

SUBJECT: BUSINESS STUDIES AND MANAGEMENT-I (BSM1)**CLASS XI****SEMESTER I****THEORY****(MCQ Type Question)****FULL MARKS – 30**
HOURS**TOTAL PERIOD – 60**

UNIT	Topic	No of periods assigned	Marks
UNIT 1	Concept, Nature and Purpose of Business	10	7
UNIT 2	Forms of Business Organization	15	8
UNIT 3	Sectoral Classification of Enterprises	15	5
UNIT 4	Business Services	12	5
Unit 5	Emerging Modes of Business	8	5
	TOTAL	60	30

DETAIL SYLLABUS

UNIT	Topic / Sub Topic	No of periods assigned
UNIT 1	Concept, Nature and Purpose of Business <ul style="list-style-type: none"> • Evolution of Trade and Commerce in India: Indigenous Banking System, Rise of Intermediaries, Transport, Trading Communities: Position of Indian Subcontinent in the World Economy. • Meaning and Characteristics 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 and Tertiary. • Commerce – Trade: Types (Internal, External/ Foreign, Wholesale and Retail) and Auxiliaries to Trade: Banking, Insurance, Transportation, Warehousing, Communication and Advertising. 	10
UNIT 2	Forms of Business Organization <ul style="list-style-type: none"> • Sole proprietorship: Meaning, Features, Merits and Limitations. • Partnership: Meaning, Features, Merits and Limitations, Types of Partnership and Types of Partners, Registration of a Partnership 	15

	<p>Firm, Partnership Deed.</p> <ul style="list-style-type: none"> • Limited Liability Partnership • Cooperative Societies: Features, Types, Merits and Limitations. • Company – Features, Merits and Limitations. • Company: Private Company, Public Limited. • Procedure for formation of a company. • Important documents – Memorandum of Association, Articles of Association, Prospectus – contents. 	
UNIT 3	<p>Sectoral Classification of Enterprises</p> <ul style="list-style-type: none"> • Private Sector and Public Sector Enterprises: Concept and features. • Forms of Public Sector Enterprises: Departmental Undertakings, Statutory Corporations, Government Companies (Features, Merits and Limitations). • Global Enterprises, Joint Ventures, Public-Private Partnership: Features. 	15
UNIT 4	<p>Business Services</p> <ul style="list-style-type: none"> • 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. <p>Postal and Telecom Services: Mail (UCP, Registered Post, Parcel, Speed Post and Courier).</p>	12
Unit 5	<p>Emerging Modes of Business</p> <ul style="list-style-type: none"> • 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). 	8
	TOTAL	60

SEMESTER II**THEORY****FULL MARKS – 40
HOURS****TOTAL PERIOD – 84****(SAQ AND LAQ Type Question)**

UNIT	Topic	No of periods assigned	SHORT ANSWER TYPE QUESTIONS (2 MARKS)	SHORT ANSWER TYPE QUESTIONS (3 MARKS)	LONG ANSWER TYPE QUESTIONS (Descriptive Type Questions) (5 marks)	Total
UNIT 6	Social Responsibility of business and ethics in business	10	1x2=2	1x3=3	-	5
UNIT 7	Business Finance	26	1x2=2	1x3=3	1x5=5	10
UNIT 8	Small Business	14	1x2=2	-	1x5=5	7
UNIT 9	Internal Trade	24	1x2=2	1x3=3	1x5=5	10
UNIT 10	International Trade	10	1x2=2	2x3=6	-	8
TOTAL		84	10	15	15	40

DETAIL SYLLABUS

UNIT	Topic / Sub Topic	No of periods assigned
UNIT 6	Social Responsibility of business and ethics in business <ul style="list-style-type: none"> • Concept of social responsibility • Responsibility towards Owner, Investors, Consumers, Employees, Government and Community. • Business ethics – concept and elements 	10
UNIT 7	Business Finance <ul style="list-style-type: none"> • Concept of finance • Sources of 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, deferred payment. 	26

UNIT 8	<p>Small Business</p> <ul style="list-style-type: none"> • 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 Enterprises Development Act). • Role of Small Business in India - With special reference to Rural Areas. <p>Government Schemes and Agencies for Small Scale Industries: NSIC (National Small Industries Corporation) and DIC (District Industries Centre).</p>	14
UNIT 9	<p>Internal Trade</p> <ul style="list-style-type: none"> • Concept of wholesale and retail trade – their functions • Types of retail trade • Large Scale Retailers – Departmental Stores, Chain Stores, Mail Order Business and 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 Omissions Excepted). 	24
UNIT 10	<p>International Trade</p> <ul style="list-style-type: none"> • Concept of international trade • Export-Import Procedure and Documents required • World Trade Organisation (WTO): Historical perspective, Functions of WTO and Agreements. 	10
TOTAL		84

PROJECT / PRACTICAL

Total no. of periods = 72

Sl No.	Details of Practical/ Project	Periods
1.	Organize visits to different types of retail stores (departmental, chain, etc.) and discuss their functions and operations.	7
2.	Have students design a corporate social responsibility (CSR) project for a hypothetical company, focusing on responsibilities towards various stakeholders.	7

3.	Compare and contrast the structure, benefits, and limitations of a traditional partnership versus a limited liability partnership.	7
4.	Create a step-by-step guide on the procedure for forming a company, including the necessary documents and legal requirements.	7
5.	Develop a comparative study on the features, merits, and limitations of private and public sector enterprises in India.	7
Project		
6.	Arrange a visit to a bank or invite a banker to demonstrate various banking services like RTGS, NEFT, and e-banking.	7
7.	Design a brochure explaining different types of insurance (life, health, fire, marine) and the principles behind them. The students are required to gather information on the following aspects: a) History of Insurance. b) Development of regulatory mechanism. c) Procedure for obtaining policy. d) Procedure for obtaining claim.	9
8.	Have students interview a local sole proprietor and present their findings on the business's merits and limitations.	7
9.	Conduct role-plays where students act as insurance agents explaining different types of insurance (life, health, fire, marine) and principles to clients.	7
10.	Develop a mock start-up business plan, including funding strategies and intellectual property considerations.	7