BUSINESS STUDIES

SYLLABUS FOR HIGHER SECONDARY FIRST YEAR COURSE

One Paper	Time: Three Hours		Marks 100
Unitwise	Distribution of Marks and Periods:		
Unit No.	Tends Cradii Title	Marks	Periods
Part-A:	FOUNDATIONS OF BUSINESS		
Unit-I	Nature and Purpose of Business	08	15
Unit-II	Forms of Business Organisations	12	20
Unit-III	Private, Public and Global Enterprises	10	20
Unit-IV	Business Services	10	15
Unit-V	Emerging Modes of Business	08	15
Unit-VI	Social Responsibility of Business and Business Ethics	08	17
Part-B:	CORPORATE ORGANISATION,	# 1	
	FINANCE AND TRADE		
Unit-VII	Formation of a Company	07	16
Unit-VIII	Sources of business finance	12	20
Unit-IX	Small Business	07	10
Unit-X	Internal Trade	10	Ž0
Unit-XI	International Business	08	12
	Total	100	180

Unitwise Distribution of Course contents:

Part-A: FOUNDATIONS OF BUSINESS

Unit-I Natural and Purpose of Business

- Concept and characteristics of business.
- Business, profession and employment distinctive features.
- 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 and Auxiliaries.
- Business risks- Nature and causes.

Unit-II: Forms of Business Organisations:

- Sole Proprietorship; Joint Hindu Family Business— meaning, features, merits and limitations.
- Partnership— meaning, types, registration, merits, limitations, types of partners.
- * Cooperative Societies- types, merits and limitations.
- Company: Private Ltd., Public Ltd.- merits, limitations.
- Choice of form of business organisations.

Starting a business- Basic factors.

Unit-III: Private, Public and Global Enterprises

- Private Sector and Public Sector.
- Forms of Organising public sector enterprises:
 - Departmental Undertaking
 - Statutory Corporation
 - Government Company
- Changing role of public Sector.
- Global Enterprises (Multinational Companies): meaning and features, 000
- Joint ventures meaning, benefits. 400

Unit-IV: Business Services

Nature and types of Business services- Banking, Insurance, Transportation, Warehousing Communication.

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Business risks - Nature and

- Banking- types of Banks, Functions uf Commercial banks, E-banking.
- Insurance: principles, types: life, fire and marine. 60
- Postal and Telecom services.
- Warehousing: types and functions.

Unit-V: Emerging Modes of Business

- E-Business- Meaning, scope and benefits, Resources required for successful e-business implementation, On-line transactions, payment mechanism, security and safety of business transactions.
- Outsourcing- concept, need and scope.

Unit-VI: Social Responsibility of Business and Business Ethics

- Concept of social responsibility;
- Case for social responsibility;
- Responsibility towards different interest groups: owners, investors, employees, consumers, government, community and public in general; Natural and Parpose of Business
- Business and environmental protection;
- Business ethics: concept and elements.

Part-B: CORPORATE ORGANISATION, FINANCE AND TRADE

Unit-VII: Formation of a Company

Stages in the formation of a company:

- Promotion.
- Incorporation, and
- Commencement of business.

Unit-VIII: Sources of Business Finance

- Nature and significance and significance
- Financial requirements and sources: owners funds and borrowed funds ***
- Methods of raising Finance: 1

- Equity and Preference shares
- Debentures and Bonds
- Retained profits
- Public deposits
- Loan from Commercial Banks
- Loan from Financial Institution
- Trade Credit
- Discounting of Bills of Exchange
 - Global Depository Receipt, American Depository Receipt

Unit-IX: Small Business

- Small Scale industry; Tiny Sector; cottage and rural industry;
- Role of small business in rural India;
- Problems of small business in India.
- Government Assistance and Special Schemes for Industries in rural, backward and hilly areas.

Unit-X: Internal Trade

- Meaning and types of internal trade: wholesale and retail;
- Services of a wholesaler and a retailer.
- Types of Retail Trade:
 - Itinerant retailers and fixed shops.
 - Departmental store, super market, malls, chain store, mail order business, consumer's cooperative store
 - Automatic Vending Machine
- * Role of Chambers of Commerce and Industry in promotion of internal trade.

Unit-XI: International Business

- Nature, Importance, scope and complexities involved in International Business;
- Basic information about ways of entering into International Business;
- Contract manufacturing; licensing; franchising; Joint ventures and Setting up Wholly Owned Subsidies;
- Export-Import procedures and Documentation;
- Foreign Trade Promotion: Organisational Support and Incentives; Nature and Importance of Export Processing Zone/Special Economic Zones;
- ♦ International Trade Institutions and Agreement: WTO, UNCTAD, World Bank/IMF



Course Structure :



