

Annual Syllabus Break-up for the session 2024-2025

Subject: BUSINESS STUDIES

Class: XI COMMERCE

Prescribed Textbooks- Business Studies (Part-A & B) NCERT

- Business Studies (Part-A & B) Sandeep Garg

Sl.	Month	No. of Instructional days	No. of periods	Chapters to be taught	Subject enrichment activities	Values to be imparted	Extra content to be taught
1.	April	23	23	Nature & purpose of business	TARGETTED SKILLS: Reasoning Analytical Skills Critical Skills <u>Planned Activities-</u> Oral Test Slip Test Group Discussion Quiz Class Test <u>Lecture method & Question answer session:</u> By Introducing real life examples such as the different activities involves during family function celebrations and asking questions about managing different activities.	The relevance of human activity • To classify different economic & non economic activity • Role of profit in business • To compare business profession and employment • How to handle business risk • To consider the factors before starting a business • To fulfill the need of the people of society • To protect environment • The importance of financial resources.	Home Assignment will be given

2.	June	09	09	<p>Forms of business organization</p> <ul style="list-style-type: none"> • Introduction • Sole proprietorship 	<p>TARGETTED SKILLS:</p> <ul style="list-style-type: none"> Reasoning Analytical Skills Critical Skills <p><u>Activities planned:</u></p> <ol style="list-style-type: none"> 1 Involvement of students in passing the parcel 2 Role playing-types of plan 	<p>Student would learn-</p> <ul style="list-style-type: none"> • Different forms of business organization • Feature, merits, limitation of business organization • Distinguish between various forms of organization 	<p>Dividing students in equal group an assigning them activity related to Indian company profile</p>
3.	July	26	26	<p>(II)Forms of business organization</p> <ul style="list-style-type: none"> • Introduction • Sole proprietorship • Joint Hindu family business-features, merits & limitations • Partnership- feature, merits, limitations & types of partner& partnership • Cooperative societyfeature, merits, demerits,& types. • Joint stock companyfeature, merit limitations & types- public, private. • Different between public & private company. Formation of company- • Introduction • Stages of promotion • Incorporation • Capital subscription stage • Commencement of business • Promoter • Important 	<p>TARGETTED SKILLS:</p> <ul style="list-style-type: none"> Reasoning Analytical Skills Critical Skills <p><u>Activities planned:</u></p> <ul style="list-style-type: none"> Lecture method Case studies Introducing real life examples Question answer session Oral Test 	<p>Student will learn-</p> <ul style="list-style-type: none"> • Identifying of business opportunities • Preparation of necessary documents • Filling of documents & payment of fees • SEBI approval, minimum subscription • Meaning, types & legal status of promoter • MOA- Name, Situation, Object, Liability, Capital & Association Clause • Meaning, important & content of prospectus • Distinguish between the various forms of Business organisations. • Explain the factors that influence the choice of a suitable form of business organisation 	<p>Mind Map of forms of business organization</p>

				documentMOA, AOA, Prospectus & statement in lieu of prospectus • Choice of form of business organization			
4.	AUGUST	23	23	(III)Private, public & global enterprises • Introduction • Role of public sector • Role of private sector • Types of public sector enterprise • Departmental undertaking (III)Private, public & global enterprises • Introduction • Role of public sector • Role of private sector • Types of public sector enterprise • Departmental undertaking	TARGETTED SKILLS: Reasoning Analytical Skills Critical Skills <u>Activities planned:</u> •Case studies on PPE, Joint venture, and multinational companies	Understand the Concept & characteristics of public sector enterprise. • Understanding different forms of enterprise. Critically analyze the changing role of public sector. • Understand feature of global enterprises. • Identify the benefits of joint venture. • Know the meaning, feature Merit, demerit, & drawbacks of public enterprises. • Develop an understanding of concept of public private partnership. • Learn to work in team. • To develop mutual trust.	Home Assignment will be given- • List of Indian companies entering into joint venture.
5.	September	10	10	Revision for Half Yearly Examination			
6.	October	17	17	(IV)Business services Classification & types of services • Banking service Classification of banking services • Types of bank accountssavings, current, recurring, fixed deposit and multiple option deposit account. • Banking services with particular reference to issue of bank draft, banker's	TARGETTED SKILLS: Reasoning Analytical Skills Critical Skills <u>Activities planned:</u> 1. Role play based on the steps of controlling. 2. Presentation:-Each student shall be given presentation.	The meaning of business services. • To discuss the types of Business service (Banking, insurance, communication services, transportation, warehousing). • To develop an understanding of difference types of bank account. • To develop and understanding of the difference services provided by banks. • To	Class room discussion will be there with student related to the topic Home assignments will be given- • List of various services you use & get on regular basis & identify its distinct features.

			<p>cheque (pay order), Real Time Gross Settlement (RTGS), National electronic Funds Transfer (NEFT), bank overdraft, cash credit and e -banking • E -banking - benefits • Insurance • Fundamentals of insurance • Principle of insurance • Types of insurance • Communication services • Postal services • Differentiate between life, fire & marine insurance. • Difference between insurance & assurance • Postal and telecom services: Mail, • Under Postal Certificate (UPC), Registered Post, Parcel, Speed Post and Courier and other services.</p>		<p>recall the concept of insurance. • To understand the principles of insurance. • To discuss the meaning of different types of insurance • To understand the utility of different postal and telecom services: a) Postal services b) Telecom services</p>	
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7.	November	19	19	<p>(V) Emerging modes of business</p> <ul style="list-style-type: none"> • Introduction • Meaning & scope of ebusiness • E-business & e-commerce • Opportunity of e-business • E-business & traditional business • Resources required for successful e-business implementation • online transaction • Payment mechanism, • Security and safety of business transactions • Outsourcing-Concept: <ul style="list-style-type: none"> • Business process Outsourcing (BPO) • Knowledge Process Outsourcing (KPO)- • Concept, need and scope • Concept, need and scope: Smart cards and ATM's meaning and utility. 	<p>TARGETTED SKILLS:</p> <p>Reasoning Analytical Skills Critical Skills</p> <p><u>Activities planned:</u></p> <ol style="list-style-type: none"> 1. Involvement of students in passing the parcel 2 Role playing 3 Kaun banega crorepati 	<p>The meaning of ebusiness.</p> <ul style="list-style-type: none"> • Discuss the scope of e-business. • Appreciate the benefits of ebusiness • Compare ebusiness with traditional business. • Learn the process of online buying and selling as a part of e-business. • Examine the major security concerns of electronic mode of doing business. • Understand the methods of secure and safe business transactions. • Identify the resources required for implementation of a successful ebusiness. 	<p>Students will explain the different payment mechanism Individual & group activity Project work on Outsourcing.</p>
8.	December	13	13	<p>VI) Social responsibility of business & business ethics</p> <ul style="list-style-type: none"> • Definition & 	<p>TARGETTED SKILLS:</p> <p>Reasoning Analytical Skills Critical Skills</p> <p><u>Activities planned:</u></p> <p>Group activity for</p>	<p>Understand the concept and relevance of Corporate Social Responsibility.</p> <ul style="list-style-type: none"> • Analyse the impact of business activities on society and vice versa. • Understand 	<p>Assignment will be given to student after completion of the chapter Assessment will be done by</p>

				<p>Concept of social responsibility • Cases for & against social responsibility • Kinds & reality of social responsibility • Responsibility towards different interest group</p> <ul style="list-style-type: none"> • Business & environment protection • Types of environment protection • Pollution control-types, ways & means of pollution control • Business ethics • Ethics vs laws • Element of business ethics • Factors affecting business ethics 	<p>examining different interest groups.</p>	<p>the legal aspects of performing CSR. • Analyse the relevance of societal values and norms. • Understand the relevance of following ethics in life as well as business.</p>	<p>providing a home assignment & then discussion in class- • Compare different products of same type with their price, quality & customer satisfaction • How different companies are fulfilling their CSR</p>
9.	January 2025	25	25	<p>(VII)Sources of business finance- • Introduction • Meaning, nature & significance of business finance • Classification & sources of funds • Classification of business finance • On the basis of period-long</p>	<p>TARGETTED SKILLS: Reasoning Analytical Skills Critical Skills</p> <p><u>Activities planned</u> Case studies on different sources of finance • Guest lecture on mutual funds • Solo taxonomy (Group</p>	<p>The concepts of business finance • Able to identify different sources of finance • To identify the financial requirement • To analyse the factors which effects their decision of selecting the appropriate source of finance</p>	<p>A case study will be given & discussed in class- • Solving financial problem of a restaurant owner • Home Assignment will be given to</p>

				<p>term, medium term & short time</p> <ul style="list-style-type: none"> • On the basis of ownership • Owner's fund & borrowed funds • On the basis of source of generation - Internal sources & external sources IDR , ADR & GDR • Loan from commercial bank • Borrowed funds: debentures and bonds, loan from financial institution, loans from commercial banks, public deposits, trade credit, Inter Corporate Deposits (ICD). <p>Differentiate between equity & preferential shares Differentiate between shares & debentures.</p>	<p>discussion) to explain how finance will be arrange and its investment</p>	<p>student on completion of the chapter.</p>
10.	February 2025	07	07	<p>Revision of Syllabus & Project Work.</p>		