

Class-XI
Subject: Business study
Syllabus

| Month | Name of Book | Contents | Period of Study | Period of Revision |
|-----------|--------------|---|-----------------|--------------------|
| April | Unit 1 | Nature and purpose of Business:- Concept and characteristics of Business. Understanding of employment, Profession and Business. Objectives of Business. Classification of business activities: Industry & Commerce classification of industry and meaning of commerce. | 16 | 8 |
| May | Unit 2 | Forms of business organization Sole proprietorship, Undivided Hindu family business partnership, company- including Private Ltd & public Ltd | 20 | 6 |
| June | | Summer Vacation | | |
| July | Unit3 | Private, Public and Global Enterprises Private Sector and Public Sector Details of Public Sector enterprises:- Departmental Undertaking, Statutory corporation, Government Company, Changing role of Public sector enterprises. | 20 | 6 |
| August | Unit 4 | Business Service (Meaning, Nature, and Types) Banking Service, Insurance, Transportation, | 16 | 6 |
| | Unit 5 | E-Business- Meaning, Process and Utility safety precaution regarding e. business. | 2 | 2 |
| September | Unit 5 | | 2 | 2 |
| | Unit 6 | Responsibility toward different concerned groups. | 16 | 4 |
| October | Unit 7 | Incorporation of company: knowledge of documents used in formation of a company. | 18 | 6 |
| November | Unit 8 | Sources of Business Finance: Meaning of Business finance Nature of Business finance and d significance. Requirements and sources of business finance Details: Equity and preference shares | 20 | 6 |

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| | | debentures and bonds Retained Profit Public Deposits Loans from- Commercial banks and other financial institutions | | |
| December | Unit 9 | Trade credit & discounting of Bills of Exchange. | B | 4 |
| | Unit 10 | Small Business: Meaning, Nature and role of small business in India. Problems faced by small business and schemes launched by Govt for small business specially for rural & Hilly area. Details of whole rate Trade Details of Retail trade and its different types. Role of commerce and industrial Associations to promote internal Trade. | B | 4 |
| January | Unit 12 | To understand international treaties and organization and their roles in international trade. | 10 | 4 |
| | | | B | 2 |
| February | | Difficulties Removal & Revision, Submission of Project, Preparation for exam- Mock Class Tests | | |
| March | | Exam | | |