

BUSINESS STUDIES (Code No. 054)

CLASS–XI

Theory: 80 Marks Project: 20 Marks

Part A Foundations of Business

1. Nature and Purpose of Business
2. Forms of Business Organisations
3. Public, Private and Global Enterprises
4. Business Services
5. Emerging Modes of Business
6. Social Responsibility of Business and Business Ethics

Part B Finance and Trade

7. Sources of Business Finance
8. Small Business
9. Internal Trade
10. International Business

Project Work

Part A: Foundation of Business Concept includes meaning and features

Unit 1: Evolution and Fundamentals of Business

History of Trade and 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 – meaning and characteristics, 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 partner, Hindu Undivided Family Business: Concept, Cooperative Societies-Concept, merits, and limitations, Company - Concept, merits and limitations; Types: Private, Public and One Person Company – Concept, Formation of company - stages, important documents to be used in formation of a company, Choice of form of business organization.

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 – Feature Joint venture Public private partnership – concept.

Unit 4: Business Services

Business services – meaning and types. 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

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, Role of business in environment protection, Business Ethics - Concept and Elements.

Part B: Finance and Trade

Unit 7: Sources of Business Finance

Concept of business finance, Owners' funds- equity shares, preference share, retained earnings, Borrowed funds: debentures and bonds, loan from financial institution and commercial banks, public deposits, trade credit, Inter Corporate Deposits (ICD).

Unit 8: Small Business and Enterprises

Entrepreneurship Development (ED): Concept, Characteristics and Need. Process of 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 9: Internal Trade

Internal trade - meaning and types services rendered by a wholesaler and a retailer, Types of retail-trade-Itinerant and small scale fixed shops retailers, Large scale retailers-Departmental stores, chain stores – concept, GST (Goods and Services Tax): Concept and key-features.

Unit 10: International Trade

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

Unit 11: Project Work As per CBSE guidelines.
