

SUB-Business Studies

Serial Number	Month	Name of the chapter	Sub-Topic	Learning Outcomes
1.	May	Bridge course	Human activities, Industry & commerce	Describe the meaning of trade & commerce in historical past. Explain the concept & objectives of Business. To learn different types of business Activities such as Industry & Commerce; To discuss Trade & aids to trade
2	June	Nature and Purpose of Business	Concept and Characteristics of business. Business, profession and employment Objectives of business - Economic and social, role of profit in business. Classification of business activities: Industry and Commerce. Industry – types, Meaning and sub types. Commerce - trade: types. Business risks - Meaning, nature and causes.	Describe the meaning and main features of business. State the distinctive features of business as a profession and employment. Gain an insight about the goals of a business emphasizing the importance of profit as a goal and orientations of the student towards social objective of a business. Explain the meaning of commerce and trade, different types of trading activities and services which assist trade. Explain different types of business activities and their classification between industrial and commercial activities. Explain different types of business activities and their classification between industrial and commercial activities. Distinguish between primary, secondary and tertiary industrial activities. Develop awareness about the types of risks that a business is exposed to and to understand their nature and causes.
3	July	Form of Business Organisation	Business organizations 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	Classify different forms of business organisations like sole proprietorships, limited companies, etc. Describe the features of a sole proprietorship and its merits and limitations vis-à-vis other forms. State the features of different types partnerships. Be aware of merits and limitations of types of partnerships,

			<p>Undivided Family Business: features.</p> <p>Cooperative Societies features, types, merits and limitations.</p> <p>Company: private and public company - features, merits and limitations.</p>	<p>registration of a partnership firm, partnership deed and different types of partners.</p> <p>Gain insight into limited company as a distinct form of business organisation and understand the difference between public and private limited company focusing on their features, merits and limitations. Classify business on the basis of size into large, medium, small and micro business focus on some other forms of business organisations like public sector undertakings, cooperatives, etc.</p>
4	August	Private, public and Global Enterprises	<p>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.</p>	<p>Develop an understanding of Public sector and Private Sector Enterprises. Identify and explain the features, merits and limitation of different forms of Public Sector Enterprises. Discuss the change in the role of Public Sector in an economy.</p>
5	August	Business Services	<p>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), RTGS NEFT, bank overdraft, cash credits and e-banking. Insurance: principles, concept of life, health, fire and marine insurance.</p>	<p>The meaning of banking, its role as a business support service and different services provided by banking to business. State the meaning of information & communication technology services available to and useful for a business. Appreciate the importance of transportation as an auxiliary service to business both for men and material. Describe the need for warehousing of finished products pending their sale. Develop the understanding of logistics for successful implementation of business operations.</p>
6	September	Emerging Modes of Business	<p>E - business: concept, scope and benefits</p>	<p>Give the meaning of e-business.</p> <p>Discuss the scope of e-business.</p> <p>Appreciate the benefits of e business</p> <p>Distinguish e-business from traditional business.</p>
7	September	Social Responsibility of Business and Business Ethics	<p>Concept of social responsibility. Case of social responsibility.</p>	<p>State the concept of social responsibility.</p> <p>Examine the case for social</p>

			Responsibility towards owners, investors, consumers, employees, government and community. Role of business in environment protection. Business Ethics – Concept and elements	responsibility. Identify the social responsibility towards different interest groups. Appreciate the role of business in environment protection. State the concept of business ethics. Describe the elements of business ethics.
8	October	Sources of Business Finance	Concept of business finance. Owner's funds- equity shares, preference share, retained earnings. Borrowed funds: debentures and bonds, loan from financial institution and commercial banks, public deposits, trade credit, Inter Corporate Deposits (ICD).	State the meaning, nature and importance of business finance. Classify the various sources of funds into owner's funds. State the meaning of owner's funds. State the meaning of borrowed funds. Discuss the concept of debentures, bonds, loans from financial institutions and commercial banks, Trade credit and inter corporate deposits. Distinguish between owner's funds and borrowed funds.
9	November	Small Business	Entrepreneurship Development (ED): Concept, Characteristics and Need. Process of Entrepreneurship Development: Start-up India Scheme, ways to fund start-up. Intellectual Property Rights and Entrepreneurship. 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. Role of small business in India with special reference to rural areas.	Understand the concept of Entrepreneurship Development (ED), Intellectual Property Rights. Understand the meaning of small business. Discuss the role of small business in India. Appreciate the various Government schemes and agencies for development of small scale industries. NSIC and DIC with special reference to rural, backward area.
10	December	Internal Trade	Internal trade - meaning and types services rendered by a wholesaler and a retailer. Types of retail-trade-Itinerant and small scale fixed shops retailers. Large scale	State the meaning and types of internal trade. Appreciate the services of wholesalers and retailers. Explain the different types of retail trade. Highlight the distinctive features of departmental

			retailers-Departmental stores, chain stores – concept. GST (Goods and Services Tax): Concept and key-features.	stores, chain stores and mail order business. Understand the concept of GST.
11	January	International Business	International trade: concept and benefits. Export trade – Meaning and procedure. Import Trade - Meaning and procedure. Documents involved in International Trade; indent, letter of credit, shipping order, shipping bills, mate’s receipt (DA/DP). World Trade Organization (WTO) meaning and objectives.	Understand the concept of international trade. Describe the scope of international trade to the nation and business firms. State the meaning and objectives of export trade. Explain the important steps involved in executing export trade. State the meaning and objectives of import trade. Discuss the important steps involved in executing import trade. Develop an understanding of the various documents used in international trade. Identify the specimen of the various documents used in international trade. Highlight the importance of the documents needed in connection with international trade transactions. State the meaning of World Trade Organization. Discuss the objectives of World Trade Organization in promoting international trade.