**Syllabus Details(2015-16)**

**Class: - XI Subject: Business Studies Teacher Name: Ms. Balwinder Kaur**

**Book Name:- Business Studies Ref. Book:- Business Studies**

 **Poonam Gandhi**

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| **S.****No.** | **Month** | **No of working days** | **Unit/ chapter** | **Weightage of marks & Type of questions** | **Remarks** |
|  | **April** | **16** |  |  |  |
| **1 week** |  |  |  |  |
| **2 week** |  | **UNIT-I****Nature and purpose of business****1. Concept and characteristics of business****2. Business Profession & employment distinctive features.**  |  |  |
| **3 week** |  | **1. Objectives of business****2. Classification of business activities** **3. Industry – types** |  |  |
| **4 week** |  | **1. Commerce: trade and auxiliances** **2. Business risks- nature & causes** |  |  |
| **S.****No.** | **Month** | **No of working days** | **Unit/ chapter** | **Weightage of marks & Type of questions** | **Remarks** |
|  | **May** | **25** | **Unit-2** |  |  |
| **1 week** |  | **Forms of business Organisation****1. Sole proprietorship- Meaning, features merits & limitations****2. Partnership, Meaning, features, merits & limitations** |  |  |
| **2 week** |  | **1. Types of partnership& Partners.****2. Hindu undivided family business****3. Co-operative societies- features merits & limitations.** |  |  |
| **3 week** |  | **Unit Test-I** |  |  |
| **4 week** |  | **Company: Private & Public Co. features, merits & limitations formation of a company- stages contd.** |  |  |
|  | **July** | **25** |  |  |  |
| **1 week** |  | **Formation of company- stages starting a business- basic factors** |  |  |
| **2 week** |  | **Unit-3Unit-3****Private, Public and Global Enterprises****Forms of public sector enterprise features, merits + limitations of department undertakings** |  |  |
| **3 week** |  | **Statutory corporation + Govt Co.** |  |  |
| **4 week** |  | **Changing role of public sector enterprise.****Global enterprises** |  |  |
| **S.****No.** | **Month** | **No of working days** | **Unit/ chapter** | **Weightage of marks & Type of questions** | **Remarks** |
|  | **August** | **23** | **Unit-4** |  |  |
| **1 week** |  | **Business Services****Banking : Types + services****Insurance:- Principles** |  |  |
| **2 week** |  | **Concept of life, health, fire + marine insurance****Postal and telecom services:-****Mail and other services** |  |  |
| **3 week** |  | **Unit-5****Emerging Modes of Business****E-Business: meaning, scope + benefits** |  |  |
| **4 week** |  | **Resources required for successful** **e-business implementation:****on line transactions + outsourcing** **concept, need + scope.** |  |  |
|  | **Sept.** | **19** | **Unit-6** |  |  |
| **1 week** |  | **Social Responsibly of Business and Business Ethics****(Concept of social responsibility and responsibility towards different interest groups)** |  |  |
| **2 week** |  | **Business + Environmental protection** **Business ethics: Concept + elements** |  |  |
| **3 week** |  | **Term-I** |  |  |
| **4 week** |  | **Term-I** |  |  |
| **S.****No.** | **Month** | **No of working days** | **Unit/ chapter** | **Weightage of marks & Type of questions** | **Remarks** |
|  | **October** | **24** | **(Part-B)** |  |  |
| **1 week** |  | **Unit-7****Sources of Business Finance****Concept of business finance owner’s funds- equity shues + preference shues**  |  |  |
| **2 week** |  | **GDR, ADR + Retained earnings****Borrowed funds:- debentures Loan from financial institutions** |  |  |
| **3 week** |  | **Loans from commercial banks, public deposits****Unit-18****Small Business** |  |  |
| **4 week** |  | **Small scale enterprise as defined by MSMED Act 2006.****Role of small business in India****And Govt Schemes and agencies.** |  |  |
|  | **November** | **20** | **Unit-19** |  |  |
| **1 week** |  | **Internal Trade****Services rendered by wholesaler and retailer. Types of retail trade.** |  |  |
| **2 week** |  | **Large scale retailers- departments stores, chain stores****Main documents used in Internal (trade)** |  |  |
| **3 week** |  | **Unit-10****International Business** **Concept and problems of international trade** |  |  |
| **4 week** |  | **Export import procedure and documents** |  |  |