

CLASS- XI
SUBJECT- BUSINESS STUDIES

Month-wise Syllabus

JULY

Part A: Foundation of Business

Unit 1: Evolution and Fundamentals of Business

- History of Commerce in India: Indigenous Banking System, Rise of Intermediaries, Transport, Trading Communities: Merchant Corporations, Major Trade Centres, Major Imports and Exports, Position of Indian Sub-Continent in the World Economy.
- Business -Concept □ Concept includes meaning and features
- Business, profession and employment-Concept
- Objectives of business
- Classification of business activities - Industry and Commerce
- Industry-types: primary, secondary, tertiary Meaning and subgroups
- Commerce-trade: (types-internal, external; wholesale and retail) and auxiliaries to trade; (banking, insurance, transportation, warehousing, communication, and advertising) – meaning
- Business risk-Concept

Unit 2: Forms of Business organizations

- Sole Proprietorship-Concept, merits and limitations
- Partnership-Concept, types, merits and limitation of partnership, registration of a partnership firm, partnership deed. Types of partners
- Hindu Undivided Family Business: Concept
- Cooperative Societies-Concept, merits, and limitations
- Company-Concept, merits and limitations; Types: Private, Public Company

Unit 3: Public, Private and Global Enterprises

- Public sector and private sector enterprises – Concept
- Forms of public sector enterprises: Departmental Undertakings, Statutory Corporations and Government Company.
- Global enterprises (MNCs) – Features, Joint ventures, Public private partnership – concept.

AUGUST

Unit 4: Business Services

- Business services and its types - Meaning. Banking: Types of bank accounts- savings, current, recurring, fixed deposit and multiple option deposit account

- Banking services with particular reference to Bank Draft, Bank Overdraft, Cash credit. E-Banking meaning, Types of digital payments
- Insurance-: Principles, Types –life, health, fire and marine insurance –concept
- Postal Service-Mail, Registered Post, Parcel, Speed Post, Courier-meaning.

Unit 5: Emerging Modes of Business

- E-business (concept), scope and benefits

SEPTEMBER

sUnit 5: Emerging Modes of Business

- Business Process Outsourcing (BPO): Concept, need and scope

Unit 6: Social Responsibility of Business and Business Ethics

- Concept of social responsibility
- Case of social responsibility
- Responsibility towards owners, investors, consumers, employees, government and community.
- Environment protection and business Meaning and role.
- Business Ethics-Concept and Elements

Part B: Corporate Organisation, Finance and Trade

OCTOBER

Unit 7: Formation of a Company

- Formation of company-stages, important documents to be used in formation of a company
- One Person Company - Concept

NOVEMBER

Unit 8: Sources of Business Finance

- Concept of business finance
- Owners' funds- equity shares, preferences share, retained earnings, Global Depository receipt (GDR), American Depository Receipt (ADR) and International Depository Receipt (IDR) – concept
- Borrowed funds: debentures and bonds, loan from financial institution and commercial banks, public deposits, trade credit, Inter Corporate Deposits (ICD).

DECEMBER

Unit 9: 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 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: National Small Industries Corporation (NSIC) and District Industrial Centre (DIC) with special reference to rural, backward areas.

Unit 10: Internal Trade

- Internal trade - meaning and types services rendered by a wholesaler and a retailer
- GST (Goods and Services Tax): Concept and key-features
- Types of retail-trade-Itinerant and small scale fixed shops retailers

JANUARY

Unit 10: Internal Trade

- Large scale retailers-Departmental stores, chain stores - concept
- Concept of automatic vending machine
- Main documents used in internal trade: Performa invoice, invoice, debit note, credit note. Lorry receipt (LR) and Railways Receipt (RR).
- Terms of Trade: Cash on Delivery (COD), Free on Board (FOB), Cost, Insurance and Freight (CIF), Errors and Omissions Excepted (E&OE).

FEBRUARY

Unit 11: International Trade

- International trade - concept
- International trade: concept and benefits
- Export trade- Meaning, objectives and procedure of Export Trade
- Import Trade- Meaning, objectives and procedure
- Documents involved in International Trade; indent, letter of credit, shipping order, shipping bills, mate's receipt(DA/DP), specimen of the documents, importance
- World Trade Organization (WTO) meaning and objectives

FEBRUARY

Revision