

D.A.V. PUBLIC SCHOOL
SECTOR – 3 DHURWA RANCHI – 4
2020-2021

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)

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)

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)

		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)

		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