

**D.A.V. PUBLIC SCHOOL, RANCHI ZONE**  
**SYLLABUS (SESSION: - 2016-17)**  
**SUBJECT: BUSINESS STUDIES**

S.N	UNIT	Name and Contents	Month
1.	Unit-1	<p><b>Nature and Purpose of Business</b></p> <ul style="list-style-type: none"> <li>• Concept and characteristics of business.</li> <li>• Business, profession and employment -Meaning and their distinctive features.</li> <li>• Objectives of business - Economic and social, role of profit in business</li> <li>• Classification of business activities: Industry and Commerce.</li> <li>• Industry - types: primary, secondary, tertiary - Meaning and sub types</li> <li>• Commerce - trade: types (internal, external, wholesale and retail; and auxiliaries to trade: banking, insurance, transportation, warehousing, communication, and advertising.</li> <li>• Business risks - Meaning, nature and causes.</li> </ul>	April
2.	Unit-2	<p><b>Forms of Business organizations</b></p> <p>Sole Proprietorship- meaning, features, merits and limitations.</p> <ul style="list-style-type: none"> <li>• Partnership- Features, types, merits and limitations of partnership and partners, registration of a partnership firm, partnership deed. Type of partners.</li> <li>• Hindu Undivided Family Business: features.</li> <li>• Cooperative Societies- features, types, merits and limitations.</li> <li>• Company: private and public company -features, merits and limitations.</li> <li>• Formation of a company- four stages, important document (MOA, AOA, relevances of certificate of incorporation and certificate of commencement.</li> <li>• Starting a business - Basic factors.</li> </ul>	May-June
3.	Unit-3	<p><b>Public, Private and Global Enterprises</b></p> <ul style="list-style-type: none"> <li>• Private sector and public sector enterprises.</li> <li>• Forms of public sector enterprises: features, merits and limitations of departmental undertakings, Statutory corporation and Government Company.</li> <li>• Changing role of public sector enterprises.</li> <li>• Global enterprises, Joint ventures, Public Private Partnership - Features</li> </ul>	July
4.	Unit-4	<p><b>Business Services</b></p> <ul style="list-style-type: none"> <li>• Banking: Types of bank accounts- savings, current, recurring, fixed deposit and multiple option deposit account.</li> <li>• 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.</li> <li>• Insurance: principles, concept of life, health, fire and marine insurance.</li> <li>• Postal and telecom services: mail (UPC, registered post, parcel, speed post and courier) and other services</li> </ul>	August
5.	Unit-5	<p><b>Emerging Modes of Business</b></p> <ul style="list-style-type: none"> <li>• E-business - scope and benefits, resources required for successful e-business implementation, online transactions, payment mechanism, security and safety of business transactions.</li> <li>• Outsourcing-concept, need and scope of BPO (business process outsourcing) and KPO (knowledge process outsourcing).</li> <li>• Smart cards and ATM's meaning and utility</li> </ul>	September
6.	Unit-6	<p><b>Social Responsibility of Business and Business Ethics</b></p> <ul style="list-style-type: none"> <li>• Concept of social responsibility</li> <li>• Case for social responsibility</li> <li>• Responsibility towards owners, investors, consumers, employees, government and community</li> <li>• Environment protection and business Meaning and basic elements of business ethics</li> </ul>	September
		<b>PART B: FINANCE AND TRADE</b>	
7.	Unit-7	<p><b>Sources of Business Finance</b></p> <ul style="list-style-type: none"> <li>• Concept of business finance</li> <li>• Owner's funds - equity shares, preference share, GDR, ADR, IDR and retained earnings.</li> <li>• Borrowed funds: debentures and bonds, loan from financial institution, loans from commercial banks, public deposits, trade credit, ICD (inter corporate deposits).</li> </ul>	October- November
8.	Unit-8	<p><b>Small Business</b></p> <ul style="list-style-type: none"> <li>• Small scale enterprise as defined by MSMED Act 2006 (Micro, Small and Medium Enterprise Development Act).</li> <li>• Role of small business in India with special reference to rural areas.</li> <li>• 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.</li> </ul>	November- December

9.	Unit-9	<b>Internal Trade</b> • Services rendered by a wholesaler and a 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: Performa invoice, invoice, debit note, credit note. LR (Lorry Receipt) and RR(Railway Receipt)Term of Trade COD(Cash on Delivery) FOB(Free on Board),CIF( Cost,Insurance and Frieght),E&OE (Errors and Omisions Excepted)	December
10.	Unit-10	<b>International Trade</b> • Meaning, difference between internal trade and external trade: Meaning and characteristics of internationaltrade. • 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	December-January
11.		<b>Part C : Project Work &amp; Revision</b>	January

### Marking Scheme

Unit	Name	S.A.1	S.A.-2
<b>Part A Foundations of Business</b>			
Unit-1	Nature and Purpose of Business	14	8
Unit-2	Forms of Business Organisations	22	12
Unit-3	Public, Private and Global Enterprises	14	8
Unit-4	Business Services	18	10
Unit 5	Emerging Modes of Business	11	6
Unit-6	Social Responsibility of Business and Business Ethics	11	6
<b>Part B Finance &amp;Trade</b>			
Unit-7	Sources of Business Finance	-	14
Unit- 8	Small Business	-	6
Unit -9	Internal Trade	-	12
Unit -10	International Business	-	8
	Project Work	-	10
		<b>90</b>	<b>100</b>

### Blue Print of Marks -XI

Chapter	MARKS					
	1	3	4	5	6	Total marks
Nature and Purpose of Business	-	1	-	1	-	8
Forms of Business Organisations	2	-	1	-	1	12
Public, Private and Global Enterprises	1	1	1	-	-	8
Business Services	-	-	1	-	1	10
Emerging Modes of Business	-	2	-	-	-	6
Social Responsibility of Business and Business Ethics	1			1		6
Sources of Business Finance	-	1	-	1	1	14
Small Business	1	-	-	1	-	6
Internal Trade	2		1		1	12
International Business	1	1	1	-	-	8
<b>Total</b>						<b>90</b>

MARK ANALYSIS		
MARKS	NO. OF QUESTION	TOT. (Marks x No-of Question)
1	8	8
3	6	18
4	5	20
5	4	20
6	4	24
	<b>27</b>	<b>90</b>