



**BAL BHARATI PUBLIC SCHOOL**  
**COMMON ANNUAL EXAMINATION (2024-2025)**

**SYLLABUS**

CLASS: 11<sup>th</sup>

SUBJECT: Business studies (054)

**TEXTBOOKS:**

1. NCERT Business studies

S.NO.	UNIT/CHAPTER /TOPIC	SUBTOPICS	WEIGHTAGE
1.	Nature and Purpose of Business	<ul style="list-style-type: none"><li>• History of Trade and Commerce in India</li><li>• Business - meaning and characteristics</li><li>• Concept of Economic and Non-Economic activities</li><li>• Concept of business, profession and employment and Differentiation between business, profession and employment.</li><li>• Objectives of business</li><li>• Role of profit in business.</li><li>• Classification of business activities- Industry and commerce</li><li>• Industry- Types</li><li>• Commerce- Trade and auxiliaries to trade</li><li>• Concept , nature and causes of business risk</li></ul>	16
2.	Forms of Business Organisations	<ul style="list-style-type: none"><li>• Sole Proprietorship</li><li>• Partnership</li><li>• Hindu Undivided Family Business</li><li>• Cooperative Societies</li><li>• Company - Public , Private and one person company</li><li>• Formation of company</li><li>• Choice of form of business organization</li></ul>	
3.	Public, Private and Global Enterprises	<ul style="list-style-type: none"><li>• Public sector and private sector enterprises - Concept</li><li>• Forms of public sector enterprises: Departmental Undertakings, Statutory Corporations and Government Company</li><li>• Global Enterprises - Features</li><li>• Joint venture</li><li>• Public private partnership - concept</li></ul>	14
4.	Business Services	<ul style="list-style-type: none"><li>• Business services - meaning and types.</li><li>• Banking: Types of bank accounts</li></ul>	

		<ul style="list-style-type: none"> <li>• Banking services with particular reference to Bank Draft, Bank Overdraft, Cash credit</li> <li>• E-Banking: meaning, types of digital payments</li> <li>• Insurance - Principles. Types - life, health, fire and marine insurance - concept</li> <li>• Postal and telecom services</li> </ul>	
5.	Emerging Modes of Business	<ul style="list-style-type: none"> <li>• E - business: concept, scope and benefits</li> <li>• Distinguish e-business from traditional business.</li> </ul>	10
6.	Social Responsibility of Business and Business Ethics	<ul style="list-style-type: none"> <li>• Concept of social responsibility</li> <li>• Case for social responsibility</li> <li>• Social responsibility towards different interest groups.</li> <li>• Role of business in environment protection</li> <li>• Business Ethics - Concept and Elements</li> </ul>	
7.	Sources of Business Finance	<ul style="list-style-type: none"> <li>• Meaning, nature and importance of business finance</li> <li>• Meaning of owners' funds and borrowed funds</li> <li>• Owners' funds- equity shares, preferences share, retained earnings</li> <li>• Borrowed funds: debentures and bonds, loan from financial institution and commercial banks, public deposits, trade credit, Inter Corporate Deposits (ICD)</li> <li>• Distinguish between owners' funds and borrowed funds.</li> </ul>	20
8.	Small Business	<ul style="list-style-type: none"> <li>• Small scale enterprise as defined by MSMED Act 2006 (Micro, Small and Medium Enterprise Development Act)</li> <li>• Role of small business in India with special reference to rural areas</li> <li>• 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</li> <li>• 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</li> </ul>	
9.	Internal Trade	<ul style="list-style-type: none"> <li>• Internal trade - meaning and types</li> <li>• services rendered by a wholesaler and a retailer</li> </ul>	20

		<ul style="list-style-type: none"> <li>• Types of retail-trade-Itinerant and small scale fixed shops retailers (Both small and large)</li> <li>• Large scale retailers-Departmental stores, chain stores - concept</li> <li>• Mail order business.</li> <li>• GST (Goods and Services Tax): Concept and key-features</li> </ul>	
10.	International Business	<ul style="list-style-type: none"> <li>• International trade: concept and benefits</li> <li>• Export trade - Meaning , objectives and procedure</li> <li>• Import Trade - Meaning, objectives and procedure</li> <li>• Documents involved in International Trade; indent, letter of credit, shipping order, shipping bills, mate's receipt (DA/DP)</li> <li>• World Trade Organization (WTO) meaning and objectives</li> </ul>	
			<b>TOTAL MARKS= 80</b>