

Business Studies Syllabus

CLASS XI

One Paper

3 Hours

100 Marks

Units	Periods	Marks
Part A: Foundations of Business		
1. Nature and Purpose of Business	20	08
2. Forms of Business Organisations	24	12
3. Public, Private and Global Enterprises	20	08
4. Business Services	18	10
5. Emerging Modes of Business	10	06
6. Social Responsibility of Business and Business Ethics	12	06
	104	50
Part B: Finance and Trade		
7. Sources of business finance	28	14
8. Small Business	14	06
9. Internal Trade	28	12
10. International Business	12	08
11. Project Work	22	10
	104	50

A Part: Foundations of Business

(Periods 104)

Unit 1: Nature and purpose of business:

20 Periods

- Concept and characteristics of business.
- Business, profession and employment - distinctive features.
- Objectives of business - economic and social, role of profit in business
- Classification of business activities: Industry and Commerce.
- Industry - types: primary, secondary, tertiary.
- Commerce - trade: types (internal, external, wholesale and retail; and auxiliaries to trade: banking, insurance, transportation, warehousing, communication, and advertising.
- Business risks - nature and causes.

Unit 2: Forms of Business Organisations**(Periods 24)**

- 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 Undivided Family Business: features.
- Cooperative Societies- features, types, merits and limitations.
- Company: private and public company -features, merits and limitations.
- Formation of a company- stages.
- Starting a business - basic factors.

Unit 3: Public, Private & Global Enterprises**(Periods 20)**

- 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.
- Global enterprises, Joint ventures, Public Private Partnership - features

Unit 4: Business Services**(Periods 18)**

- 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 (Pay order), RTGS (Real Time Gross Settlement) NEFT (National Electronic Funds Transfer), bank overdraft, cash credits and e- banking.
- Insurance: principles, concept of life, health, fire and marine insurance.
- Postal and telecom services: mail (UPC, registered post, parcel, speed post and courier) and other services.

Unit 5: Emerging Modes of Business**(Periods 10)**

- E-Business - scope and benefits, resources required for successful e-business implementation, online transactions, payment mechanism, security and safety of business transactions.
- Outsourcing-concept, need and scope of BPO (business process outsourcing) and KPO (knowledge process outsourcing).

Unit 6: Social Responsibility of Business and Business Ethics (Periods 12)

- Concept of social responsibility.
- Case for social responsibility.
- Responsibility towards owners, investors, consumers, employees, government and community.
- Environment protection and business.
- Business ethics and elements.

Part B: Finance and Trade (Periods 104)**Unit 7: Sources of business finance (Periods 28)**

- Concept of business finance.
- Owner's funds - equity shares, preference shares, GDR, ADR & IDR and retained earnings.
- Borrowed funds- debentures and bonds, loan from financial institutions, loans from commercial banks, public deposits, trade credit, ICD (inter corporate deposits).

Unit 8: Small Business (Periods 14)

- 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: NSIC (National Small Industries Corporation) and DIC (District Industrial Center) with special reference to rural, backward & hilly areas.

Unit 9: International Trade (Periods 28)

- Services rendered by a wholesaler and a retailer
- Types of retail trade- itinerant and small scale fixed shops
- Large scale retailers- departmental stores, chain stores, mail order business.
- Concept of automatic vending machine.
- Chambers of Commerce and Industry: basic functions
- Main documents used in internal trade: Performa invoice, invoice, debit note, credit note, LR(Lorry Receipt) and RR(Railway Receipt)
- Terms of Trade : COD (Cash on Delivery), FOB(Free on Board) ,CIF (Cost, Insurance and Freight), E&OE (Errors and Omissions Excepted)

Unit 10: International

(Periods 12)

- Concept and problems of international trade.
- Export import procedure and documents.
- Role of WTO

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