Business Studies *Session: 2020-2021*

Month	Topic	Sub Topic
April	Evolution and Fundamentals of Business	History of commerce in India, Concept and Characteristics
		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.
	Forms of Business Organisation	Sole Proprietorship and Joint Hindu Family Business
May	Forms of Business Organisation	Partnership: Features, Types, Merits, Demerits and Types of partner and Cooperative Societies - Features, Types, Merits and Demerits
		Joint Stock Companies - Features, Merits and demerits, Formation of a company.
June	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
July	**UT1**	
July	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
August	Emerging Modes of Business	E- Business - Scope, Benefit, Resources required to impliment, online transactions, Payment mechanism and Security and safety of business transaction,Outsourcing BPO and KPO
	Social Responsibility and Business Ethics	Meaning, Definition and Need for Social Responsibility, Arguments For and Against Social Responsibility, Responsibility towards different interest groups

September	**Revision and Block Test 1**	
September	Formation of a Company	Steps in the formation of a company to be done in detail with relevant case studies (chapter 7 NCERT)
October	Sources of Business Finance	Meaning and need for Business Finance, Sources of business finance ownership basis, Retained Earnings, Issue of equity shares, Prefernce shares
		ADR, GDR, IDR (C.B.Gupta for reference), Borrowed Fund - Debenture and Bonds, Loans from Commercial Banks and Financial Institutions, Public Deposit, Trade Credit and ICD (C.B.Gupta) and written work.
November	Small Business	Entrepreneurship Development concept characteristics and need , Definition of Small Scale Enterprise, Role of Small Business in India with special Refernce 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.
	Internal Trade	Small Scaled Fixed Shops, Large Scale Retailer - Departmental Stores
November	**UT II**	
December	Internal Trade	Chain Stores and Mail Order Houses
		Vending Machines, Basic Functions of Chamber of Commerce and Industry and Main Documents of Internal Trade and terms of Trade and written work,
	International Trade	Meaning, Characteristics of International Trade, Difference between Internal and International Trade, Advantages and Disadvantages of International Trade
January	**UT III**	
January	International Trade	Export Procedure with all documents and Import Procedure with all documents along with WTO and written work
	Revision	
February	**Block Test 2**	

Note : Syllabus For Annual Examinations : As Prescribed by CBSE