

**CLASS XI
BUSINESS STUDIES (054)
SESSION 2022-23**

Unit	Topic	Marks
Part A	Foundations of Business	
1.	Business, Trade and Commerce	16
2.	Forms of Business Organisations	
3.	Public, Private and Global Enterprises	14
4.	Business Service	
5.	Emerging Modes of Business	10
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	20
	Total	100
	AUGUST – SEPTEMBER 2022	PERIODS
PART A	FOUNDATIONS OF BUSINESS (40 MARKS)	
UNIT 1	BUSINESS, TRADE AND COMMERCE	
	History of Trade and Commerce in India: Indigenous Banking System, Rise of Intermediaries, Transport, Trading Communities: Merchant Corporations, Major Trade Centre, Major Imports and Exports, Position of Indian Sub-Continent in the World Economy.	5
	Business- Meaning and characteristics	2
	Business, profession and employment - concept	1
	Objectives of business - economic and social, role of profit in business Classification of business activities: Industry and Commerce.	3
	Industry - types: primary, secondary, tertiary.	2
	Commerce - trade and auxiliaries to trade: Banking, insurance, transportation, warehousing, communication, and advertising.	1

	Business risks – concept, nature and causes.	2
UNIT 2	FORMS OF BUSINESS ORGANISATIONS	
	Sole Proprietorship - meaning, features, merits and limitations.	3
	Partnership - Features, types, merits and limitations of partnership, registration of a partnership firm, partnership deed. Type of partners.	4
	Hindu Undivided Family Business: features.	1
	Cooperative Societies- features, types, merits and limitations.	3
	Company: Features, merits and limitations. Types: Private, Public and One Person Company - Concept	3
	Formation of a company- stages and documents	4
	Starting a business - basic factors.	1
	FIRST WRITTEN TEST WILL INCLUDE UNIT 1 & UNIT 2 (Excluding the topic of Formation of Caompany).	
UNIT 3	PUBLIC, PRIVATE & GLOBAL ENTERPRISES	
	Private sector and public sector enterprises- Concept	2
	Forms of public sector enterprises: features, merits and limitations of Departmental Undertakings, Statutory Corporation and Government Co.	6
	Public Private Partnership – Meaning and features	1
	OCTOBER – DECEMBER 2022	
UNIT 4	BUSINESS SERVICES	
	Business Services- meaning and types.	1
	Banking: types of bank accounts- savings, current, recurring, fixed deposit and multiple option deposit accounts.	1
	Banking services with particular reference to issue of bank draft, bank overdraft, cash credits and e- banking. Types of digital payments	4
	Insurance: principles, concept of life, health, fire and marine insurance.	4
	Postal Service-Mail, Registered Post, Parcel, Speed Post, Courier-meaning.	1
UNIT 5	EMERGING MODES OF BUSINESS	
	E-Business – meaning, scope and benefits. Distinguish between e-business and traditional business.	4
UNIT 6	SOCIAL RESPONSIBILITY OF BUSINESS & BUSINESS ETHICS	
	Concept of social responsibility.	1
	Case for social responsibility.	2
	Responsibility towards owners, investors, consumers, employees, government and community.	2

	Environment protection and business.	1
	Business ethics and its elements.	1
PART B	FINANCE & TRADE (40 MARKS)	
UNIT 7	SOURCES OF BUSINESS FINANCE	
	Concept of business finance- meaning, nature and importance	2
	Owner's funds - equity shares, preference shares and retained earnings.	6
	Borrowed funds- debentures and bonds, loan from financial institutions, loans from commercial banks, public deposits, trade credit, ICD (Inter Corporate Deposits).	6
	HALF YEARLY EXAMINATION WILL INCLUDE UNIT 1 TO 7	
	JANUARY 2023	
UNIT 8	SMALL BUSINESS	
	Entrepreneurship Development (ED): Concept, Characteristics and Need.	2
	Process of Entrepreneurship Development: Start-up India Scheme, ways to fund start-up	2
	Intellectual Property Rights and Entrepreneurship	2
	Small scale enterprise as defined by MSMED Act 2006 (Micro, Small and Medium Enterprise Development Act)	2
	Role of small business in India with special reference to Rural Areas	2
	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.	2
UNIT 9	INTERNAL TRADE	
	Internal Trade: meaning and types. Services rendered by a wholesaler and a retailer	4
	Types of retail trade- itinerant and small scale fixed shops	2
	Large scale retailers- departmental stores and chain stores	3
	GST (Goods and Services Tax): Concept and key-features	2
UNIT 10	INTERNATIONAL TRADE	
	Concept of international trade. Scope of international trade to the nation and business firms	3

	<p>Export and Import trade: Meaning, Objectives and procedure, Documents involved in International Trade; indent, letter of credit, shipping order, shipping bills, mate's receipt, specimen of the documents, importance</p> <p>Meaning and Objectives of WTO</p>	<p>8</p> <p>1</p>
	<p>FEBRUARY 2023</p> <p>REVISION</p>	
	<p>The syllabus is intended to be completed by the last week of January 2023. The final examinations will cover the entire syllabus.</p> <p>Project of 20 marks will be evaluated in half yearly and annual exams.</p>	
	<p>Suggestive Projects</p> <p>Any one of the following</p> <p>Project 1: Field Visit</p> <p>Project 2: Case study on a product</p> <p>Project 3: Auxiliaries to trade</p> <p>Project 4: Visit to any State Emporium (other than your School State)</p> <p>Project 5: Import/Export procedure</p> <p>Recommended text book</p> <p>1. Business Studies published by NCERT</p>	