

BUSINESS STUDIES

MONTH	TOPIC	SUB TOPIC
April	Evolution and Fundamentals of Business	History of commerce in India, Concept and Characteristics
May	Evolution and Fundamentals of Business	Differentiation between Business, Profession and Employment, Objectives of Business (Economic and Social), Role of Profit
		Classification of Business Activity (Industry and Commerce), Business Risk - Meaning, nature and causes and written work.
June	Forms of Business Organisation	Sole Proprietorship and Joint Hindu Family Business
		Partnership: Features, Types, Merits, Demerits and Types of partner and Cooperative Societies - Features, Types, Merits and Demerits
July	Forms of Business Organisation	Joint Stock Companies - Features, Merits and demerits, Formation of a company.
	UT-1	
	Forms of Business Organisation	Formation of a Company continued and Starting a Business - basic Factors and Written Work.
	Public, Private and Global Enterprise	Differentiation between Public Sector and Private Sector, Forms of Public Sector - Feature, Merits and Demerits, Changing role of Public Sector, Features of - Global Enterprises, Joint Venture, PPP (C. B. Gupta) and Written Work
August	Business Services	Banking - Types of bank account, banking services (Full from C.B.Gupta)
		Insurance - Principles, Life Insurance, Health Insurance, Fire Insurance and Marine Insurance - Meaning and Differentiation. Postal and telecom services (C.B.Gupta) and written work
	Emerging Modes of Business	E- Business - Scope, Benefit, Resources required to impliment, online transactions, Payment mechanism and Security and safety of business transaction
		Outsourcing - Concept, Need and Scope and KPO (C.B.Gupta), meaning and utility of smart cards and ATM and written work
September	REVISION AND BLOCK TEST 1	
October	Social Responsibility and Business Ethics	Meaning, Definition and Need for Social Responsibility, Arguments For and Against Social Responsibility, Responsibility towards different interest groups
		Business and environmental protection, Need and role of environmental protection, Business ethics and its elements and written work.
	Sources of Business Finance	Meaning and need for Business Finance, Sources of business finance ownership basis, Retained Earnings, Issue of equity shares, Prefernce shares
November	Sources of Business Finance	ADR, GDR, IDR (C.B.Gupta), Borrowed Fund - Debenture and Bonds, Loans from Commercial Banks and Financial Institutions, Public Deposit, Trade Credit and ICD (C.B.Gupta) and written work.
	UT-2	

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MONTH	TOPIC	SUB TOPIC
November	Small Business	Entrepreneurship Development concept characteristics and need , Definition of Small Scale Enterprise, Role of Small Business in India with special Reference to Rural Areas
		Government Scheme and Agencies - NSIC and DIC with special reference to Rural, Backward and Hilly Area and written work
	Internal Trade	GST concept and key features, Services of a wholeseller, Services of Retailers, Types of Retail Trade - Itinerant retailers.
December	Internal Trade	Small Scaled Fixed Shops, Large Scale Retailer - Departmental Stores
		Chain Stores and Mail Order Houses
	Internal Trade	Vending Machines, Basic Functions of Chamber of Commerce and Industry and Main Documents of Internal Trade and terms of Trade and written work,
January	UT 3	
	International Trade	Meaning, Characteristics of International Trade, Difference between Internal and International Trade, Advantages and Disadvantages of International Trade
		Export Procedure with all documents and Import Procedure with all documents along with WTO and written work
	Revision	
February	Revision and Block Test 2	
Theory Paper 80 marks + Practical Work 20 marks		

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Practical work: Project File and Viva

Practical Marks: 20 Marks

Exam	Topics
Block Test 1 (Any one)	Students to visit a Handicraft unit.
	Students to visit an Industry
	Students to visit to a Whole sale market (vegetables, fruits, flowers, grains, garments, etc.)
	Students to visit to a Departmental store.
	Students to visit to a Mall.
Block Test 2 (Any one)	Case Study on a Product
	Aids to Trade
	Import /Export Procedure

Assessment Criteria

File	Marks
Initiative, cooperativeness and participation	2
Creativity in presentation	2
Content, observation and research work	4
Analysis of situations	4
Viva	8
Total	20

Note : students to submit a project file of min 15 pages