Business Studies Syllabus

CLASS XI

One Paper

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A Part: Foundations of Business

(Periods 104)

Unit 1: Nature and purpose of business:

- 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