

D.A.V. PUBLIC SCHOOL
SECTOR – 3 DHURWA RANCHI – 4
2019-20

CLASS: XI COMMERCE

SUBJECT: BUSINESS STUDIES (054)

PRESCRIBED BOOKS:

- NCERT
- **Foundation of Business** by Poonam Gandhi
- **Finance and Trade** by Poonam Gandhi

| Sl.No. | Unit | Name and Contents | Month | Exam / Tests Portion |
|--------|--------|---|-------|----------------------------------|
| 1. | Unit-1 | NATURE AND PURPOSE OF BUSINESS <ul style="list-style-type: none"> ➤ Concept and characteristics of business. ➤ Business, profession and employment -Meaning and their distinctive features. ➤ Objectives of business-Economic and social, role of profit in business ➤ Classification of business activities: Industry and Commerce. ➤ Industry-types: primary, secondary, tertiary-Meaning and subtypes ➤ Commerce-trade: types (internal, external, wholesale and retail; and auxiliaries to trade: banking, insurance, transportation, warehousing, communication, and advertising. ➤ Business risks-Meaning, nature and causes. | June | Monthly test unit – 1 (30 marks) |
| 2. | Unit-2 | FORMS OF BUSINESS ORGANIZATIONS <ul style="list-style-type: none"> ➤ Sole Proprietorship-meaning, features, merits and limitations. ➤ Partnership-Features, types, merits and limitations of partnership and partners, registration of a partnership firm, partnership deed. Type of partners. ➤ Hindu Undivided Family Business: features. ➤ Cooperative Societies- features, types, merits and limitations. ➤ Company: private and public company- features, merits and limitations. ➤ Formation of a company-four stages, important document (MOA, AOA, relevance of certificate of incorporation and certificate of commencement. Starting a business - Basic factors. | July | Monthly test unit – 2 (30 marks) |
| 3. | Unit-3 | PUBLIC, PRIVATE AND GLOBAL ENTERPRISES <ul style="list-style-type: none"> ➤ Private sector and public sector enterprises. ➤ Forms of public sector enterprises: features, merits and limitations of departmental undertakings, statutory corporation and Government Company. ➤ Changing role of public sector enterprises. ➤ Global enterprises, Joint ventures, Public Private Partnership -Features | July | Monthly test unit – 3 (30 marks) |

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| 4. | Unit-4 | BUSINESS SERVICES <ul style="list-style-type: none"> ➤ Banking: Types of bank accounts - savings, current, recurring, fixed deposit and multiple option deposit account. ➤ Banking services with particular reference to issue of bank draft, banker's cheque (pay order), RTGS (Real Time Gross Settlement) NEFT (National Electronic Funds Transfer), bank overdraft, cash credits and e-banking. ➤ Insurance: principles, concept of life, health, fire and marine insurance. ➤ Postal and telecom services: mail (UPC, registered post, parcel, speed post and courier) and other services. | August | Monthly test unit - 4 (30 marks) |
| 5. | Unit-5 | EMERGING MODES OF BUSINESS <ul style="list-style-type: none"> ➤ E-business - scope and benefits, resources required for successful e-business implementation, online transactions, payment mechanism, security and safety of business transactions. ➤ Outsourcing - concept, need and scope of BPO (business process outsourcing) and KPO (knowledge process outsourcing). ➤ Smart cards and ATM's meaning and utility | September | Revision of all chapters Half Yearly Exam Unit -1,2, 3, 4, 5 (80 marks)) |
| 6. | Unit-6 | SOCIAL RESPONSIBILITY OF BUSINESS AND BUSINESS ETHICS <ul style="list-style-type: none"> ➤ Concept of social responsibility ➤ Case for social responsibility ➤ Responsibility towards owners, investors, consumers, employees, government and community ➤ Environment protection and business ➤ Meaning and basic elements of business ethics | September | Monthly test unit - 6 (30 marks) |
| 7. | Unit-7 | SOURCES OF BUSINESS FINANCE <ul style="list-style-type: none"> ➤ Concept of business finance ➤ Owner's funds - equity shares, preference share, GDR, ADR, IDR and retained earnings. ➤ Borrowed funds: debentures and bonds, loan from financial institution, loans from commercial banks, public deposits, trade credit, ICD (inter corporate deposits). | October | Monthly test unit - 7 (30 marks) |
| 8. | Unit-8 | SMALL BUSINESS <ul style="list-style-type: none"> ➤ Small scale enterprise as defined by MSME 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) and DIC (District Industrial Center) with special reference to rural, backward and hilly areas. | November | Monthly test unit -8 & 9 (30 marks) |

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| 9. | Unit-9 | INTERNAL TRADE <ul style="list-style-type: none"> ➤ Services rendered by a wholesaler and retailer ➤ Types of retail-trade-Itinerant and small scale fixed shops ➤ Large scale retailers- Departmental stores, chain stores, mail order business ➤ Concept of automatic vending machine ➤ Chambers of Commerce and Industry: Basic functions ➤ Main documents used in internal trade: Perform invoice, invoice, debit note, credit note. LR (Lorry receipt) and RR (Railway Receipt) ➤ Terms of Trade: COD (Cash on Delivery) , FOB (Free on Board), CIF (Cost, Insurance and Freight), E&OE (Errors and Omissions Excepted) | November | |
| 10. | Unit-10 | INTERNATIONAL TRADE <ul style="list-style-type: none"> ➤ Meaning, difference between internal trade and external trade: Meaning and characteristics of international trade. ➤ Problems of international trade: Advantages and disadvantages of international trade ➤ Export Trade - Meaning, objective and procedure of Export Trade ➤ Import Trade - Meaning, objective and procedure: Meaning and functions of import trade; purpose and procedure ➤ Documents involved in International Trade; documents involved in export trade, indent, letter of credit, shipping order, shipping bills, mate's receipt, bill of lading, certificate of origin, consular invoice, documentary bill of exchange (DA/DP), specimen. ➤ World Trade Organization (WTO) meaning and objectives | December | Monthly test unit – 10 (30 marks) |
| | | Revision, test series and previous year question set preparation | January | Daily Test |
| | | Part C : Project Work | | |

SYLLABUS FOR HALF YEARLY EXAM -2019

| UNIT | CHAPTER NAME | MARKS |
|------|--|-------|
| 1 | Nature and Purpose of Business | 20 |
| 2 | Forms of Business Organizations | 20 |
| 3 | Public, Private and Global Enterprises | 15 |
| 4 | Business Services | 15 |
| 5 | Emerging Modes of Business | 10 |
| | TOTAL | 80 |

SYLLABUS FOR ANNUAL EXAM -2020

| UNITS | | MARKS |
|---------------|---|--------------|
| PART A | FOUNDATIONS OF BUSINESS | |
| 1 | Nature and Purpose of Business | 16 |
| 2 | Forms of Business Organizations | |
| 3 | Public, Private and Global Enterprises | 14 |
| 4 | Business Services | |
| 5 | Emerging Modes of Business | 10 |
| 6 | Social Responsibility of Business and Business Ethics | |
| | Total | 40 |
| PART B | FINANCE AND TRADE | |
| 7 | Sources of Business Finance | 20 |
| 8 | Small Business | |
| 9 | Internal Trade | 20 |
| 10 | International Business | |
| | Total | 40 |
| | TOTAL | 80 |

CLASS: XI COMMERCE**SUBJECT: ECONOMICS (030)****PRESCRIBED BOOKS:**

NCERT

MICRO ECONOMICS BY SANDEEP GARG

STATISTICS FOR ECONOMICS BY JAIN AND OHRI

| SL.NO. | UNIT | NAME AND CONTENTS | MONTH | EXAM / TESTS PORTION |
|--------|--------|---|--------|--------------------------------------|
| 1. | Unit-1 | INTRODUCTION <ul style="list-style-type: none"> ➤ What is Economics? ➤ Meaning, scope, functions and importance of statistics in Economic | June | Monthly test unit – 1 (30 marks) |
| 2. | Unit-4 | INTRODUCTION <ul style="list-style-type: none"> ➤ Meaning of microeconomics and macroeconomics; positive and normative economics ➤ What is an economy? Central problems of an economy: what, how and for whom to produce; concepts of production possibility frontier and opportunity cost. | | |
| 3. | Unit-2 | COLLECTION, ORGANIZATION AND PRESENTATION OF DATA COLLECTION OF DATA <ul style="list-style-type: none"> ➤ Sources of data - primary and secondary; how basic data is collected, with concepts of Sampling; Sampling and Non-Sampling errors; methods of collecting data; some important sources of secondary data: Census of India and National Sample Survey Organisation. ➤ Organisation of Data: Meaning and types of variables; Frequency Distribution. ➤ Presentation of Data: Tabular Presentation and Diagrammatic Presentation of Data: ➤ Geometric forms (bar diagrams and pie diagrams), ➤ Frequency diagrams (histogram, polygon and ogive) ➤ Arithmetic line graphs (time series graph). | July | Monthly test unit – 2 & 3 (30 marks) |
| 4. | Unit-5 | CONSUMER'S EQUILIBRIUM AND DEMAND <ul style="list-style-type: none"> ➤ Consumer's equilibrium - meaning of utility, marginal utility, law of diminishing marginal utility, conditions of consumer's equilibrium using marginal utility analysis. ➤ Indifference curve analysis of consumer's equilibrium-the consumer's budget (budget set and budget line), preferences of the consumer (indifference curve, indifference map) and conditions of consumer's equilibrium. ➤ Demand, market demand, determinants of demand, demand schedule, demand curve and its slope, movement along and shifts in the | August | Monthly test unit - 4 (30 marks) |

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| | | demand curve; price elasticity of demand - factors affecting price elasticity of demand; measurement of price elasticity of demand – percentage-change method. | | |
| 5. | Unit-3 | <p>STATISTICAL TOOLS AND INTERPRETATION</p> <ul style="list-style-type: none"> ➤ Measures of Central Tendency- mean (simple and weighted), median and mode ➤ Measures of Dispersion - absolute dispersion (range, quartile deviation, mean deviation and standard deviation); relative dispersion (co-efficient of range, co-efficient of quartile-deviation, co-efficient of mean deviation, co-efficient of variation); Lorenz Curve: Meaning, construction and its application. ➤ Correlation – meaning and properties, scatter diagram; Measures of correlation - Karl Pearson's method (two variables ungrouped data) Spearman's rank correlation. ➤ Introduction to Index Numbers - meaning, types - wholesale price index, consumer price index and index of industrial production, uses of index numbers; Inflation and index numbers. | September | Revision of all chapters Half Yearly Exam Unit -1,2, 4, 5 (80 marks)) |
| 6. | Unit-6 | <p>PRODUCER BEHAVIOR AND SUPPLY</p> <ul style="list-style-type: none"> ➤ Meaning of Production Function – Short-Run and Long-Run Total Product, Average Product and Marginal Product. ➤ Returns to a Factor ➤ Cost: Short run costs - total cost, total fixed cost, total variable cost; Average cost; Average fixed cost, average variable cost and marginal cost-meaning and their relationships. ➤ Revenue - total, average and marginal revenue - meaning and their relationship. Producer's equilibrium-meaning and its conditions in terms of marginal revenue- marginal cost. ➤ Supply, market supply, determinants of supply, supply schedule, supply curve and its slope, movements along and shifts in supply curve, price elasticity of supply; measurement of price elasticity of supply - percentage-change method. | October - November | Monthly test unit – 3(October) & 6 (November) (30 marks) |
| 7. | Unit-7 | <p>FORMS OF MARKET AND PRICE DETERMINATION UNDER PERFECT COMPETITION WITH SIMPLE APPLICATIONS.</p> <ul style="list-style-type: none"> ➤ Perfect competition - Features; Determination of market equilibrium and effects of shifts in demand and supply. ➤ Other Market Forms - monopoly, monopolistic competition, oligopoly - their | December | Monthly test unit – 7 (30 marks) |

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| | | meaning and features. ➤ Simple Applications of Demand and Supply: Price ceiling, price floor. | | |
| | | Revision, test series and previous year question set preparation | January | Daily Test |
| | | Part C : Project Work | | |

SYLLABUS FOR HALF YEARLY EXAM -2019

| UNIT | CHAPTER NAME | MARKS |
|------|---|-------|
| 1 | Introduction | 10 |
| 2 | Collection, Organization and Presentation of Data | 30 |
| 3 | Introduction | 15 |
| 4 | Consumer's Equilibrium and Demand | 25 |
| | TOTAL | 80 |

SYLLABUS FOR ANNUAL EXAM -2020

| UNITS | | MARKS |
|---------------|--|-----------|
| PART A | STATISTICS FOR ECONOMICS | |
| 1 | Introduction | 13 |
| 2 | Collection, Organization and Presentation of Data | |
| 3 | Statistical Tools and Interpretation | 27 |
| | TOTAL | 40 |
| PART B | INTRODUCTORY MICROECONOMICS | |
| 4 | Introduction | 4 |
| 5 | Consumer's Equilibrium and Demand | 13 |
| 6 | Producer Behavior and Supply | 13 |
| 7 | Forms of Market and Price Determination under perfect competition with simple applications | 10 |
| | TOTAL | 40 |
| | TOTAL | 80 |