

**SYLLABUS FOR BUSINESS STUDIES
CLASS XI**

Units		Periods	Marks
Part A	Foundations of Business		
	Nature and Purpose of Business	18	16
	Forms of Business Organisations	20	
	Public, Private and Global Enterprises	10	14
	Business Services	14	
	Emerging Modes of Business	5	10
	Social Responsibility of Business and Business Ethics	8	
	Total	75	40
Part B	Finance and Trade		
	Sources of Business Finance	28	20
	Small Business	16	
	Internal Trade	22	20
	International Business	4	
	Total	70	40
	Project Work	30	30

MONTH	UNIT/ TOPIC	SUB TOPIC	LEARNING OUTCOMES	PRACTICALS/ ACTIVITIES/INNOVATIV	PROJECT
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				EPEDAGOGY	
APRIL & MAY	Unit 1: Nature and Purpose of Business Unit 2: Forms of Business Organizations	<p>Concept and Characteristics of Business. Business, Profession and Employment - distinctive features. Objective of Business Activities : Industry and Commerce. Industry - Types, Primary, Secondary Tertiary; Commerce: Trade and Auxiliaries. Business risk - nature and causes.</p> <p>Sole Proprietorship & Joint Hindu Family business - meaning, features, merits and limitations, Partnership - meaning, types, registration, merits, limitations, types of partners. Cooperative Societies - types, merits and limitations.</p> <p>Company : Private Ltd., Public Ltd. Merits and limitations.</p>	<p>Students would be able to</p> <ul style="list-style-type: none"> • Know the history of commerce in India • discuss the concept and characteristics of business • understand the role of Commerce, trade and auxiliaries to trade and concept of business risk • understand the concept of Sole Proprietorship • list the different forms of business organization • compare various forms of business organizations • highlight the steps in the formation of a company 	<ul style="list-style-type: none"> • Group discussion : Types of Human activities • Group Discussion : comparison between Features of sole proprietorship and features of HUF ☐ Practice Assignment: case studies based on Partnership ☐ 	<p>Relating the concept to the real life situations</p> <p>Entire class will be divided in 5 groups. Each group comprising of 10 students. Each group will will perform a skit representing different features , merits and demerits of a form of business organization selected by them.</p> <p>Students will be made to work in groups. Each group will select and study a Business enterprise so as to find</p>

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					out whether the features , merits and demerits written in the text book actually apply to that enterprise or not
JULY	Business Services	Nature and types of Business Services - Banking, insurance, transportation warehousing, Communication. Banking - types of banks. Function of commercial banks, e-banking. Insurance - Principles, types of insurance : life, fire and marine insurance. Warehousing: types and functions.	Students would be able to <ul style="list-style-type: none"> • explain the nature and types of business services • give an overview of postal and telecom services • define insurance Activity 	<ul style="list-style-type: none"> • Class Interaction: Various forms of business organisations • Quiz : Various forms of business organisations • Practice Assignment: HOTS questions on Banking and Insurance 	-----
AUGUST	Unit 5: Emerging Modes of business Unit 6: Social Responsibility of Business and Business Ethics Unit 8 Entrepreneurship Development	E-Business - Meaning, scope and benefits, Resources required for successful e-business implementation. On-line transaction, payment mechanism, security and safety of	Students would be able to <ul style="list-style-type: none"> • describe the scope of e-business • describe the responsibility of business towards 	<ul style="list-style-type: none"> • Group Discussion: BPO vs KPO 	Students would be asked to prepare powerpoint presentation highlighting the emrging modes of business

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		<p>business transactions.</p> <p>Concept of social responsibility. Cases of social responsibilities. Responsibility towards owners, investors, employees, consumers, government and community. Business and environmental protection. Business ethics : concept and elements Revision Half Yearly.</p>	<p>owners, employees, consumers, govt. , community</p> <ul style="list-style-type: none"> • explain the role of business in environmental protection • Understand the concept of Entrepreneurship Development(ED), Intellectual Property Rights 		
<p>SEPTEMBER & OCTOBER</p>	<p>Unit 8: Small Business</p> <p>Unit 7: Sources of Business Finance</p>	<p>Nature and significance Owner's fund and borrowed funds. Sources of raising finance : Equity and preference shares, Global Depository</p> <p>Receipt, American Depository receipt, Debentures and Bonds, Retained Profits, Public Deposits, Loan from financial institutions, Loan from commercial Banks, Trade Credit</p>	<p>Students would be able to</p> <ul style="list-style-type: none"> • define MSMED Act, 2006 • discuss the nature and significance of business finance • distinguish between owners' funds and borrowed funds • appreciate the features of international sources of 	<ul style="list-style-type: none"> • Class Interaction: NSIC and DIC ; Owner's Funds and Borrowed Funds 	<p>Design an advertisement for the Annual Sports Day</p>

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NOVEMBER	Unit 9: Internal Trade	<p>Meaning and types of internal trade : wholesale and retail. Services of a wholesaler and a retailer, Types of retail trade :</p> <ul style="list-style-type: none"> - Department Store, Super Market, Mall chain store, mail order business, consumer's cooperative stores - Automatic Vending Machine, - Role of chamber of commerce and industry in promotion of internal trade. . 	<p style="text-align: center;">finance</p> <p>Students would be able to</p> <ul style="list-style-type: none"> • explain meaning and types of internal trade • appreciate the distinctive features of departmental store, chain stores and mail order business • Understand the concept of GST. • encourage students creativity and analytical skills by project work 	<ul style="list-style-type: none"> • Quiz: Types of Retailers ☐ <p>Practice Assignment: case studies based on types of Retailers</p>	<p>Students will be asked to visit a departmental store and a chain store interact with the staff difference in the two other form of retails shops will be discussed using the same strategy.</p> <p style="background-color: yellow;">Drawing Mind maps for different types of internal trade</p>
DECEMBER	Unit 10: International Trade	<p>Nature, importance and complexities involved in international Business.</p> <p>Ways of entering into international Business.</p>	<p>Students would be able to</p> <ul style="list-style-type: none"> • discuss the benefits of international trade • understand export and 		<p>-----</p>

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		<p>Exports - Import Procedures and documerftation. Foreign Trade Promotion Organization support and incentives. Nature and importance of export. Processing Zones/special Economic Zones International Trade Institutions and agreement: WTO, World Bank and IMF</p>	<p>import procedure</p> <ul style="list-style-type: none"> • examine the role of WTO 		
JANUARY	Unit 3: Public, Private and Global Enterprises	<p>Private sector and public sector, forms of Organising Public sector enterprises, Departmental undertaking, Statutory Corporation, Government company. Changing role of public sector..</p>	<p>Students would be able to</p> <ul style="list-style-type: none"> • explain the concept of private and public sector • explain the concept, features, merits and limitations of departmental undertaking, statutory corporation, govt. company • examine the changing role of 	<ul style="list-style-type: none"> • Practice Assignment: case studies based on Unit-3 	<p>Dialogue writing: Conversation between an employee of a Statutory corporation and that of a Departmental undertaking , discussing the merits and demerits of their respective organisations</p>

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TEXT BOOK: BUSINESS STUDIES FOR CLASS XI (NCERT)

REFERENCE BOOK: BUSINESS STUDIES FOR CLASS XI BY SUBHASH DEY