

**Class-XI**  
**Subject: Business**  
**Syllabus 2022-23**

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.		
May	Unit 2	Forms of business organization Sole proprietorship, Undivided Hindu family business, partnership, Co-operative society, company- including Private Ltd & public Ltd choice of Form of Business Organization (for Starting a new business)		
June		Summer Vacation		
July	Unit3	Private , Public, Private Sector and Public Sector, Details of Public Sector enterprises:- Departmental Undertaking Statutory corporation Government Company changing role of Public sector enterprises.		
August	Unit 4  Unit 5	Business Service ( Meaning, Nature, and Types): Banking Service, Insurance, Transportation, Communication and warehousing ( Detail study of the above Services) E-Business- Meaning, Process and Utility safety, precaution regarding E-business.		
September	Unit 5  Unit 6	Outsourcing of services in business:- meaning and need. Concept or social responsibility and business ethics. Responsibility toward different concerned groups.		
October	Unit 7	Incorporation of company: Details of stages of formation of a company with complete process and knowledge of documents used in information of a company.		
November	Unit 8	Sources of Business Finance: Meaning of Business finance, Nature of Business finance and		

		significance. Requirements and sources of business finance Details: Equity and preference shares, debentures and bonds, Retained Profit, Public Deposits, Loans from- Commercial banks and other financial institutions.		
December	Unit 9	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.		
January	Unit 10	Internal Trade: Meaning and types of internal trade. Details of wholesale Trade Details of Retail trade and its different types. Role of commerce and industrial Associations to promote internal Trade.		
February		Revision, Difficulty removal and preparation for Exams & Project file.		
March		Exam		