

BUSINESS STUDIES

CLASS- 11th

Term-1

Chapter -1

Nature and purpose of business

OBJECTIVES – The objectives of first chapter will be to discuss

Development of trade and commerce in historical part

Explain the concept and objectives of business

Discuss the type of industries

Explain the objectives relating to commerce

Discuss the nature of business risks and their causes

Discuss the basic factors to be considered while starting a business

Previous knowledge testing

What made Columbus and Vasco Da Gama undertake journeys to locate India

What is the basic purpose behind most business activities

What are those activities known as that are carried out of love, sympathy ,affection or any other emotion

What provides necessary link between producers and consumers

Vocabulary

Proposition

Productivity

Auxiliaries

Embraces

Hindrances

Traits

Important spellings

Intermediaries

Re –industrialistic

Synthetical

Competant and committed

Workforce

Explanation – with innovative methods/ links

Smart board 2. Chalk 3. Blackboard

Students will be explained the working of indigenous banking system and the reasons behind rise of intermediaries. Students will be explained the history of trade and commerce in India in detail. Students will be explained the nature and concept of business and business activities. They will be explained the

classification of industry, objectives of business, business risk and factors considered while starting a business in detail.

Students participation

Students will be divided into two groups and they will be asked to give examples of economic and non-economic activities. They will be asked to explain the reason for the same.

Recapitulation / assignment

Collect information on any 5 sectors of the economy that make India focus on. Find out the investment in these sectors in the past 2 years. What were the possible reasons that led to an interest of investment in these sectors. Prepare a report .

Art integration with other domain

Students will be asked to make an attractive and colourful collage of various multinational companies

Learning outcome

Students will be able to understand and discuss the following –

History of trade and commerce in India.

Objectives and features of business.

Business risks and factors considered while starting business

Resources

Blackboard

Quotes from net

Chalk

Smart board

Co-scholastic activities

Students will be asked to identify the mottos and taglines of famous business brands.

Assessment

A class test of above topics will be conducted and marks will be recorded

Chapter 2

Forms of business organization

Objectives

To identify different forms of business organization.

To explain features, merits and limitations of different forms of business organization.

To distinguish between various forms of organization.

To discuss the factors determining choice of an appropriate form of business organizations.

Previous knowledge testing

Which form of business organizations is suitable for small scale / individual form

Which form of business organization will become if many members are added to it

What name will it acquire if it even increased and registered under companies act

Vocabulary

Mutual-agency

professional

Dormant

oligarchic

Estoppel

liability

Perpetual
deed

partnership

Important spellings

Co-parceners

oligarchic

Succession

estoppel

Explanation with innovating methods/ link

Smart boards

Chalk

Blackboard

Students will be introduced with different forms of business organization. The features, merits and demerits of each form of business organizations will be discussed with the students.

Procedure-challenges how to address them

Students will be explained various topics of partners. They will also be explained different types of co-operative societies. They will be explained the privileges available to be a private limited company over public limited company.

Students participation

Students will be given a role- play of partner by estoppel in groups and explain different types of partners one by one.

Students will be asked to write a note on procedure of cheque clearing. A CTS cheque will be shown to students on the classroom.

Recapitulation/ assignment

Compare the status of minor in JHF business and that in a partnership firm.

State the important privileges to a private company.

How does a co-operative society exemplify democracy and secularism.

Who is partner by estoppels

Integration with other domains

Students will be asked to make two trees of public limited and private limited companies existing in India. A few of them will be up in class bulletin board.

Learning outcome

Students shall be able to understand and discuss the pros and cons of different form of business organization. They shall be able to distinguish between various forms of business organization

Resources

blackboard

chalk

smart board

terms / quotes from net

Co-scholastic activities

Write an essay on different types of business organizations in about 300 words. The best essay will be forwarded for school magazine.

Assessment

A class test will be conducted and marks will be recorded.

Formation of a company

Learning objectives: students will be able to learn the stages in the formation of a company.

Discuss the important documents used in the formation of company. Testing students will be asked following questions

What is a joint stock company? What are the types of company?

Vocabulary: promotion, qualification shares, feasibility, signatories' underwriters etc.

Procedure: students will explain following three stages of formation of company

Promotion – incorporation - capital subscription Stage 1 promotion of a company

Steps:

Identification of business opportunity

Analyzing feasibility of the business plan

Name of the company

Selecting the signatories or first director's

Appointment of professional people

Preparation of essential documents **Stage 2 incorporation of a company** Steps:
Submission of memorandum of association

Submission of article of association

Statutory declaration that all the requirements of the act has been complied with
Constant of first director

Feeling of registration fees of company

Documentary evidence in support of payment of requisite, fees.

Stage 3 subscription of capital

Steps:

Approval of sebi

Feelings of prospectus

Feeling of prospectus

Appointment of bankers, brokers and underwriters

Minimum subscription

Allotment of shares

Important documents to be used in formation of company

Memorandum of association

contents or clauses of memorandum of association

The name clauses

Registered office clause

Objects clause: main objective and objects other objects

Liability clause

Capital clause

Association clause

Article of association

Willingness and free content proposed directors

Agreement

Statutory declaration

Payment of requisite fees

Participation of students: students will be asked mcq related to topic discussed for their participation

Recapitulation: case studies and application based question will be discussed in class

Learning outcomes: students will be able to define various documents of company

Resources: textbook, NCERT, extra marks

Co-scholastic activities: students will be shown specimen of documents of a company

Chapter-3

Public Private and Global Enterprises

Objectives

To explain the different forms of public enterprises viz departmental, statutory, corporations and govt companies.

To critically examine the changing role of public sector.

To examine the features of global enterprises.

To appreciate the benefits of joint ventures.

Previous knowledge testing

Name the organizations in Patiala city which are governmental.

Who controls them

Are there some enterprises which are governmental but yet operate their own.

Are global enterprises present in our country

Vocabulary

Treasury

Statutory

Undertaking

Disinvestment

Memorandum of understanding

Bureaucracy

MOFA

FDI

Important spellings

Strategy

Collaboration

Franchisee

Bureaucrat

Constitutional

Autonomous

Explanation with innovative methods/links

Smartboard 2. Chalk 3. Blackboard

Students will be introduced with all types of public enterprises with examples . students will be explained the role of public sector after independence and the present role of public sector in Indian economy. students will be explained the impact of globalization in Indian economy. Students will be explained the pros and cons of global enterprises and joint-ventures.

Numerous examples will be given of the same.

Students participation

Students will be asked to compare department at undertaking, statutory corporation and government company and state which is better in different circumstances.

Recapitulation/assignment

Explain the concept of public sector and private sector.

Describe industrial policy 1991, towards the public sector.

Why are global enterprises considered superior to other business organization

Explain departmental undertakings in detail.

Integration with other domain

Students will be asked to make a list of departmental undertakings

Learning outcome

Students shall be given be able to identify and differentiate different form of public enterprises. They shall be able to explain the pros and cons of globalization/ foreign investment with examples.

Resources

Blackboard

Chalk

Smart board

Ppt

Co- scholastic activities

Students will be asked to design a doodle of multinational corporations logo. The best doodle will be referred for school magazine.

Assessment

A unit test will be taken and marks will be recorded.

Chapter-4

Business services

Objectives

The chapter will be started with following objectives-

To state the characteristics of services.

To distinguish services from goods.

To classify different types of business services.

To explain the concept of e-banking.

To explain and classify different types of insurance policies

Previous knowledge testing

some products can be seen and some cannot be seen, what are those known as

where do we keep our money safe

what do we do to eliminate the risk of loss of good life

which aid to trade resources hindrance of place

Vocabulary

mitigation

subrogation

proximate

intangible

inconsistent

endowment

assurance

indemnity

assurance

Important spellings

Trustee

Remittance

Allied

Assurance

Explanation- with innovative methods/links

Chalk 2. Smartboard 3.blackboard

Students will be explained the differences between good and service using numerous examples. Students will be given the classification of business services. Students will be explained the meaning and working of bank. The concept of e-banking will be introduced to students. Students will be explained the various types of bank accounts and various services of bank.

Students participation

Students will design various case studies on the identification of types of bank accounts and various principles of insurance.

Reputation/assignment

Explain the functions of commercial banks with an example of each.

Explain briefly the principles of insurance with suitable examples

What is e-banking. What are its benefits.

Explain following banking services-

BHIM -RIGS -EDI

Art integration with other domain

Students will be asked to bring a cancelled cheque and paste it in the notebook and label its structure.

Learning outcome

Students shall be able to identify different types of banks and their different banking services. Students shall be able to

understand different types of insurance policies and principles of insurance.

Resources

Blackboard

Chalk

Book

Smartboard

Co-scholastic activities

Students will be asked to design a poster of working of bank.

Assessment

A class test will be conducted and marks will be recorded.

Chapter -5

Topic emerging modes of business

Learning objectives- students will be able to learn

Meaning scope and advantages of e-business

Disadvantages between distinguish between e business and traditional business
Explain process of online business

Security and safety of online business transaction

Business required for implementation of a successful e-business

P.K testing- students will be asked for following questions

What do you they know about online shopping?

Name online shopping sites.

Have the ever do online shopping?

What is ways of making payments while online shopping?

Vocabulary- payments mechanism, hacking, virus, encryption etc. Procedure- students will be explaining

Meaning of e-business difference between e business and traditional business

Scope of e-business- b2b commerce, b2c commerce, intra b commerce, c2c commerce.

Benefits of e business

Easy formation

Convenience

Quick transmission of information

Promoting paperless transaction

Online transactions

Registration

Placing an order

Payment mechanism

Cash on delivery

Cheque

Net banking

Credit or debit cards

Wallets

Security and safety of online business transaction

Transaction risk

Data storage and transmission risk

Risks of violation of privacy and intellectual property rights

Concept of outsourcing, scope and need of outsourcing will be discussed.

Recapitulation-case study and calculation based studies and application based question will be discussed

Co scholastic activities: with the help of teachers mobile with explain step of online shopping in class.

Chapter 6

Social responsibilities of business and business ethics Learning objectives: students will be able to learn

Concept of social responsibility

TERM-2

Chapter 8

small business and enterprises

Learning objectives-students will be able to learn

Meaning of small scale enterprises as defined by MSMED act, 2006 (micro small and medium enterprises development act)

Appreciate the role of small business in in India (with special reference to rural areas)

Classification the classify the different form of assistance provided by government to small business

Define the concept features and need of entrepreneurship

Explain the processes of entrepreneurship development

P.K testing- students will be asked following questions

Name some top entrepreneurship in India

What kind of business they are doing?

Vocabulary- as us accelerated industry growth of entrepreneurship goal oriented etc.

Procedure- students will be explained

Meaning of small scale enterprises as defining by MSMED act, 2006.

Role of small business in India (with special reference to rural areas)

Outputs general generation

Employment generation

Supply and enormous variety of products

Balanced regional development

Provide ample opportunity entrepreneurship

Best suited for customized production

Adaptability and personal touch

Rule of small business in rural India will be explained

Concept of entrepreneurship development will be explaining in class

Features and need for entrepreneurship

Process of entrepreneurship development

Free training stage

Training stage

Post-training stage

Participation of students- students will be answered the one mark questions

Recapitulation -case studies will be discussed in the class.

Identify the social responsibility towards different interest groups

Examine the case of social responsibility

Meaning of environmental protection and need for pollution control

Explain the meaning and element elements of business ethics

P.K testing- students will be asked following questions

What do you mean by social objectives?

What do you what do you they know about environment protection?

Vocabulary- ethical, discretionary, compliance mechanism etc.

Procedure- students will be able to understand

Concept of social responsibility.

Kinds of social responsibility-

Economic responsibility

Legal responsibility

Ethical responsibility

Discretionary responsibility

Social responsibility towards shareholders, workers, consumers, governments and its community

Case for social responsibility

Justification for existence and growth

Long-term interest of a firm

Avoidance of government regulation

Availability of resources with business

Better environment for doing business

Holding business responsible for social problems

Meaning of environmental protection need and role of business in environmental protection will be explain in class.
Concept of business ethics- meaning and

Elements of business

Top management component commitments

Publication of a code

Establishment of compliance mechanism

Involving employees at all levels

Measuring results

Recapitulation - case studies and application based question will be discussing

Resources- NCERT textbooks extra marks

Chapter-9 Internal Trade

Objective:-

To describe the meaning and the type of internal trade.

To satisfy the services of wholesaler to manufacturers and retailers .

To explain the service of retailer to explain the form of small scale and large scale retailers .

To state the role of Chambers of Commerce and industry.

P.K. Testing

Q1 what do you mean by trade?

Q2 what is wholesale as well as retail trade mean?

Q3 if you buy a product what are various services provided by shopkeeper to consumer?

Q4 Do you know about various shopping stores and malls explain?

Vocabulary

Itinerant

Merchandise

Assortment

Akberally

Important spellings

Value Payable Post

Popular

Payment Vendors

Cheap Jacks

Peddlers

Spencers

Explanation with innovative methods

Smart board, chalk, Duster ,black board ,diagrammatically representation on the board.

Procedure- change how to address them

Students will be explained internal trade and its type and types of retail trade ,students will be explained difference between departmental stores and multiple stores consumers, Cooperative stores and supermarkets in details

Student participation

Student will be actively involved in the discussion of the topic case studies related question will be asked from the student. A short quiz will be conducted in the class.

Recapitulation /assignment

1) What is Business Finance why do business need funds? Explain?

2) List source of rising long term and short term Finance?.

3) What By preferential rights are enjoyed by preference share holder ?

4) Explain trade credit ?

Art integration with other domain

Students will be ask to make chart on various source of funds.

Learning outcomes

Students will be able to understand and discuss the following:-

Fixed shop retailers and its types, types of retailing trades.

Services of wholesalers ,services of retailers.

Resources:-Extra marks, Extra notes from internet, white board .

Co scholastic activities:-Students will be asked to compare the features of two retail stores by sending the same product .

Assessment:-A class test will be conducted in the class and recorded

Chapter-7 Source of Business Finance

Objectives :-

- To make understand meaning and nature of business
- To discuss the various types of source of funds
- To explain financial needs of business
- To state the source of funds on the basis of period ownership and generation .

P.K. Testing

- What is business?
- why finance is required in business ?

Vocabulary

- loss
- Recourse
- factoring
- Zero interest debentures.

Important spellings

- Equity, preferences ,debentures retained earnings, commercial papers ,sundry creditors .

Explanation with innovative methods links used

- Black boards ,smart boards ,chalk, duster .

Procedures -challenges how to address them .

- Students will be explain fixed capital and working capital requirements as well qualification of sources of funds in detail with examples student will be given various notes related to the ADR's and GDR's as well as notes of ZCD will be given to the students .

Student participation

- Student will be divided into two groups and they will be asked to give examples of financial corporations in India

Recapitulation /assignment

- Collect information about the companies that have issued debentures in current years give suggestions to make debentures more popular.

Art integration with other domain

- prepare a comparative chart of all the source of finance.

Learning outcome

- Student will be able to answer the following
- Types of debentures long term and short term sources of finance ,owners and borrowed funds etc.

Resources

- Textbook ,extra marks, extra notes from internet .

Co-scholastic activities

- On the basis of sources discuss in the chapter suggest suitable options to solve the financial problem of the restaurant owner.

Assessment:-A class test will be conducted in the class and recorded

Chapter-10

International business

Objectives

State the meaning of international business

Distinguish between internal and international business

To enumerate the benefits of international business

To discuss the documents required for import and export transactions

P.K. Testing

Q1 what is globalisation

Q2 what is internal trade?

Q3 e can you to explain the meaning of import and export?

Vocabulary

Radical ,self Reliance, integrating, licensing, franchising ,Merchandise, contract manufacturing.

Important spellings

Outsourcing export processing, special economic, import export code

Explanation with innovative methods / links

Smart board, Duster, chalk, blackboard, diagrammatically representation on the board

Procedure challenges how to address them

Student will be explain the following

Meaning of international business comma Difference between International and Domestic business.

Export procedures and import procedures.

WTO and major arguments.

Students participation

Students will be motivated and explain the topic allotted by the teacher with the help of example and short quiz will also conducted in the class as well as a studies will be discussed in the class

Recapitulation / Assignment

1)What is bill of lading how does it differ from bill and entry?

2) what is letter of credit?

3) International business is more than international trade comment?

Art integration with other domain

Student will be asked to make a chart on Foreign Trade promotion measures and scheme as well as import procedures

Learning outcome

Student will be able to understand the meaning of international business export procedure import procedure International versus domestic business.

Resources :-Black board, Duster, Chalk, smart board time from net.

Co scholastic activities:-Graphical represent line graph aur bar graph status of export and import from the year 2006 2007 the year of 2016-17

Assessment :-A class test will be conducted and marks will be recorded.
