BUSINESS STUDIES (BSTD)

CLASS-XI

Full Marks 100

PART A: FOUNDATION OF BUSINESS

Unit-1: Nature and Purpose of Business (6 marks)

- Concept and characteristic of business.
- Business profession and employment – distinctive features and scope.
- Objectives of business – economic and social, role of profit in business.
- Classification of business activities: Industry and commerce.
- Industry – types: primary, secondary, tertiary.
- Commerce – Trade: Types (internal, external/ foreign, wholesale, and retail) and auxiliaries to trade: banking, insurance, transportation, warehousing, communication and advertising.
- Business risks – Nature and Causes.

Unit- 2: Forms of Business Organizations (10 marks)

- **Sole proprietorship:** Meaning, features, Merits and Limitations.
- **Partnership:** Meaning, features, merits and limitations, types of partnership and types of partners, registration of a partnership firm, partnership deed.
- **Limited liability partnership**
- **Cooperative Societies:** Features, merits and limitations, types.
- **Company:** Private company, public ltd. Company – features, merits and limitations.
- **Stages in the Organisation of a company**
- **Starting a Business:** Basic factors/ steps.

Unit-3: Public, Private and Global Enterprises (8 marks)

- Private sector and public sector**.**
- **Forms of Public Sector Enterprises:** Departmental Undertakings, statutory corporation, government company (features, merits and Limitation).
- Global enterprises, joint ventures, public private partnership, features.

Unit- 4: Business Services (8 marks)

- **Banking:** Types of bank accounts – savings, current, recurring, fixed deposit accounts.
- Banking services with particular reference to – Issue of bank draft, banker's cheque (pay order), RTGS (Real Time Gross Settlement) NEFT (National Electronic Funds Transfer). Bank overdraft, cash credits, E-Banking.
- Insurance: Principles, concept of life, Health, Fire and Marine insurance.
- Postal and telecom Services: Mail (UCP Registered Post, parcel speed post courier).

Unit- 5: Emerging Modes of Business (6 marks)

- **E-Business –** Scope and benefits, Resources required for successful e- business implementation, online transactions, payment mechanism, security and safety of business transactions.
- **Outsourcing -** Concept, need and scope of BPO (Business Process Outsourcing) and KPO (Knowledge Process Outsourcing).

Unit- 6: Social Responsibility of Business and Business Ethics (6 marks)

- Concept of social responsibility.
- Case for social responsibility
- Responsibility towards owner, investors, consumers, employees, Government and Community.
- Environmental protection and business.
- Business ethics – concept and elements.

PART B: FINANCE AND TRADE

Unit- 7: Sources of Business Finance (12 marks)

- Concept of Business Finance.
- **Owner's Funds** – Equity shares, preference shares, and retained earnings.
- **Borrowed funds -** Debentures and bonds, loan from Financial Institutions, loan from Commercial banks, public deposits, trade credit, ICD (Inter Corporate Deposits), factoring.

Unit- 8: Small Business (6 marks)

- Small scale enterprise' As defined by MSMED Act 2006, (Micro small and medium Enterprises Development Act).
- Role of small business in India - With special reference to Rural Areas.
- Government Schemes and Agencies for small scale Industries: NSIC (National Small Industries Corporation) and DIG (District Industries Centre) with special reference to Rural & Hilly Areas.

Unit- 9: Internal Trade (10 marks)

- Services of a wholesaler and retailer.
- Types of retail trade – Itinerants and small scale fixed shops.
- Large scale retailers – Departmental stores, chain stores, mail order business, concept of automatic vending Machine.
- Chambers of Commerce and Industry: Basic functions
- Main Documents used in Internal trade: Proforma Invoice, Invoice, Debit Note, Credit Note, LR (Lorry Receipt) RR (Railway Receipt)
- Terms of Trade: COD (cash on delivery), FOB (Free on Board), CIF (cost, insurance and freight), E&OE Errors and Omission Expected).

Unit- 10: International Trade (8 marks)

- Concept and complexities of International Trade.
- Export Import Procedure and Documents Required.
- World trade Organisation (WTO): Historical perspective, functions of WTO and agreements.

Unit- 11: Project work (20 marks)

File – 04 marks
Written – 12 marks
Viva – 04 marks

List of project: (this list is only exemplary not exhaustive)

I. Auxiliaries to Trade

Find out names of five companies each related to different auxiliaries, i.e. banking, insurance, warehousing, transportation, communication and advertising from real life .

II. Cooperative Society

Find out names of five different types of co-operative societies around you. Also, give details of business activities of any one of them.

III. Private, Pubic & Global Enterprises

Give names each of different types of Public Sector Enterprises (including all 3 types), global enterprises, Joint Ventures and Public Private Partnerships. Also, give details of business activities of any one of them.

IV. Banking-SB account

Visit a nearby bank to find out the procedure for opening a saving bank account. Collect the required documents and prepare a report on the same.

V. Banking – Remittance

Visit a bank and remit Rs.100 to any of your relatives. Write the formalities completed by you for the same.

VI. E- Banking

Find out the procedure for transferring funds through RTGS or NEFT.

VII. External Trade

Imagine yourself to be an exporter or an importer. Collect documents used in your trade, fill them and present them in a file.

VIII. Insurance

Compare life insurance policies targeting children (children policies) of any two insurance companies.

IX. Social Responsibilities

Select any two companies/firms and give an account of the steps taken by them for discharging there social responsibilities