

**CLASS-XI**  
**Session: 2024-25**

**BUSINESS STUDIES**

**Time: 3 Hrs**

**Theory: 80 Marks**

**INA: 20 Marks**

**Total: 100 Marks**

**SYLLABUS**

**Part I : Foundations of Business**

**Unit 1: Business, Trade and Commerce**

- Introduction – Role of Business in the development of economy.
- Concept of Business, Characteristics of Business Activities
- Business, profession and employment - Concept and comparison
- 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; (Transport and Communication, Banking and Finance, Insurance and Warehousing, Advertising and Public Relations) – meaning
- Objectives of Business – Profit and other Objectives
- Business Risk-Nature and Causes
- Starting a Business-Basic Factors

**Unit 2: Forms of Business organisation**

- Sole Proprietorship-Concept, Features, Merits and Limitations.
- Joint Hindu Family Business: Concept, Features, Merits and Limitations.
- Partnership-Concept, Features, Merits and Limitations.
- Types of Partners, Types of Partnerships, Partnership Deed, Registration of a Partnership firm.
- Cooperative Societies-Concept, Features, Merits and Limitations. Types of Cooperative Societies
- Joint Stock Company - Concept, Features, Merits and Limitations; Types: Private and Public Company.

- Choice of form of business organisation

### **Unit 3: Private, Public and Global Enterprises**

- Introduction, Public Sector and Private Sector Enterprises – Concept
- Forms of Organising Public Sector Enterprises: Departmental Undertakings, Statutory Corporations and Government Company (Concept, Features, Merits and Limitations)
- Changing Role of Public Sector.
- Joint Ventures: Concepts, types, and benefits.
- Global Enterprises – Feature, Public Private Partnership – concept.

### **Unit 4: Business Services**

- Business Services – Meaning, Nature, Difference between services and goods.
- Types of services
- Banking: Types of banks, functions of a commercial banks, e-Banking – Meaning and benefits.
- Insurance – Functions, Principles and Types – Life, Fire and Marine Insurance.
- Communication Services, Postal Services, Telecom Services.
- Transportation.
- Warehousing: Concepts, types and functions.

### **Unit 5: Emerging Modes of Business**

- e-Business: concept, scope and benefits. Traditional Business versus e-Business.
- Limitations of e-Business.
- Online Transactions, Security and Safety of e-Transactions, e-Business Risks
- Resources Required for Successful e-business Implementation.

### **Unit 6: Social Responsibilities of Business and Business Ethics**

- Concept of social responsibility, Need for Social Responsibility.
- Arguments for and against social Responsibility.
- Kinds of Social Responsibility
- Social Responsibility towards Different Interest Groups.
- Business and Environmental Protection

- Business Ethics – Concept and Elements.

## **Part II: Corporate Organisation, Finance and Trade**

### **Unit 7: Formation of a Company**

- Introduction, Promotion of a company
- Functions of a Promoter, Documents Required – Memorandum of Association, Articles of Association etc.
- Incorporation
- Capital Subscription
- One Person Company.

### **Unit 8: Sources of Business Finance**

- Meaning, nature and significance of business finance
- Classification of Sources of funds, Sources of finance- Retained Earnings, Trade Creditor, Factoring, Lease Financing, Public Deposits, Commercial Papers, Issue of Shares- Equity Shares, Preferences Shares, Debentures, Commercial Banks, Financial Institutions.
- International Financing- Global Depository Receipt (GDRs), American Depository Receipt (ADRs), Indian Depository Receipt (IDRs), Foreign Currency Convertible Bonds (FCCBs).
- Factors affecting the choice of the source of funds.

### **Unit 9: MSME and Business Entrepreneurship**

- Micro, Small and Medium Enterprises: Meaning and role
- Problems associated with MSME
- MSME and Entrepreneurship Development.
- Intellectual Property Rights- Importance and types.

## **Unit 10: Internal Trade**

- Internal trade – meaning and types-Wholesale trade and retail trade, services rendered by a wholesaler and a retailer
- Types of retailing trade-Itinerant and fixed shops retailers
- Fixed shop large stores-Departmental stores, chain stores – concept, features, advantages and limitations.
- Mail Order Houses, consumer cooperative store, super markets - concept, features, advantages and limitations. Vending machines.
- GST (Goods and Services Tax): Concept and key-features
- Role of commerce and industry associations in promotion of internal trade.

## **Unit 11: International Business**

- International Business: concept and reasons and scope
- International Business vs. Domestic Business
- Benefits of International Business
- Modes of entry into international business- Exporting and Importing, advantage and limitations.
- Contract manufacturing, licensing and franchising, Joint Ventures, wholly-owned subsidiaries, - meaning, advantages and limitation.
- Export-Import procedures and documentation.

