

11th CBSE BUSINESS STUDIES SYLLABUS**Part A: Foundation of Business****Unit 1: Evolution and Fundamentals of Business**

- History of Trade and Commerce in India: Indigenous Banking System, Rise of Intermediaries, Transport, Trading Communities: Merchant Corporations, Major Trade Centres, Major Imports and Exports, Position of Indian Sub-Continent in the World Economy.
- Business – meaning and characteristics
- Business, profession and employment Concept
- Objectives of business
- 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; (banking, insurance, transportation, warehousing, communication, and advertising) – meaning
- Business risk-Concept

Unit 2: Forms of Business organizations

- Sole Proprietorship-Concept, merits and limitations.
- Partnership-Concept, types, merits and limitation of partnership, registration of a partnership firm, partnership deed. Types of partners
- Hindu Undivided Family Business: Concept
- Cooperative Societies-Concept, merits, and limitations.
- Company - Concept, merits and limitations; Types: Private, Public and One Person Company – Concept
- Formation of company - stages, important documents to be used in formation of a company
- Choice of form of business organization

Unit 3: Public, Private and Multinational Company

- Public sector and private sector enterprises – Concept
- Forms of public sector enterprises: Departmental Undertakings, Statutory Corporations and Government Company
- Multinational Company – Feature. Joint ventures, Public private partnership – concept

Unit 4: Business Services

- Business services – meaning and types. Banking: Types of bank accounts - savings, current, recurring, fixed deposit and multiple option deposit account.
- Banking services with particular reference to Bank Draft, Bank Overdraft, Cash credit. E-Banking meaning, Types of digital payments
- Insurance – Principles. Types – life, health, fire and marine insurance – concept
- Postal Service - Mail, Registered Post, Parcel, Speed Post, Courier – meaning

Unit 5: Emerging Modes of Business

- E - business: concept, scope and benefits
- Business Process Outsourcing (BPO): Concept, need and scope

Unit 6: Social Responsibility of Business and Business Ethics

- Concept of social responsibility
- Case of social responsibility
- Responsibility towards owners, investors, consumers, employees, government and community.
- Role of business in environment protection
- Business Ethics - Concept and Elements

Part B: Finance and Trade**Unit 7: Sources of Business Finance**

- Concept of business finance
- Owners' funds- equity shares, preferences share, retained earnings, Global Depository receipt (GDR), American Depository Receipt (ADR) and International Depository Receipt (IDR) – concept
- Borrowed funds: debentures and bonds, loan from financial institution and commercial banks, public deposits, trade credit, Inter Corporate Deposits (ICD).

Unit 8: Small Business and Enterprises

- Entrepreneurship Development (ED): Concept, Characteristics and Need. Process of Entrepreneurship Development: Start-up India Scheme, ways to fund start-up. Intellectual Property Rights and Entrepreneurship
- 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 (NSIC) and District Industrial Centre (DIC) with special reference to rural, backward areas

Unit 9: Internal Trade

- Internal trade - meaning and types services rendered by a wholesaler and a retailer
- Types of retail-trade-Itinerant and small scale fixed shops retailers
- Large scale retailers-Departmental stores, chain stores – concept
- GST (Goods and Services Tax): Concept and key-features

Unit 10: International Trade

- International trade: concept and benefits
- Export trade – Meaning and procedure
- Import Trade - Meaning and procedure
- Documents involved in International Trade; indent, letter of credit, shipping order, shipping bills, mate's receipt (DA/DP)
- World Trade Organization (WTO) meaning and objectives