

REVISED SYLLABUS FOR I PUC (CLASS - XI) - 2013 - 14

Total Periods 120 Hours, (Weekly 4 Hours of 60 min. each)

BUSINESS STUDIES

Sl No.	Learning Objectives	Unit No.	Sub Unit No.	Hours Allotted	Learning Outcome	Evaluation	Activities
1.	<p>After studying this chapter, you should be able to:</p> <ul style="list-style-type: none"> Explain the concept and characteristics of business; Compare the distinctive features of business, profession and employment; Classify business activities and clarify the meaning of industry and commerce; State various types of industry; Explain the activities relating to commerce; Analyse the objectives of business; Describe the nature of business risks and their causes; and Discuss the basic factors to be considered while starting a business. 	Unit 1 : Nature and Purpose of Business	1.1 Introduction 1.2 Concept of Business 1.3 Characteristics of Business activities 1.4 Meaning, Features and Comparison of Business, Profession and Employment 1.5 Classification of business activities 1.6 Industry : Types - Primary, Secondary, Tertiary 1.7 Commerce : 1.7.1 Trade 1.7.2 Auxiliaries to Trade 1.8 Objectives of Business : 1.8.1 Economic Objectives 1.8.2 Social Objectives 1.9 Role of Profit in Business 1.10 Business Risks : 1.10.1 Nature of Business Risks 1.10.2 Causes of Business Risks	15	<p>After studying this chapter, Students should be able to:</p> <ul style="list-style-type: none"> Explain the concept and characteristics of business; Compare the distinctive features of business, profession and employment; Classify business activities and clarify the meaning of industry and commerce; State various types of industry; Explain the activities relating to commerce; Analyse the objectives of business; Describe the nature of business risks and their causes; and Discuss the basic factors to be considered while starting a business. 	VST One Mark Question on Knowledge ST Two Marks Questions on Understanding LT Five Marks Questions on Skill	1. Choose a locally operated trading or business unit find out the kind of risks it faces in business and the way it deals with them 2. Select a local business enterprise and find out the objectives it pursues. Check why it does not pursue other objectives.
2.	<p>After studying this chapter. You should be able to:</p> <ul style="list-style-type: none"> Identify different forms of business organization; Explain features, merits and limitations of select forms of business 	Unit 2 : Forms of Business Organizations	2.1 Introduction 2.2 Sole Proprietorship : Meaning, Features, Merits and Limitations 2.3 Hindu Undivided Family Business : Meaning 2.4 Partnership : Meaning	15	<p>After studying this chapter. Students should be able to:</p> <ul style="list-style-type: none"> Identify different forms of business organization; Explain features, merits and limitations of select forms of business organization; 	VST One Mark Question on Understanding ST Two Marks Questions on Application	1. To study the profile of any foil neighbourhood stationary stores. 2. To enquire into the profile of five partnership firms 3. To study the ideology and working of co-operative

	<p>organization;</p> <ul style="list-style-type: none"> Distinguish between various forms of origination; Analyze factors determining choice of an appropriate form of business organization; Encourages the students to become an entrepreneur. 		<p>and Definition Features, Merits and Limitations</p> <p>2.4.1 Types of Partnership</p> <p>2.4.2 Types of Partners</p> <p>2.4.3 Partnership Deed (Meaning and Contents)</p> <p>2.4.4 Registration of Partnership firm,</p> <p>2.5 Co-operative Societies : Meaning, Features</p> <p>2.5.1 Types of Co-operative Societies</p> <p>2.5.2 Merits and Limitations Co-operative societies</p>		<ul style="list-style-type: none"> Distinguish between various forms of origination; Analyze factors determining choice of an appropriate form of business organization; Encourages the students to become an entrepreneur. 	ET Ten Marks Questions on Skill	societies
3.	<p>After studying this chapter. You should be able to:</p> <ul style="list-style-type: none"> Specify the important stages in the formation of a company Describe the steps involved in each stages of company's formation Specify the documents to be submitted to the registrar of companies State the need of certificate of incorporation 	Unit 3 : Joint Stock Company	<p>3.1 Meaning and Definition, Features</p> <p>3.2 Types of Companies : Private and Public Companies - Features.</p> <p>3.3 Differences between Public and Private companies</p> <p>3.4 Stages in the formation of a company :</p> <p>3.4.1 Promotion</p> <p>3.4.2 Incorporation</p> <p>3.4.3 Raising of Share capital and</p> <p>3.4.4 Business commencement</p> <p>3.5 Advantages and Limitations of Joint Stock Companies</p>	10	<p>After studying this chapter. Students should be able to:</p> <ul style="list-style-type: none"> Specify the important stages in the formation of a company Describe the steps involved in each stages of company's formation Specify the documents to be submitted to the registrar of companies State the need of certificate of incorporation 	<p>VST One Mark Question on Knowledge</p> <p>ST Two Marks Questions on Knowledge</p> <p>LT Five Marks Questions on Understanding</p> <p>ET Ten Marks Questions on Application</p>	<ol style="list-style-type: none"> Find out the office of the registrar of companies prepare the procedure for formation of companies find out the obstacles which companies face in getting themselves registered
4.	<p>After studying this chapter, you should be able to:</p> <ul style="list-style-type: none"> Explain the concept and characteristics of 	Unit 4 : Private, Public and Global	<p>4.1 Introduction</p> <p>4.2 Private Sector and Public Sector Enterprises</p> <p>4.2.1 Meaning</p>	10	<p>After studying this chapter, Students should be able to:</p> <ul style="list-style-type: none"> Explain the concept and characteristics of business; 	VST One Mark Question on Understanding	<ol style="list-style-type: none"> Collect information on companies in the public sector, prepare project report.

	<p>business;</p> <ul style="list-style-type: none"> • Explain the features of different forms of public enterprises viz. departmental undertakings, statutory corporations and government companies; • Critically examine the changing role of public sector; • Explain the features of global enterprises; and • Explain the features of Joint Venture. 	Enterprises	<p>4.3 Forms of Public Sector Enterprises</p> <p>4.3.1 Departmental Undertakings</p> <p>4.3.2 Statutory Corporations</p> <p>4.3.3 Government Companies</p> <p>4.4 Changing Role of Public Sector Enterprises</p> <p>4.5 Global Enterprises (Multi National Companies) : Meaning and Features</p> <p>4.6 Joint Ventures : Meaning and Features</p>		<ul style="list-style-type: none"> • Explain the features of different forms of public enterprises viz. departmental undertakings, statutory corporations and government companies; • Critically examine the changing role of public sector; • Explain the features of global enterprises; and • Explain the features of Joint Venture. 	<p>ST Two Marks Questions on Application</p> <p>LT Five Marks Questions on Knowledge</p>	<p>2. Make a list of Indian companies entering into joint venture with foreign companies</p>
5.	<p>After studying this chapter, you should be able to :</p> <ul style="list-style-type: none"> • know the meaning and characteristics of services • distinguish services from goods • classify the different types of business services • explain the concept of e-banking; types of bank accounts • know the meaning and principles of insurance • understand forms of insurance • know postal and telecom services 	Unit 5 Business Services	<p>5.1 Introduction</p> <p>5.2 Banking : Types of Bank Accounts - Savings, Current, Recurring, Fixed deposit accounts and multiple option deposit accounts</p> <p>5.3 Banking Services - Issue Bank Draft, Banker's cheque (pay order), RTGS (Real Time Gross Settlement), NEFT (National Electronic Funds Transfer) Bank Over Draft, Cash Credits, SMS Alerts, MICR, IFSC</p> <p>5.4 E-Banking :</p> <p>5.4.1 Anywhere Banking / Core Banking</p> <p>5.4.2 Electronic Fund Transfer (EFT)</p> <p>5.4.3 Mobile Banking</p> <p>5.4.4 Tele Banking</p>	15	<p>After studying this chapter, Students should be able to :</p> <ul style="list-style-type: none"> • know the meaning and characteristics of services • distinguish services from goods • classify the different types of business services • explain the concept of e-banking; types of bank accounts • know the meaning and principles of insurance • understand forms of insurance • know postal and telecom services 	<p>VST One Mark Questions on Application</p> <p>ST Two Marks Two Questions on Knowledge / Understanding</p> <p>LT Five Marks Questions on Application</p> <p>ET Ten Marks Questions on Skill</p>	<p>1. Identify a list of various services you use on a regular basis and identify their distinct characteristics</p> <p>2. do a project on banking services and collect information about various facilities offered by them</p>

			<p>5.4.5 ATM</p> <p>5.4.6 Debit and Credit Cards</p> <p>5.5 Insurance :</p> <p>5.5.1 Meaning, Principles and Concepts</p> <p>5.5.2 Life Insurance</p> <p>5.5.3 Health Insurance</p> <p>5.5.4 Fire Insurance and</p> <p>5.5.5 Marine Insurance</p> <p>5.6 Postal Services</p> <p>5.6.1 Mail Services - Registered Post, Speed Post, V.P.P., EMO (Electronic Money Order) IMO (Instant Money Order), EPS (Express Parcel Services) E-Post, EMS (Electronic Mail Service)</p> <p>5.6.2 Financial Services - PPF (Public Provident Fund), KVP (Kisan Vikas Patra), NSC (National Savings Certificate), SCSS (Senior Citizen Saving Scheme), RD Account, Savings Bank Account, Time Deposit.</p> <p>5.7 Telecom Services - Cellular Mobile Services, Radio Paging Services, Fixed Line Services, Cable Servicesw, VSAT, DTH</p>				
6.	<p>After studying the chapter, you should be able to:</p> <ul style="list-style-type: none"> State the meaning of e-business; Explain the process of 	Unit 6 : Emerging Modes of Business	<p>6.1 Introduction</p> <p>6.2 e-business</p> <p>6.2.1 Meaning and Scope</p> <p>6.2.2 e-business v/s Traditional business</p>	5	<p>After studying the chapter, Students should be able to:</p> <ul style="list-style-type: none"> State the meaning of e-business; Explain the process of online 	<p>VST One Mark Question on Skill</p> <p>ST Two Marks Questions on Skill</p>	<p>1. compare and contrast the products and their prices available on the internet and in retail shops, customer satisfaction</p>

	<p>online buying and selling as a part of e-business;</p> <ul style="list-style-type: none"> • Distinguish e-business from traditional business; • State benefits of switching over to electronic mode; • Explain requirements for a firm's initiation into e-business; • identify major security concerns of electronic mode of doing business; • discuss the need for business process outsourcing; and • appreciate the scope of business process outsourcing. 		<p>6.3 benefits of e-business 6.4 Limitations of e-business 6.5 Online transactions 6.6 Security and safety of e-transactions, e-business risks 6.7 Resources required for successful e-business implementation 6.8 Outsourcing - concept 6.8.1 Scope of outsourcing - BPO (Business Process Outsourcing) and KPO (Knowledge Process Outsourcing) 6.8.2 Need for Outsourcing 6.8.3 Concerns over Outsourcing</p>		<p>buying and selling as a part of e-business;</p> <ul style="list-style-type: none"> • Distinguish e-business from traditional business; • State benefits of switching over to electronic mode; • Explain requirements for a firm's initiation into e-business; • identify major security concerns of electronic mode of doing business; • discuss the need for business process outsourcing; and • appreciate the scope of business process outsourcing. 	<p>LT Five Marks Questions on Skill</p>	<p>2. study any business unit / company which is using e-commerce</p>
7.	<p>After studying this chapter you should be able to understand</p> <ul style="list-style-type: none"> • Explain the concept of social responsibility • Discuss the need for social responsibility • Identify the social responsibility towards different interest groups • Analyse the relationship between business and environmental protection and • Define the concept of business ethics and state the elements of business ethics 	<p>Unit 7 : Social Responsibility of Business and Business Ethics</p>	<p>7.1 Introduction 7.2 Concept of social responsibility 7.3 Case for social responsibility 7.4 Business responsibility towards different groups 7.4.1 Owners 7.4.2 Investors 7.4.3 Consumers 7.4.4 Employees 7.4.5 Government and 7.4.6 Society / community 7.5 Environmental protection and Business 7.6 Business Ethics 7.6.1 Concepts of Business Ethics</p>	5	<p>After studying this chapter Students should be able to understand</p> <ul style="list-style-type: none"> • Explain the concept of social responsibility • Discuss the need for social responsibility • Identify the social responsibility towards different interest groups • Analyse the relationship between business and environmental protection and • Define the concept of business ethics and state the elements of business ethics 	<p>VST One Mark Question on Knowledge ST Two Marks Questions on Skill LT Five Marks Questions on Understanding</p>	<p>1. develop and put in writing a code of ethics for use in the classroom 2. using news papers magazines to identify and describe atleast three companies that you think are socially responsible</p>

			7.6.2 Elements				
8.	<p>After studying this chapter, you will be able to:</p> <ul style="list-style-type: none"> Know the meaning and features of business finance Significance of business finance Classification of sources of finance Methods of raising finance with relative Merits and De-Merits 	Unit 8 : Sources of Business Finance	<p>8.1 Introduction</p> <p>8.2 Meaning, Nature and Significance of Business Finance</p> <p>8.3 Financial Requirements and Sources</p> <p>8.3.1 Owner's Fund</p> <p>8.3.2 Borrowed Funds</p> <p>8.4 Methods of Raising Finance</p> <p>8.4.1 Equity and Preference Shares</p> <p>8.4.2 Debentures and Bonds</p> <p>8.4.3 Retained Earnings</p> <p>8.4.4 Public Deposits</p> <p>8.4.5 Loans from Commercial Banks</p> <p>8.4.6 Loans from Financial Institutions</p> <p>8.4.7 Trade Credits</p> <p>8.4.8 Discounting of Bills</p> <p>8.4.9 Internal Resources - IDR (Indian Depository Receipt) and ICD (Inter Corporate Deposits)</p> <p>8.4.10 International Sources - GDR (Global Depository Receipt) ADR (American Depository Receipt)</p>	15	<p>After studying this chapter, Students will be able to:</p> <ul style="list-style-type: none"> Know the meaning and features of business finance Significance of business finance Classification of sources of finance. Methods of raising finance with relative Merits and De-Merits 	<p>VST One Mark Question on Understanding</p> <p>ST Two Marks Questions on Knowledge</p> <p>LT Five Marks Questions on Application</p> <p>ET Ten Marks Questions on Skill</p>	<ol style="list-style-type: none"> Collect information about the companies that have issued debentures Suggest suitable option to solve the financial problem of the restaurant owner Prepare a list of various financial institutions which provides financial assistance to Indian companies
9.	<p>After studying this chapter, you should be able to :</p> <ul style="list-style-type: none"> Describe the meaning and types of Internal Trade 	Unit 9 : Internal Trade	<p>9.1 Introduction</p> <p>9.2 Meaning and Types of Internal Trade</p> <p>9.3 Wholesale Trade :</p> <p>9.3.1 Functions of</p>	12	<p>After studying this chapter, Students should be able to :</p> <ul style="list-style-type: none"> Describe the meaning and types of Internal Trade Specify the services of 	<p>VST One Mark Question on Understanding</p> <p>ST Two Marks</p>	<ol style="list-style-type: none"> Identify various fixed shop retailers in your locality do you know any retailers selling second hand goods in your area list some of your

	<ul style="list-style-type: none"> Specify the services of wholesalers to manufacturers and retailers Explain the services of retailers to manufacturers & wholesalers and consumer Classify the types of retailers Explain the forms of small scale and large scale retailers; and State the role of chamber of commerce and Industry in the promotion of Internal Trade Automatic vending machine concept State the terms of trade and internal trade document 	<p>Wholesaler 9.3.2 Services of Wholesaler to Manufacturers 9.3.3 Services of Wholesaler to Retailer 9.4 Retail Trade : 9.4.1 Services of Retailer to Manufacturers and Wholesalers . 9.4.2 Services of Retailer to Consumers 9.5 Types of Retail Trade : 9.5.1 Itinerants and Fixed Shop Retailers 9.5.2 Types of Small Fixed Shops 9.5.3 Large Stores - Fixed Shops - Departmental Stores, Super Market Malls, Chain Stores; Mail order Business, Consumer Co-operative Stores 9.6 Concepts of AVM (Automatic Vending Machine) 9.7 Role of Chamber of Commerce and Industry in promotion of Internal Trade 9.8 Internal Trade Documents : Invoice, Proforma Invoice, Debit Note, Credit Note, LR (Lorry Receipt), RR (Railway Receipt) 9.9 Terms of Trade : COD (Cash on Delivery), FOB (Free on Board), CIF (Cost Insurance and Freight), E&OE (Errors & Omissions</p>	<p>wholesalers to manufacturers and retailers</p> <ul style="list-style-type: none"> Explain the services of retailers to manufacturers & wholesalers and consumer Classify the types of retailers Explain the forms of small scale and large scale retailers; and State the role of chamber of commerce and Industry in the promotion of Internal Trade Automatic vending machine concept State the terms of trade and internal trade document 	<p>Questions on Understanding LT Five Marks Questions on Understanding</p>	<p>findings 3. do you observe any difference in the retail business of yesterday and the times to come</p>
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10.	<p>After studying this chapter you should be able to</p> <ul style="list-style-type: none"> • Explain the meaning of International business. • Reasons for taking place of International business • How International business is differ from Domestic business. • Benefits from International business both to the nation and business firm • Modes of Entry into International business. <p>After studying this chapter you should be able to</p> <ul style="list-style-type: none"> • Discuss important steps and documents involved in executing export transactions. • Explain major steps and documents involved in carrying out import transactions. • Identify various incentive schemes available to international firms. • Identify and state the role of various organizations that have been setup in the country to promote foreign trade • List major international institutions and 	Unit 10 : International Business	<p>10.1 International Business - I</p> <p>10.1.1 Introduction 10.1.2 Meaning of International Business 10.1.3 Reasons for International Business 10.1.4 Difference between Internal and International Business 10.1.5 Benefits of International Business 10.1.6 Problems of International Business 10.1.7 Scope of International Business 10.1.8 Modes of Entry into International Business (Meaning only)</p> <p>10.2 International Business - II</p> <p>10.2.1 Export Procedure with reference to important documents 10.2.2 Import Procedure with reference to important documents 10.2.3 Foreign Trade Promotion 10.2.4 Incentive and Organizational Support 10.2.5 Nature and Importance of Export Processing Zones / Special Economic Zones (SEZ) 10.2.6 International Trade</p>	18	<p>After studying this chapter Students should be able to</p> <ul style="list-style-type: none"> • Explain the meaning of International business. • Reasons for taking place of International business • How International business is differ from Domestic business. • Benefits from International business both to the nation and business firm • Modes of Entry into International business. <p>After studying this chapter Students should be able to</p> <ul style="list-style-type: none"> • Discuss important steps and documents involved in executing export transactions. • Explain major steps and documents involved in carrying out import transactions. • Identify various incentive schemes available to international firms. • Identify and state the role of various organizations that have been setup in the country to promote foreign trade • List major international institutions and agreements existing at the global level 	<p>VST One Mark Question on Knowledge</p> <p>ST Two Marks Two Questions on Understanding / Knowledge</p> <p>LT Five Marks Questions on Application</p> <p>ET Ten Marks Questions on Application</p>	<ol style="list-style-type: none"> 1. list out and identify the various modes of entry into internal business 2. list out various incentives and schemes that the government has involved for promoting the country's export 3. visit a nearby export business organization 4. prepare a project report on a garment factory which is involved in export business

	agreements existing at the global level and discuss their role in promoting international trade and development.		Institutions and Agreements : WTO, UNCTAD, World Bank / IMF		and discuss their role in promoting international trade and development.		
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VST = Very Short Type - 1 Mark, ST = Short Type - 2 Marks, LT = Long Type - 5 Marks, ET = Essay Type - 10 Marks

NEW SYLLABUS BUSINESS STUDIES.

1ST PUC BUSINESS STUDIES FOR THE YEAR 2013-14.

Practical Oriented Questions:

- 1. Select a Local Business and find out the kind of risk it faces ?**
- 2. List out any Five contents of Partnership Deed .**
- 3. Prepare the Procedure for Formation of Companies.**
- 4. Mention any Ten MNC Companies in India.**
- 5. Identify any Five Banking Service facilities offered by them.**
- 6. Compare and contrast the any Five Products and their Prices available on the Internet.**
- 7. Write any Five Social Responsibilities towards different interest Groups .**
- 8. Prepare a list of Five various Financial Institutions, which provides Financial Resistance to Indian Companies.**
- 9. Identify any Fixed Shop Retailers in your Locality.**
- 10. List out any Five Incentives and Schemes that the Government has involved for Promoting the Countries Export.**