

BUSINESS STUDIES (Code No. 054)

CLASS–XI

Part A: Foundation of Business

Unit	Topics deleted
Unit 2: Forms of Business organizations	Choice of form of business organization
Unit 3: Public, Private and Global Enterprises	Global Enterprises – Feature. Joint ventures, Public private partnership – concept
Unit 4: Business Services	Postal Service - Mail, Registered Post, Parcel, Speed Post, Courier - meaning
Unit 5: Emerging Modes of Business	Business Process Outsourcing (BPO): Concept, need and scope
Unit 6: Social Responsibility of Business and Business Ethics	Business Ethics - Concept and Elements

Part B: Finance and Trade

Unit	Topic deleted
Unit 7: Sources of Business Finance	Borrowed funds: Inter Corporate Deposits (ICD) – Concept
Unit 9: Internal Trade	Types of retail-trade-Itinerant and small scale fixed shops retailers
	GST (Goods and Services Tax): Concept
Unit 10: International Trade	Export trade – Meaning and procedure
	Import Trade - Meaning and procedure
	Documents involved in International Trade: indent, letter of credit, shipping order, shipping bills, mate's receipt (DA/DP)
	World Trade Organization (WTO) meaning and objectives

CLASS–XII

Part A: Principles and Functions of Management

Unit	Topic deleted
Unit 3: Business Environment	Demonetization - concept
	Impact of Government policy changes on business with special reference to liberalization, privatization and globalization in India
Unit 4: Planning	Single use and standing plans. Objectives, Strategy, Policy, Procedure, method Rule, budget and Programme
Unit 5: Organising	Topics Deleted
	Formal and informal organisation- concept
Unit 6: Staffing	Staffing as a part of Human Resource Management concept
Unit 7: Directing	barriers to effective communication, how to overcome the barriers
Unit 8: Controlling	Relationship between planning and controlling

Part B: Business Finance and Marketing

Unit	Topic deleted
Unit 11: Marketing	Physical Distribution – components and channels of distribution
Unit 12: Consumer Protection	Consumer Protection: importance
	Consumer awareness - Role of consumer organizations and Non-Governmental Organizations (NGOs)