

Class-XI
Subject: Business study
Syllabus

Month	Name of Book	Contents	Period of Study	Period of Revision
April	Unit 1	Nature and purpose of Business:- Concept and characteristics of Business. Understanding of employment, Profession and Business. Objectives of Business. Classification of business activities: Industry & Commerce classification of industry and meaning of commerce.	16	8
May	Unit 2	Forms of business organization Sole proprietorship, Undivided Hindu family business partnership, Co-operative society , company- including Private Ltd & public Ltd choice of Form of Business Organization (for Starting a new business)	20	6
June		Summer Vacation		
July	Unit 3	Private, Public and Global Enterprises Private Sector and Public Sector Details of Public Sector enterprises:- Departmental Undertaking, Statutory corporation, Government Company, Changing role of Public sector enterprises. MNC (Global Enterprises) Joint Venture.	20	6
August	Unit 4	Business Service (Meaning, Nature, and Types) Banking Service, Insurance, Transportation, Communication and warehousing (Detail study of the above Services)	16	6
	Unit 5	E-Business- Meaning, Process and Utility safety precaution regarding e. business.	2	2
September	Unit 5	Outsourcing of services in business:- meaning and need.	2	2
	Unit 6	Concept of social responsibility and business ethics. Responsibility toward different concerned groups. concept of business ethics contents of business ethics	16	4
October	Unit 7	Incorporation of company: Details of stages of formation of a company with complete process and knowledge of documents used in formation of a company.	18	6

November	Unit 8	Sources of Business Finance: Meaning of Business finance Nature of Business finance and d significance. Requirements and sources of business finance Details: Equity and preference shares debentures and bonds Retained Profit Public Deposits Loans from- Commercial banks and other financial institutions Trade credit & discounting of Bills of Exchange. Sources of International Finance Global Depository Receipt & American depository receipts etc.	20	6
December	Unit 9	Small Business: Meaning, Nature and role of small business in India. Problems faced by small business and schemes launched by Govt for small business specially for rural & Hilly area.	8	4
	Unit 10	Internal Trade: Meaning and types of internal trade. Details of whole rate Trade Details of Retail trade and its different types. Role of commerce and industrial Associations to promote internal Trade.	8	4
January	Unit 11	International Trade (External Trade) : Meaning. Difference Between internal and external trade. Process of external Trade and details of documents used. Govt Schemes for promotion of exports.	10	4
	Unit 12	To understand international treaties and organization and their roles in international trade.	8	2
February		Difficulties Removal & Revision, Submission of Project, Preparation for exam- Mock Class Tests		
March		Exam		