

ARMY PUBLIC SCHOOL GOPALPUR
SPLIT-UP SYLLABUS
SESSION 2020-21
CLASS: XI SUBJECT: BUSINESS STUDIES (054)

S.N.	Month	NAME OF THE LESSONS	Tentative No. of Periods	Tentative No. of Working Days
1.	JUNE	<p>Nature and Purpose of Business</p> <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	19
2.	JULY	<p>Nature and Purpose of Business contd.</p> <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 <p>Forms of Business Organisations</p>	10 26	24
3.	AUGUST	<p>Public, Private and Global Enterprises</p> <p>Business Services</p> <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'20 21	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 ,Session Ending Examination	30	24

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S.N	Month	NAME OF THE LESSONS	Tentative No. of Periods
1.	MARCH/ APRIL	Nature and Significance of Management Principles of Management	12 14
2.	JUNE	Business Environment	12
3.	JULY	Planning Organising Staffing	14 18 04
4.	AUGUST	Staffing Directing Controlling	12 18 06
5.	SEPT	Controlling (Cont.) Financial Management Financial Markets	06 20 10
6.	OCTOBER	Financial Markets Marketing Management	08 14
7.	NOV	Marketing Management Contd. Consumer Protection	16 12
8.	December	1st & 2ND Pre-Board Examination & Revision.	

9.	January	CBSE Practical Examination.		
10.	February	CBSE Board Examination		

Note: Teachers have to arrange periods as per the availability of time for project work.