARI INTERNATIONAL SCHOOL, NOIDA
GRADE: 11 SUBJECT – BUSINESS STUDIES SESSION: 2020-21

1ST TERM SYLLABUS COMPLETION – 31ST AUGUST 2020
 FULL SYLLABUS COMPLETION – 31ST DECEMBER, 2020
 REVISION – 1ST JAN - 31ST JAN 2021

TEXT BOOK: NCERT BUSINESS STUDIES & BUSINESS STUDIES BY SANDEEP GARG

MONTH	TOPICS	CONTENT
APRIL	<u>UNIT 1: NATURE AND PURPOSE OF BUSINESS</u>	<ul style="list-style-type: none"> • 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	<u>UNIT 2: FORMS OF BUSINESS ORGANIZATIONS</u>	<ul style="list-style-type: none"> • Sole Proprietorship - meaning, features, merits and limitations. • Partnership - Features, types, merits and limitations of partnership and partners, registration of a partnership firm, partnership deed. Type of partners. • Hindu Undivided Family Business: features. • Cooperative Societies- features, types, merits and limitations. • Company: private and public company -features, merits and limitations. • Formation of a company- four stages, important document (MOA, AOA, relevances of certificate of incorporation and certificate of commencement. • Starting a business - Basic factors.

<p>JULY</p>	<p><u>UNIT 3: PUBLIC, PRIVATE AND GLOBAL ENTERPRISES</u></p> <p><u>UNIT 4: BUSINESS SERVICES</u></p>	<p>Unit 3: 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. <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), RTGS (Real Time Gross Settlement) NEFT (National Electronic Funds Transfer), bank overdraft, cash credits and e- banking. • Insurance: principles, concept of life, health, fire and marine insurance.
<p>AUGUST</p>	<p><u>UNIT 5: EMERGING MODES OF BUSINESS</u></p> <p><u>UNIT 6: SOCIAL RESPONSIBILITY OF BUSINESS AND BUSINESS ETHICS</u></p>	<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 transactions, payment mechanism, security and safety of business transactions. <p>Unit 6: 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
<p>SEPTEMBER</p>	<p><u>REVISION</u></p>	<p>HALF YEARLY EXAMINATION</p>
<p>OCTOBER</p>	<p><u>UNIT 7: SOURCES OF BUSINESS FINANCE</u></p>	<p>Unit 7: 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

		<p>earnings.</p> <ul style="list-style-type: none"> Borrowed funds: debentures and bonds, loan from financial institution, loans from commercial banks, public deposits, trade credit
NOVEMBER & DECEMBER	<p><u>UNIT 8: SMALL BUSINESS</u></p> <p><u>UNIT 9: INTERNAL TRADE</u></p>	<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 DIC (District Industrial Center) with special reference to rural, backward and hilly areas. <p>Unit 9: Internal Trade</p> <ul style="list-style-type: none"> Services rendered by a wholesaler and a retailer 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)
JANUARY	<ul style="list-style-type: none"> REVISION FOR ANNUAL EXAMINATION 	<p>Strategies for Revision:</p> <ul style="list-style-type: none"> Students will be asked to focus on NOTE MAKING and NOTE TAKING practice Revisiting the areas of common difficulty of the students. Catering to the individual need of the student. Methodology of Peer Tutoring for Recapitulation of a few topics. Class Assessments. Worksheets

- Project will be Completed in the months of June and January**