

ATOMIC ENERGY CENTRAL SCHOOL NO.3, RAWATBHATA

SPLIT-UP SYLLABUS

SESSION 2020-21

CLASS: XI

SUBJECT: BUSINESS STUDIES (054)

NCERT TEXT BOOKS: 1. Foundations of Business : 40 Marks.

2. Finance and Trade : 40 Marks

3. Project: : 20 Marks

S.N.	Month	NAME OF THE LESSONS	Tentative No. of Periods	Tentative No. of Working Days
1.	JUNE	Nature and Purpose of Business <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 Imports and Exports, Position of Indian Sub-Continent in the World Economy• Business -Concept : Concept includes meaning and features• Business, profession and employment-Concept• Objectives of business• Classification of business activities - Industry and Commerce• Industry-types: primary, secondary, tertiary Meaning and subgroups	12	9
2.	JULY	Nature and Purpose of Business contd. <ul style="list-style-type: none">• Commerce-trade: (types-internal, external; wholesale and retail) and auxiliaries to trade; (banking, insurance, transportation, warehousing, communication, and advertising) – meaning• Business risk-Concept Forms of Business Organisations	10 26	24
3.	AUGUST	Public, Private and Global Enterprises Business Services <ul style="list-style-type: none">• Business services and its types - Meaning. 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	22 14	24

4.	SEPT	Business Services contd. <ul style="list-style-type: none"> Insurance-: Principles, Types –life, health, fire and marine insurance –concept Postal Service-Mail, Registered Post, Parcel, Speed Post, Courier-meaning Emerging Modes of Business Social Responsibility of Business and Business Ethics	08 12 16	22
5.	OCTOBER	Sources of Business Finance <ul style="list-style-type: none"> 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 	20	16
6.	NOV	Sources of Business Finance contd. <ul style="list-style-type: none"> Borrowed funds: debentures and bonds, Loan from financial institution and commercial banks, public deposits, trade credit, Inter Corporate Deposits (ICD). Small Business	10 16	24
7.	DEC	Internal Trade <ul style="list-style-type: none"> Internal trade - meaning and types services rendered by a wholesaler and a retailer GST (Goods and Services Tax): Concept and key-features Types of retail-trade-Itinerant and small scale fixed shops retailers Large scale retailers-Departmental stores, chain stores - concept Concept of automatic vending machine 	20	17
8.	JANUARY	Internal Trade contd. <ul style="list-style-type: none"> Main documents used in internal trade: Performa invoice, invoice, debit note, credit note. Lorry receipt (LR) and Railways Receipt (RR). Terms of Trade: Cash on Delivery (COD), Free on Board (FOB), Cost, Insurance and Freight (CIF), Errors and Omissions Excepted (E&OE). International Business	10 14	24
9.	FEBRUARY	Revision and Project Work	30	24
10.	MARCH	Session Ending Examination		