

N.C JINDAL PUBLIC SCHOOL

PUNJABI BAGH, NEW DELHI

ANNUAL CURRICULUM : 2018 - 19

Business Studies

Syllabus Topic	Academic Book	Chapter	Chapter Topic	Term	Start Date	End Date	No. of Periods
Evolution and Fundamentals of Business	NCERT	Evolution and Fundamentals of Business	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.	I	02/07/18	16/07/18	16
			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				
			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	NCERT	Forms of Business Organisations	Sole Proprietorship-Concept, merits and limitations.		17/07/18	16/08/18	14

			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				
			REVISION		17/08/18	20/08/18	
Public, private and Global Enterprises	NCERT	Public, private and Global Enterprises	Public sector and private sector enterprises – Concept		21/08/18	31/08/18	14
			Forms of public sector enterprises: Departmental Undertakings, Statutory Corporations and Government Company.				
			Global enterprises (MNCs) – Features, Joint ventures, Public private partnership – concept				
Business Service	NCERT	Business Service	Business services and its types - Meaning. Banking: Types of bank accounts- savings, current, recurring, fixed deposit and multiple option deposit account.		16/8/2016	23/8/2016	7
			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.				
			REVISION FOR HALF - YEARLY		11/09/18	18/09/18	
Emerging Modes of Business	NCERT	Emerging Modes of Business	E-business (concept), scope and benefits	II	01/10/18	12/10/18	9
			Business Process Outsourcing (BPO): Concept, need and scope				
Social Responsibility of Business and Business Ethics	NCERT	Social Responsibility of Business and Business Ethics	Concept of social responsibility, Case of social responsibility, Responsibility towards owners, investors, consumers, employees, government and community, Environment protection and business-Meaning and role, Business Ethics-Concept and Elements	II	15/10/18	31/10/18	9
			REVISION		01/11/18	03/11/18	
Sources of Business Finance	NCERT	Sources of Business Finance	Concept of business finance		12/11/18	03/12/18	12
			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).				
Small Business and Enterprises	NCERT	Small Business and Enterprises	Entrepreneurship Development (ED): Concept, Characteristics and Need		04/12/18	18/12/18	14
			☑ Process 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				
Internal Trade	NCERT	Internal Trade	Internal trade - meaning and types services rendered by a wholesaler and a retailer		19/12/18	24/01/19	14
			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				
			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	NCERT	International Business	International trade - concept		25/01/19	14/02/19	17
			International trade: concept and benefits				
			Export trade- Meaning, objectives and procedure of Export Trade				

			Import Trade- Meaning, objectives and procedure			
			Documents involved in International Trade; indent, letter of credit, shipping order, shipping bills, mate's receipt(DA/DP), specimen of the documents, importance			
			World Trade Organization (WTO) meaning and objectives			
			Revision for Annual Exam		15/02/19	22/02/19
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Periodic Test Marking Scheme:2018 - 19

Class: XI		Subject: B. St.	
Sl.no.	Periodic Test	Chapter/Topic	Max. Marks
1	PT - 1	Nature and purpose of Business	15
		Forms of Business Organisations	25
		TOTAL	40
2	PT - 2	Emerging Modes Of Business	20
		Social Responsibility	20
		TOTAL	40

Half - Yearly Marking Scheme:2018 - 19

Class: XI		Subject: B. St.	
Sl.no.	SA/Term/Pre B	Chapter/Topic	Max. Marks
	Half - Yearly Exams	Nature and purpose of business	20
		Forms of business organisations	35
		Public, private and global enterprises	25
		Business services	20
		TOTAL	100

Annual Marking Scheme:2018 - 19

	Part - A	Nature and purpose of business	20
		Forms of business organisations	
		Public, private and global enterprises	
		Business services	18
		Emerging modes of business	12
			50
	Part - B	Finance and Trade	
		sources of business finance	20
		Small business	
		Internal trade	
		International trade	20
		project work	10
			50
		TOTAL	100

Co-ordinator Name: Mrs. Madhu Khirbat

Sign.....

Subject Teacher:

Name:

Sign.....