Indian School Al Wadi Al Kabir - Syllabus break up for August 2019

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| **Class**  | **Week1**  | **Week2**  | **Week3**  | **Week4**  |
| **Business Studies****XI** | * Types of companies
* Factors influencing choice of forms of organization
* Formation of company
* Promotion of companies
* Functions of promoter
* Important documents
* Incorporation
 | * Effects of certificate of incorporation promoter
* Capital subscription
* Commencement of business

 **Chapter -3 – Private, public and global enterprises*** Departmental undertaking
* Statutory corporation
* Government company
* Global Enterprises
* Public private partnership
 | **Chapter -3 – Private, public and global enterprises (contd.)*** Global Enterprises

**Chapter -4- Business services*** Business services and its types - Meaning
* Functions of commercial banks
* E-banking
* Bank services with regard to bank draft, bankersCheque, RGTS, cash credit Bank O.D,
* Types of digital payment
* Concepts of Insurance Functions of insurance
* Principles of Insurance
 | **Chapter -4- Business services (contd.)*** Concepts of life, health, fire and marine.
* Postal and telecom services

**Chapter5****EMERGING MODE OF BUSINESS*** E-business-
* Meaning
* scope,
* benefits,
* Difference between Traditional business and e-business
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Indian School Al Wadi Al Kabir - Syllabus break up for September2019

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| **Class**  | **Week1**  | **Week2**  | **Week3**  | **Week4**  |
| **Business Studies****XI** | * outsourcing concept ,need scope of BPO

Meaning of business process outsourcing and knowledge process outsourcing Smart card and ATM’s meaning and utility  | REVISION | ASSESSMENT 1 | ASSESSMENT 1 |

Indian School Al Wadi Al Kabir - Syllabus break up for October2019

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| **Class**  | **Week1**  | **Week2**  | **Week3**  | **Week4**  |
| **BUSINESS STUDIES** **XI** | **CH-6 SOCIAL RESPONSIBILITY OF BUSINESS*** Concept of social responsibility

Case for social responsibility* Responsibility towards owners, investors, consumers, employees, government and community
* Need and role of environment protection
 | * Basic elements of business ethics

SCRAP writing on Social responsibility by any three enterprises.* **Chapter7 SOURCESOF BUSINESS FINANCE**
* Meaning, nature and importance of businessfinance
* Classification of Sources of Business finance
* Retained earnings
* Trade credit
 | * **Chapter7 SOURCESOF BUSINESS FINANCE (Contd.)**
* Conceptof Owners fund-equity, preference
* GDR, ADR, IDR
* Borrowed funds
* Debentures and bonds , loans from financial institution.

ACTIVITY:Collect Information on Shares and debentures of Indian Companies. | **CH-8 SMALL BUSINESS AND ENTERPRISES*** Entrepreneurship Development (ED): Concept, Characteristics and Need
* Process Entrepreneurship Development: Start-up India Scheme, ways to fund start-up
* Intellectual Property Rights and Entrepreneurship
* Small scale business as defined by MSMED ACT 2006.
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Indian School Al Wadi Al Kabir - Syllabus break up for November2019

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| **Class**  | **Week1**  | **Week2**  | **Week3**  | **Week4**  |
| BUSINESS STUDIESXI | **CH-8 SMALL BUSINESS AND ENTERPRISES (CONTD)*** Role of small business with special reference to rural areas.
* Government schemes and agencies-NSIC,DIC with special reference to rural areas.
 | **Ch-9 INTERNAL TRADE*** Services rendered by wholesalers and retailers
* Types of retail-trade-Itinerant and small scale fixed shops retailers
 | * **GST (Goods and Services Tax): Concept and key-features**
* Large scale retailers-departmental stores, chain stores,Vending machines.
 | * Large scale retailers-departmental stores, chain stores,
* Mail order business
* Concept of automatic vending machine
* Scrap Writing
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Indian School Al Wadi Al Kabir - Syllabus break up for December2019

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| **Class**  | **Week1**  | **Week2**  | **Week3**  | **Week4**  |
| BUSINESS STUDIESXI | * Main documents used in internal trade
* Performa invoice, invoice, debit note, credit note, LR, RR

Terms of trade- COD,FOB,CIF,E&OE  | Assessment 2 | Assessment 2 |  |

Indian School Al Wadi Al Kabir - Syllabus break up for January2020

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| **Class**  | **Week1**  | **Week2**  | **Week3**  | **Week4**  |
| BUSINESS STUDIESXI |  | **Ch-10** **INTERNATIONAL TRADE*** Meaning
* Need for International Business
* Difference between internal trade external trade
* Problems of International business
 | Ch-10 INTERNATIONAL TRADE (contd.)* Scope of International business
* objectives and procedure of export trade
 | Ch-10 INTERNATIONAL TRADE (contd.)* Import trade and meaning, procedure
* Documents involved
* World Trade Organization (WTO) meaning and objectives
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Indian School Al Wadi Al Kabir - Syllabus break up for february2020

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| **Class**  | **Week1**  | **Week2**  | **Week3**  | **Week4**  |
|  | REVISION VIVA | REVISON VIVA | ASSESSMENT 3 | ASSESSMENT 3 |

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