Business Studies Class 11 Syllabus

Exam Structure

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| **Units** | **Topic** | **Marks** |
| **Part A** | **Foundations of Business** |  |
| 1 | Nature and Purpose of Business | 20 |
| 2 | Forms of Business Organisations |
| 3 | Public, Private and Global Enterprises | 18 |
| 4 | Business Services |
| 5 | Emerging Modes of Business | 12 |
| 6 | Social Responsibility and Business Ethics |
| **Part B** | **Finance and Trade** |  |
| 7 | Sources of Business Finance | 20 |
| 8 | Small Business |
| 9 | Internal Trade | 20 |
| 10 | International Business |
| 11 | Project Work | 10 |
|  | **Total** | **100** |

Part A: Foundation of Business

Unit 1: Nature and Purpose of Business

* Concept and characteristics of business.
* Business, profession and employment - Meaning and their 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 - Meaning and sub types.
* Commerce - trade: types (internal, external, wholesale and retail; and auxiliaries to trade: banking, insurance, transportation, warehousing, communication, and advertising.
* Business risks - Meaning, nature and causes.

Unit 2: Forms of Business organizations

* 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- four stages, important document (MOA, AOA, relevances of certificate of incorporation and certificate of commencement.
* Starting a business - Basic factors.

Unit 3: Public, Private and Global Enterprises

* 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

* 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

* 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).
* Smart cards and ATM's meaning and utility

Unit 6: Social Responsibility of Business and Business Ethics

* Concept of social responsibility
* Case for social responsibility
* Responsibility towards owners, investors, consumers, employees, government and community
* Environment protection and business

Part B: Finance and Trade

Unit 7: Sources of Business Finance

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

Unit 8: Small Business

* 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) and DIC (District Industrial Center) with special reference to rural, backward and hilly areas.

Unit 9: Internal Trade

* 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 Trade

* Meaning, difference between internal trade and external trade: Meaning and characteristics of international trade.
* Problems of international trade: Advantages and disadvantages of international trade
* Export Trade - Meaning, objective and procedure of Export Trade
* Import Trade - Meaning, objective and procedure: Meaning and functions of import trade; purpose and procedure
* Documents involved in International Trade; documents involved in export trade, indent, letter of credit, shipping order, shipping bills, mate's receipt, bill of lading, certificate of origin, consular invoice, documentary bill of exchange (DA/DP), specimen, importance
* World Trade Organization (WTO) meaning and objective