

**D.A.V Public School, Uppal Southend, Sector 49, Gurugram**  
**Academic Plan (2019-20)**  
**BUSINESS STUDIES**  
**CLASS – XI**

**TIME: 3 HRS**

**MARKS: 80 + 20**

THEORY PAPER – 80 MARKS  
 PROJECT WORK- 20 Marks

Units	Marks
<b>PART A</b>	<b>FOUNDATIONS OF BUSINESS</b>
Unit 1: Evolution and Fundamentals of Business Unit 2: Forms of Business Organisations	16
Unit 3: Public, Private and Global Enterprises Unit 4: Business Services	14
Unit 5: Emerging Modes of Business Unit 6: Social Responsibility of Business and Business Ethics	10
<b>Total</b>	<b>40</b>
<b>PART B</b>	<b>FINANCE AND TRADE</b>
Unit 7: Sources of Business Finance Unit 8: Small Business	20
Unit 9: Internal Trade Unit 10: International Business	20
<b>Total</b>	<b>40</b>
<b>Project Work</b> Project Work will include: Project File : 4 marks Written Test: 12 Marks( one hour) Viva Voce: 4 marks	<b>20</b>
	<b>100</b>

Month	No. of Periods	Content
APRIL	13	<p><b><u>CHAPTER 1 : EVOLUTION AND FUNDAMENTALS OF BUSINESS</u></b></p> <p>History of Trade and 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.</p> <p>Business – meaning and characteristics Business, profession and employment Concept Objectives of business</p> <p>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>
MAY	19	<p><b><u>UNIT 2: FORMS OF BUSINESS ORGANISATIONS</u></b></p> <p>Sole Proprietorship-Concept, merits and limitations. Partnership-Concept, types, merits and limitation of partnership, registration of a partnership firm, partnership deed. Types of partners Hindu Undivided Family Business: Concept Cooperative Societies-Concept, merits, and limitations. 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 Choice of form of business organization</p>
JULY	31	<p><b><u>UNIT 3: PUBLIC, PRIVATE AND MULTINATIONAL COMPANY</u></b></p> <p>Public sector and private sector enterprises – Concept Forms of public sector enterprises: Departmental Undertakings, Statutory Corporations and Government Company. Multinational Company – Feature. Joint ventures, Public private partnership – concept</p>

		<p><b><u>UNIT 4: BUSINESS SERVICES</u></b>  Business services – meaning and types. Banking: Types of bank accounts - savings, current, recurring, fixed deposit and multiple option deposit account  Banking services with particular reference to Bank Draft, Bank Overdraft, Cash credit. E-Banking meaning, Types of digital payments  Insurance – Principles. Types – life, health, fire and marine insurance – concept  Postal Service - Mail, Registered Post, Parcel, Speed Post, Courier – meaning</p>
AUGUST	26	<p><b><u>UNIT 5: EMERGING MODES OF BUSINESS</u></b>  E - business: concept, scope and benefits  Business Process Outsourcing (BPO): Concept, need and scope</p> <p><b><u>UNIT 6: SOCIAL RESPONSIBILITY OF BUSINESS AND BUSINESS ETHICS</u></b>  Concept of social responsibility  Case of social responsibility  Responsibility towards owners, investors, consumers, employees, government and community  Role of business in environment protection  Business Ethics - Concept and Elements</p>
SEPTEMBER		<b>TERM I EXAMINATION</b>
OCTOBER	18	<p><b><u>UNIT 7: SOURCES OF BUSINESS FINANCE</u></b>  Concept of business finance  Owners' funds- equity shares, preferences share, retained earnings, Global Depository receipt (GDR), American Depository Receipt (ADR) and International Depository Receipt (IDR) – concept  Borrowed funds: debentures and bonds, loan from financial institution and commercial banks, public deposits, trade credit, Inter Corporate Deposits (ICD).</p>
NOVEMBER	26	<p><b><u>UNIT 8: SMALL BUSINESS AND ENTERPRISES</u></b>  Entrepreneurship Development (ED): Concept, Characteristics and Need. Process of 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 (NSIC) and District Industrial Centre (DIC) with special reference to rural, backward areas</p>

DECEMBER	18	<p><b><u>UNIT 9 :INTERNAL TRADE</u></b></p> <p>Internal trade - meaning and types services rendered by a wholesaler and a retailer</p> <p>Types of retail-trade-Itinerant and small scale fixed shops retailers</p> <p>Large scale retailers-Departmental stores, chain stores – concept</p> <p>GST (Goods and Services Tax): Concept and key-features</p>
JANUARY	15	<p><b><u>UNIT 10: INTERNATIONAL TRADE</u></b></p> <p>International Trade: Concept and Benefits</p> <p>Export Trade: Meaning and Procedure</p> <p>Import Trade: Meaning and Procedure</p> <p>Documents involved in International Trade</p> <p>World Trade Organisation: Meaning and Objectives</p> <p><b>REVISION FOR FINAL EXAMINATION</b></p>

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