

BUSINESS STUDIES SESSION (20-21)

MONTH: APRIL

Content/Topic	1 st Week	2 nd Week	3 rd Week	4 th Week	5 th Week
<p>Unit 1: Nature and Purpose of Business</p> <p>Unit 2: Forms of Business Organizations</p>			<p>ORIENTATION</p> <p>Unit 1</p> <p>□ History of Commerce in India:</p> <p>Indigenous Banking System, Rise of Intermediaries, Transport, Trading Communities: Merchant Corporations, Major Imports and Exports, Positions of Indian Sub-Continent in the World Economy.</p>	<p>Unit 1</p> <ul style="list-style-type: none"> • Concept and characteristics of business • Business, Profession and Employment: meaning and their distinctive features <p>Objectives of business- Economic, social</p> <ul style="list-style-type: none"> • Role of profit in business • Classification of business activities: Industry and Commerce <p>Industry-types: Primary, Secondary, tertiary- meaning and sub type</p> <ul style="list-style-type: none"> • Commerce- trade: types (internal, external, wholesale and retail) • Auxiliaries to trade: insurance, transportation, warehousing, communication and advertising Business Risks- Meaning, nature and causes 	<p>Unit 2</p> <ul style="list-style-type: none"> • Sole Proprietorship - meaning, features, merits and limitations <p>Partnership- meaning, features</p>
Learning Objective	<p>To enable the students to –</p> <ul style="list-style-type: none"> • Know the history of commerce in India • understand the concept and characteristics of business • understand the role of Commerce, trade and auxiliaries to trade explain the concept of Sole Proprietorship 				
Learning Outcome	<p>Students would be able to-</p> <ul style="list-style-type: none"> • Know the history of commerce in India • discuss the concept and characteristics of business • understand the role of Commerce, trade and auxiliaries to trade and concept of business risk □ understand the concept of Sole Proprietorship 				
Activity	□ Group discussion : Types of Human activities				
Teaching Aids /Resources	<ul style="list-style-type: none"> • Smart Board Module: Concept of Business Characteristics • Comparison Of Business, Profession and Employment □ Diagrams: Types of Industry 				

MONTH: MAY

Content/Topic	1 st Week	2 nd Week	3 rd Week	4 th Week	5 th Week
<p>Unit 2: Forms of Business Organizations</p> <p>Project work</p>	<p>Unit 2</p> <ul style="list-style-type: none"> • Partnership types, merits and limitations of partnership • Registration of a partnership firm • Partnership- Partnership deed, Types of Partners 	<p>Unit 2</p> <ul style="list-style-type: none"> • Hindu Undivided Family • Business: meaning, features. Cooperative Societies- features, types , merits and limitations 	<p>Unit 2</p> <ul style="list-style-type: none"> • Company: meaning, features, private and public company, merits and limitations 	<ul style="list-style-type: none"> • Project work Discussion 	<p>SUMMER BREAK</p>
<p>Learning Objective</p>	<p>To enable the students to –</p> <ul style="list-style-type: none"> • list the different forms of business organization • distinguish between various forms of business organizations • understand the steps in the formation of a company 				
<p>Learning Outcome</p>	<p>Students would be able to -</p> <ul style="list-style-type: none"> • list the different forms of business organization • compare various forms of business organizations • highlight the steps in the formation of a company 				
<p>Assessment/Activity</p>	<ul style="list-style-type: none"> • Class Test : Partnership • Group Discussion : comparison between Features of sole proprietorship and features of HUF • Practice Assignment: case studies based on Partnership • PROJECT WORK 				
<p>Teaching Aids /Resources</p>	<p>☐ Smart Board module: Sole Proprietorship ; Partnership I</p>				

MONTH: JULY

Content/Topic	1 st Week	2 nd Week	3 rd Week	4 th Week	5 th Week
<p>Unit 2: Forms of Business Organizations</p> <p>Unit 4: Business Services</p>	<p>Unit 2</p> <ul style="list-style-type: none"> • Formation of a company- four stages • Important documents • Starting a business- basic factors • Distinguish between the various forms of business organisations 	<p>Unit 4</p> <ul style="list-style-type: none"> • Banking: Types of bank accounts- savings, current, recurring, fixed deposit and multiple option deposit account • E-banking • Banking services with special reference to issue of bank draft, banker’s cheque ,RTGS , NEFT, bank overdraft, cash credits 	<p>Unit 4</p> <ul style="list-style-type: none"> • Postal and telecom services: mail(UPC, registered post, parcel, speed post and courier) • Other services 	<p>Unit 4</p> <ul style="list-style-type: none"> ☐ Insurance: principles 	<p>Unit 4</p> <ul style="list-style-type: none"> ☐ Concept of life insurance, health, fire and marine
Learning Objective	<p>To enable the students to –</p> <ul style="list-style-type: none"> • explain the nature and types of business services • give an overview of postal and telecom services ☐ define insurance 				
Learning Outcome	<p>Students would be able to -</p> <ul style="list-style-type: none"> • explain the nature and types of business services • give an overview of postal and telecom services ☐ define insurance 				
Activity	<ul style="list-style-type: none"> • Class Interaction: Various forms of business organisations • Quiz : Various forms of business organisations • Practice Assignment: HOTS questions on Banking and Insurance 				
Teaching Aids /Resources	<ul style="list-style-type: none"> ☐ Smart Board module: formation of a Company ; Banking ; Insurance 				

MONTH: AUGUST

Content/Topic	1st Week	2nd Week	3rd Week	4th Week	5th Week
<p>Unit 5: Emerging Modes of business</p> <p>Unit 6: Social Responsibility of Business and Business Ethics</p> <p>Unit 8 Entrepreneurship Development</p>	<p>Unit 5</p> <ul style="list-style-type: none"> E-business- (meaning, benefits) E-business- scope (B2B, B2C, Intra-B, C2C Commerce) 	<p>PERIODIC TEST -I</p> <p>Unit 5</p> <ul style="list-style-type: none"> Outsourcing – Concept, need and scope of BPO and KPO <p>Unit 6</p> <ul style="list-style-type: none"> Concept of social responsibility Case for social responsibility 	<p>PERIODIC TEST -I</p> <p>Unit 6</p> <ul style="list-style-type: none"> Responsibility towards owners, investors, consumers, employees, govt. and community Environment protection and business 	<p>Unit 6</p> <p>Business Ethics- concept and elements</p> <p>Unit 8</p> <p>Entrepreneurship Development (ED): Concept, Characteristics and Need</p>	<p>Unit 8</p> <ul style="list-style-type: none"> Process Entrepreneurship Development: Start-up India Scheme, ways to fund start –up Intellectual Property Rights and Entrepreneurship
Learning Objective	<p>To enable the students to –</p> <ul style="list-style-type: none"> describe the scope of e-Business describe the responsibility of business towards owners, employees, consumers, govt. , community explain the role of business in environmental protection Understand the concept of Entrepreneurship Development(ED), Intellectual Property Rights 				
Learning Outcome	<p>Students would be able to -</p> <ul style="list-style-type: none"> describe the scope of e-business describe the responsibility of business towards owners, employees, consumers, govt. , community explain the role of business in environmental protection Understand the concept of Entrepreneurship Development(ED), Intellectual Property Rights 				
Assessment/ Activity	<ul style="list-style-type: none"> Periodic Test I Group Discussion: BPO vs KPO Practice Assignment: Case studies based on Unit 5,6. 				
Teaching Aids /Resources	<ul style="list-style-type: none"> Smart Board Module: Outsourcing ; Concept of Social Responsibility Diagram: Responsibility of business towards owners, investors, consumers, employees, govt. and community 				

MONTH: SEPTEMBER

Content/Topic	1st Week	2nd Week	3rd Week	4th Week	5th Week
Revision	Revision	Term end - I Exam.	Term end - I Exam.	Term end - I Exam.	Term end - I Exam.
Learning Objective	To enable the students to – <ul style="list-style-type: none">• Recall the nature and purpose of the Business.• Revise the forms of Business organisation• Explain various Business Services				
Learning Outcome	Students would be able to - <ul style="list-style-type: none">• Recall the nature and purpose of the Business.• Revise the forms of Business organisation• Explain various Business Services				
Assessment/ Activity	<ul style="list-style-type: none">• Revision: class tests Unit 1-6,• TERM END I Exam				
Teaching Aids /Resources	Smart Board: Modules on Quiz - Unit 1-6				

MONTH: OCTOBER

Content/Topic	1st Week	2nd Week	3rd Week	4th Week	5th Week
<p>Unit 8: Small Business</p> <p>Unit 7: Sources of Business Finance</p>	<p>Unit 8</p> <ul style="list-style-type: none"> • Small scale enterprise as defined by MSMED 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 centre) with special reference to rural, backward and hilly areas 	<p>Unit 7</p> <ul style="list-style-type: none"> • Concept of business finance: meaning and need of business finance • Sources: Owners funds; Borrowed funds • Owner’s funds, equity shares, (meaning) • Owner’s funds-, equity shares, preference shares, 	<p>Unit 7</p> <ul style="list-style-type: none"> • Retained earnings • GDR, ADR, IDR (meaning) 	<p>Unit 7</p> <p>Borrowed funds: debentures and bonds</p> <p>Loan from financial institution,</p>	<p>Unit 7</p> <p>Borrowed funds: loans from commercial banks (meaning) public deposits, trade credit</p> <p>☐ ICD (inter corporate deposits) (meaning)</p>
Learning Objective	<p>To enable the students to – define MSMED Act, 2006</p> <ul style="list-style-type: none"> • discuss the nature and significance of business finance • distinguish between owners’ funds and borrowed funds • appreciate the features of international sources of finance 				
Learning Outcome	<p>Students would be able to - ☐ define MSMED Act, 2006</p> <ul style="list-style-type: none"> • discuss the nature and significance of business finance • distinguish between owners’ funds and borrowed funds • appreciate the features of international sources of finance 				
Activity	<ul style="list-style-type: none"> • Class Interaction: NSIC and DIC ; Owner’s Funds and Borrowed Funds • Practice Assignment: case studies based on Unit 5, 6 • HOTS questions based on Unit 5, 6 				
Teaching Aids /Resources	<ul style="list-style-type: none"> • Smart Board module: types of Shares ; Small business enterprises • Diagram: Classification of Industries as per MSMED Act,2006 				

MONTH: NOVEMBER

Content/Topic	1st Week	2nd Week	3rd Week	4th Week	5th Week
Unit 9: Internal Trade PROJECT WORK	Project Work Unit 9 Meaning of Internal trade	Unit 9 <ul style="list-style-type: none"> • Services rendered by a wholesaler • Services rendered by a retailer • Types of retail trade: Itinerant retailers (meaning, features, types), small scale fixed shops (meaning, features and types) 	Unit 9 <ul style="list-style-type: none"> • Large Scale retailers- departmental stores,(meaning, features,) • chain stores, (meaning, features) 	Unit 9 <ul style="list-style-type: none"> • mail order business, Concept of automatic vending machine • GST (Goods and Services Tax): concept and key features 	<ul style="list-style-type: none"> • Main documents used in internal trade: Performa Invoice, Invoice, Debit note, Credit note, LR and RR, Uses and formats • Terms of trade: COD, FOB, CIF, E&OE
Learning Objective	To enable the students to – <ul style="list-style-type: none"> • explain meaning and types of internal trade • appreciate the distinctive features of departmental store, chain stores and mail order business □ Understand the concept of GST. • encourage students creativity and analytical skills by project work 				
Learning Outcome	Students would be able to - <ul style="list-style-type: none"> • explain meaning and types of internal trade • appreciate the distinctive features of departmental store, chain stores and mail order business □ Understand the concept of GST. • encourage students creativity and analytical skills by project work 				
Activity	<ul style="list-style-type: none"> • Quiz: Types of Retailers • Practice Assignment: case studies based on types of Retailers • HOTS questions based on Unit-9 • PROJECT WORK 				
Teaching Aids /Resources	□ Smart Board module: Types of Itinerant Traders Types of Fixed Retailers				

MONTH: DECEMBER

Content/Topic	1st Week	2nd Week	3rd Week	4th Week	5th Week
<p>Unit 10: International Trade</p> <p>Project Work</p>	<p>Unit 10</p> <ul style="list-style-type: none"> • International Trade- Meaning, characteristics of international trade. • Advantages of International Trade • Export Trade: Meaning and Objectives 	<p>PERIODIC TEST- II</p> <p>Unit 10</p> <p>Procedure of Export Trade</p> <p><input type="checkbox"/> Import Trade- Meaning and objective procedure</p>	<p>PERIODIC TEST -II</p> <p>Unit 10</p> <ul style="list-style-type: none"> • Documents involved in International Trade; indent, letter of credit, Shipping Order, Shipping bill, mate's receipt, • Documents involved in International Trade: bill of lading, certificate of origin, consular invoice, documentary bill of exchange (DA/DP), specimen, importance 	<p>PERIODIC TEST -II</p> <p>Unit 10</p> <p>World Trade Organization (WTO): meaning and objectives, Different types of agreements (four agreement)</p>	<p><input type="checkbox"/> Project Discussion</p>
<p>Learning Objective</p>	<p>To enable the students to –</p> <ul style="list-style-type: none"> • discuss the benefits of international trade • understand export and import procedure • examine the role of WTO 				
<p>Learning Outcome</p>	<p>Students would be able to -</p> <ul style="list-style-type: none"> • discuss the benefits of international trade • understand export and import procedure • examine the role of WTO 				
<p>Assessment/Activity</p>	<ul style="list-style-type: none"> • Periodic Test II • PROJECT WORK 				
<p>Teaching Aids /Resources</p>	<p><input type="checkbox"/> Smart Board module: International Trade- Meaning, characteristics of international trade.</p>				

MONTH: JANUARY

Content/Topic	1st Week	2nd Week	3rd Week	4th Week	5th Week
Unit 3: Public, Private and Global Enterprises	WINTER BREAK	WINTER BREAK	Unit 3 <ul style="list-style-type: none"> • Private sector and Public sector enterprises- concept • Forms of public sector enterprises: features, merits and limitations of departmental undertakings 	Unit 3 <ul style="list-style-type: none"> • Features, merits and limitations of statutory corporation and Govt. company • Changing role of public sector enterprises • Global enterprises- meaning and features 	Unit 3 <ul style="list-style-type: none"> • Joint Ventures- meaning and features • Public Private Partnership- meaning and characteristics • Project Work
Learning Objective	To enable the students to – <ul style="list-style-type: none"> • understand Concept of Private and Public Sector • Explain the concept, features, merits and limitations of departmental undertaking, statutory corporation, Govt. company • examine the changing role of public sector 				
Learning Outcome	Students would be able to - <ul style="list-style-type: none"> • explain the concept of private and public sector • explain the concept, features, merits and limitations of departmental undertaking, statutory corporation, govt. company • examine the changing role of public sector 				
Assessment/ Activity	<ul style="list-style-type: none"> • Practice Assignment: case studies based on Unit-3 • Class Test : Unit 3 • Project Work 				
Teaching Aids /Resources	<input type="checkbox"/> Smart Board module: Global Enterprises and Joint Ventures				

MONTH: FEBRUARY

Content/Topic	1st Week	2nd Week	3rd Week	4th Week
Revision	Revision	Term End - II Exam	Term End - II Exam	Term End - II Exam
Learning Objective	Students would be able to - Recall and Revise the whole syllabus			
Learning Outcome	Students would be able to - Recall and Revise the whole syllabus			
Activity	Revision: class tests Unit 7-10			
Teaching Aids /Resources	Smart Board: Quiz Modules			