

**REVISED SYLLABUS OF THE SUBJECT BUSINESS  
STUDIES FOR HIGHER SECONDARY FIRST YEAR  
IMPLEMENTED FROM THE YEAR 2022**

**BUSINESS STUDIES**  
**SYLLABUS FOR HIGHER SECONDARY FIRST YEAR COURSE.**

**Theory: 80 marks**  
**Project: 20 Marks**

**Time: Three Hours.**

**Unitwise Distribution of Marks & Periods:**

Unit	Topics	Marks.	Periods.
<b>PART-A</b>	<b>Foundation of Business</b>		
Unit-I	Nature and Purpose of Business.	07	15
Unit-II	Forms of Business Organisation.	10	15
Unit-III	Private, Public and Global Enterprises	08	15
Unit-IV	Business Services.	08	15
Unit-V	Emerging Modes of Business	07	15
Unit-VI	Social Responsibility of Business and Business Ethics	06	17
<b>PART-B</b>	<b>Corporate Organisation, Finance and Trade.</b>		
Unit-VII	Formation of Company	06	16
Unit-VIII	Sources of Business Finance.	08	15
Unit-IX	MSME and Business Entrepreneurship	06	10
Unit-X	Internal Trade	08	15
Unit-XI	International Business.	06	12
	<b>Total(Theory)</b>	<b>80</b>	
<b>PART-C</b>	<b>PROJECT WORK</b>	<b>20</b>	
	<b>Total( Theory +Project)</b>	<b>100</b>	<b>160</b>

**Unit wise Distribution of Course Contents:-**

**PART-A: Foundation of Business**

Unit-I: Nature and Purpose of Business.

Marks: 07

- ❖ 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:

Marks-10

- ❖ 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 factor.

Unit-III: Private, Public and Global Enterprises:

Marks-08

- ❖ 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.
- ❖ Joint Ventures- meaning, benefits. Private Public Participation (PPP)

Unit-IV: Business Services:

Marks-08

- ❖ Nature and types of Business Services- Banking, Insurance, Transportation, Warehousing Communication.
- ❖ Banking- Types of Banks, Functions of Commercial Banks, E-banking.
- ❖ Insurance: Principles, Types: life, fire and marine.
- ❖ Postal and Telecom Services.
- ❖ Warehousing: Types and Functions.

Unit-V: Emerging Modes of Business:

Marks-07

- ❖ 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:

Marks-06

- ❖ Concept of Social Responsibility
- ❖ Case for social responsibility
- ❖ Responsibility towards different interest groups: owners, investors, employees, consumers, government, community and public in general
- ❖ Business and Environmental Protection.
- ❖ Business Ethics: Concept and Elements.

**PART-B: Corporate Organisation, Finance and Trade.**

Unit-VII: Formation of a Company:

Marks-06

- ❖ Stages in the formation of a Company:
  - Promotion,
  - Incorporation, and
  - Commencement of business.

Unit-VIII: Sources of Business Finance:

Marks-08

- ❖ Nature and Significance.
- ❖ Financial Requirements and Sources: owner's funds and borrowed funds.
- ❖ Methods of Raising Finance:
  - 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: MSME and Business Entrepreneurship:

Marks-06

- ❖ Meaning and nature of MSME in India.
- ❖ Role of MSME in India.
- ❖ Problems faced by MSME in India.
- ❖ Role of innovation and entrepreneurship for MSMEs.

Unit-X: Internal Trade:

Marks-08

- ❖ 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 Co-operative Store.
  - Automatic Vending Machine
- ❖ GST-Concept.
- ❖ Role of Chambers of Commerce and Industry in Promotion of internal trade.

Unit-XI: International Business:

Marks-06

- ❖ 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 Subsidiaries.
- ❖ 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.

**BUSINESS STUDIES**  
**PROJECT WORK FOR HIGHER SECONDARY FIRST YEAR COURSE.**

<b><u>Project Work -</u></b>	<b><u>20 Marks.</u></b>
➤ Project Preparation	15 Marks
➤ Project VIVA VOCE	05Marks

**Format for Project Work of the subject Business Studies (H.S. First Year)**

Cover Page:-

1. Title of the Project.
2. Information of the student  
(Name, Roll No, Registration No, Year)
3. Name of the Supervisor/Guide.
4. Name of the Institution.
5. Year.

Second Page: - Acknowledgement.

Third Page: - Declaration by the students.

Forth Page: - Certificate from Supervisor/Guide.  
Certificate from Head of the Institution/Department.

Fifth Page :- Contents/Index.  
Main text of the project  
References /Bibliography.

**The project work for H.S. First Year students may include topics like:**

1. Field work/visit to Consumer Co-operative Societies/Handloom/handicraft units, wholesale market, Shopping malls/ local haat (bazaar-weekly, daily, regulated markets).
2. Visit to some service sector units like hotels/insurance/restaurants/travel agencies/tent houses and likewise.
3. E-marketing and its popularity.
4. Visit to village industries units like piggery, poultry, fishery, cane and bamboo, diary, especially promoted by SHG's.
5. Regional Rural Bank (RPB) visit, e-banking.
6. Social responsibility of Business discharged by leading organisation.
7. Study on leading entrepreneur of your city/town/locality.
8. Visit to micro, small and medium industry.
9. Food processing industry.
10. Study on various government schemes that support MSME's of your area.