

**Weekly Distribution of
Syllabus
Class 11th
Subject Business Studies**

MONTH	WEEK	NAME OF CHAPTER	TOPICS/CONTENT
August 20201	1st 02-07 August	Unit -3 Private public and global enterprises	Departmental undertaking, govt. company and changing roles public sector enterprises
	2nd 09-14 August	Multinational company with joint venture	Meaning and types on MNC with joint ventures
	3rd 16-21 August	Unit-4 Business services 1. Banking services 2. Insurance	Meaning, nature and types An introduction with features
	4th 23-28 August	Life, fire and marine insurance Communication services	Features and difference Postal and telecom services
	5th week 30th August to 03 September	Warehousing services	Meaning, types of warehouses and their importance

**Weekly Distribution of
Syllabus
Class 12th
Subject Business
Studies**

MONTH	WEEK	NAME OF CHAPTER	TOPICS/CONTENT
August 2021	1st 02-07 August	Unit-5 Organising 5.1	Importance and process
	2nd 09-14 August	5.2	Organisational structure with meaning and types
	3rd 16-21 August	5.3 Delegation of authority and decentralisation	Meaning, importance and process delegation and decentralisation
	4th 23-28 August	Unit-6 Staffing Recruitment	Meaning and importance Meaning and sources
	5th week 30th August to 03 September	Selection Training and development	Meaning and process Meaning and process

