

**WEEKLY SPLIT-UP SYLLABUS- 2023-24**

**CLASS - 11      SUBJECT - BST**

Month	Week	Name of Chapter	Sub topic of Chapter		Learning Outcomes
June	2nd, 3rd and 4th	Part A: Foundation of Business UNIT-1  Nature and Purpose of Business	<ul style="list-style-type: none"> <li>● Economic Activities- Concept, Human Activities.                             <ul style="list-style-type: none"> <li>● Basis for the Classification of Economic and Non-Economic Activities.</li> </ul> </li> <li>● Business- Meaning, Definitions, Concept &amp; Characteristics.</li> <li>● Nature and Objectives of Business.</li> <li>● Role of Profit in Business.                             <ul style="list-style-type: none"> <li>● Profession and Employment-Concept and Feature.</li> <li>● Distinction between Business and Employment.</li> <li>● Distinction among Business, Profession and Employment.</li> </ul> </li> <li>● Business Risk- Meaning, Definitions.</li> <li>● Nature/Characteristics and Causes of Business Risk.</li> </ul>	15	After going through this Chapter, the student/ learner would be able to: <ul style="list-style-type: none"> <li>● Understand the concept of business with special reference to economic and non-economic activities.</li> <li>● Discuss the characteristic of business.</li> <li>● Understand the concept of business, profession and employment.</li> <li>● Differentiate between business, profession and employment.</li> <li>● Appreciate the economic and social objectives of business.</li> <li>● Examine the role of profit in business.</li> </ul>

	5th	Classification of Business Activities	<ul style="list-style-type: none"> <li>● Industry- Concept and Definition of Industry.</li> <li>● Types of Industry.</li> <li>● Commerce- Concept, Meaning and Definition of Commerce.</li> </ul>	4	<ul style="list-style-type: none"> <li>● After going through this Chapter, the student/ learner would be able to: <ul style="list-style-type: none"> <li>● Understand the broad categories of business activities-industry and commerce.</li> <li>● Describe the various types of industries.</li> </ul> </li> </ul>
	1st,2nd	Classification of Business Activities (cont.)	<ul style="list-style-type: none"> <li>● Trade-Concept and Definition of Trade.</li> <li>● Types of Trade.</li> <li>● Auxiliaries or Aids to Trade.</li> <li>● Distinction among Trade, Commerce and Industry.</li> </ul>	7	<ul style="list-style-type: none"> <li>● Discuss the meaning of different types of trade and auxiliaries to trade.</li> <li>● Examine the role of commerce-trade and auxiliaries to trade.</li> <li>● Understand the concept of risk as a special characteristic of business.</li> <li>● Examine the nature and causes of business risk.</li> </ul>
July	3rd	UNIT-2 Forms of Business Organisations- Sole Proprietorship or Sole Trade	<ul style="list-style-type: none"> <li>● Business Organisations- Meaning and Types of Business Organisation. <ul style="list-style-type: none"> <li>● Sole Proprietorship - Origin, Meaning, Definitions and Characteristics.</li> </ul> </li> <li>● Legal Position of Sole Trading. <ul style="list-style-type: none"> <li>● Merits- Demerits of Sole Proprietorship or Sole Trade.</li> </ul> </li> </ul>	5	<p>After going through this Chapter, the student/ learner would be able to:</p> <ul style="list-style-type: none"> <li>● List the different forms of business organisations and understand their meaning.</li> <li>● Identify and explain the concept, merits and limitations of Sole Proprietorship.</li> </ul>

4th, 6th	Joint Hindu Family Business	<ul style="list-style-type: none"> <li>● Joint Hindu Family Business - Concept, Characteristics. <ul style="list-style-type: none"> <li>● Division of Organization of Joint Hindu Family Business.</li> <li>● Merits- Demerits of Joint Hindu Family Business.</li> </ul> </li> </ul>	7	<p>After going through this Chapter, the student/ learner would be able to:</p> <ul style="list-style-type: none"> <li>● Understand the concept of Hindu Undivided Family Business.</li> </ul>
1st, 2nd	Partnership	<ul style="list-style-type: none"> <li>● Partnership – Origin, Meaning, Definitions &amp; Characteristics. <ul style="list-style-type: none"> <li>● Merits- Demerits of Partnership.</li> </ul> </li> <li>● Types of Partnership. <ul style="list-style-type: none"> <li>● Illegal Partnership, Types of Partners.</li> </ul> </li> <li>● Partnership Deed - Meaning, Definitions and Contents of Partnership Deed. <ul style="list-style-type: none"> <li>● Registration of Partnership Firm - Meaning and Procedure of Registration of Partnership Firm.</li> <li>● Effect of Non - Registration of Partnership Firm.</li> <li>● Advantages of Registration of Partnership Firm.</li> <li>● Distinction between Partnership and Sole Trading.</li> <li>● Distinction between Partnership &amp; Joint Hindu Family Business.</li> </ul> </li> </ul>	10	<p>After going through this Chapter, the student/ learner would be able to:</p> <ul style="list-style-type: none"> <li>● Identify and explain the concept, merits and limitations of a Partnership firm.</li> <li>● Understand the types of partnership on the basis of duration and on the basis of liability.</li> <li>● Define limited liability partnership.</li> <li>● State the need for registration of a partnership firm.</li> <li>● Discuss types of partners-active, sleeping secret, nominal and partner by estoppel.</li> </ul>

August	3rd	<p>Co-Operative Societies</p> <ul style="list-style-type: none"> <li>● Co- Operative Societies - Meaning, Definitions and Characteristics. <ul style="list-style-type: none"> <li>● Types of Co-Operative Societies.</li> </ul> </li> <li>● Evaluation/Merits- Demerits of Co-Operative Societies. <ul style="list-style-type: none"> <li>● Limitation of Co- Operative Societies.</li> </ul> </li> </ul>	4	<p>After going through this Chapter, the student/ learner would be able to:</p> <ul style="list-style-type: none"> <li>● Identify and explain the concept, merits and limitations of Cooperative Societies.</li> <li>● Understand the concept of consumers, producers, marketing, farmers, credit and housing co-operatives.</li> </ul>
	4th, 5th	<p>Company/ Joint Stock Company</p> <ul style="list-style-type: none"> <li>● Company/ Joint Stock Company - Meaning, Definitions and Characteristics of a Companies. <ul style="list-style-type: none"> <li>● Kinds or Classification of Companies.</li> <li>● Distinction between Private Companies&amp; Public Companies.</li> <li>● Distinction between Co- Operative Society and Joint Stock Company.</li> <li>● Merits- Demerits of Company/ Joint Stock Company.</li> <li>● Distinction between Different Forms of Business Organisations.</li> </ul> </li> </ul>	9	<p>After going through this unit, the student/ learner would be able to:</p> <ul style="list-style-type: none"> <li>● Identify and explain the concept, merits and limitations of private and public companies.</li> <li>● Distinguish between a private company and a public company.</li> </ul>

	1st	Choice of Form of Business Organisations and Starting a Business	<ul style="list-style-type: none"> <li>● Components of the Choice of Form of Business Organisations. <ul style="list-style-type: none"> <li>● Decision of Ownership of Organisation.</li> <li>● Starting a Business Basic Factors.</li> </ul> </li> </ul>	2	<p>After going through this chapter the student/ learner would be able to:</p> <ul style="list-style-type: none"> <li>● Highlight the stages in the formation of a company.</li> <li>● Discuss the important documents used in the formation of a company.</li> <li>● Distinguish between various forms of business organisations.</li> <li>● Distinguish between the various forms of a business organisation.</li> <li>● Explain the factors that influence the choice of a suitable form of business organisation.</li> </ul>
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September	2nd	<p>UNIT-3 Private and Public Sector/Enterprises</p> <ul style="list-style-type: none"> <li>● Public Sector or Public Enterprises- Meaning, Definition and Characteristics. <ul style="list-style-type: none"> <li>● Objective of Public Sector or Public Enterprises.</li> <li>● Role of Public Enterprises.</li> <li>● Merits- Demerits of Public Sector or Public Enterprises.</li> <li>● Forms of Public Sector or Public Enterprises.</li> <li>● Future of Public Sector or Public Enterprises in India.</li> </ul> </li> <li>● Private Sector - Meaning, Definition and Characteristics. <ul style="list-style-type: none"> <li>● Merits- Demerits of Private Sector.</li> <li>● Mixed Sector-Concept.</li> <li>● Difference between Private Sector and Public Sector.</li> </ul> </li> </ul>	5	<p>After going through this chapter the student/ learner would be able to:</p> <ul style="list-style-type: none"> <li>● Develop an understanding of Public sector and private sector enterprises.</li> <li>● Identify and explain the features, merits and limitations of different forms of public sector enterprises.</li> </ul>
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4th, 5th	Forms of Organising Public Sector Enterprises and Changing Role of Public Sector	<p>Types or Forms of Public Sector Enterprises-</p> <ul style="list-style-type: none"> <li>● Departmental Forms of Organization-Meaning,</li> <li>● Characteristics, Merits- Demerits.</li> <li>● Public or Statutory corporation – Meaning, Definitions and Characteristics of Public or Statutory corporation.</li> <li>● Forms of Public/Statutory corporation.</li> <li>● Merits- Demerits of Public or Statutory corporation.</li> <li>● Suggestions for Making Public or Statutory Corporation Successful.</li> <li>● Utility and Certain Example of Public corporation.</li> <li>● Government Company - Meaning, Definitions and Characteristics.</li> <li>● Merits- Demerits of Government Company.</li> <li>● Utility of Government Company.</li> <li>● State Enterprises Managed by Board.</li> <li>● Mixed Ownership Corporation - Meaning, Characteristics.</li> <li>● Difference among Different Forms of Public Enterprises.</li> </ul>	9	<p>After going through this chapter the student/ learner would be able to:</p> <ul style="list-style-type: none"> <li>● Discuss the changing role of public sector in an economy.</li> <li>● Understand the different Types or Forms of Public Sector Enterprises</li> </ul>
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	1st, 2nd	Global Enterprises (Multinational Companies), Joint Venture and Public-Private Partnership	<ul style="list-style-type: none"> <li>● Global Enterprise - Concept, Meaning, Definitions &amp; Characteristics of Global Enterprise. <ul style="list-style-type: none"> <li>● Merits- Demerits of Global Enterprise.</li> <li>● Concept of Multinational Companies.</li> <li>● Joint Venture - Concept, Objective and Benefits, Types.</li> <li>● Public- Private Partnership- Concept and Features.</li> </ul> </li> </ul>	11	critically examine the changing role of the public sector; <ul style="list-style-type: none"> <li>• explain the features of global enterprises; and</li> <li>• appreciate the benefits of joint ventures</li> </ul>
October	3rd	<u>UNIT-4</u>  <u>Business Services - I</u> <u>Banking</u>	<ul style="list-style-type: none"> <li>● Business Services - Meaning, Nature and Types of Business Services. <ul style="list-style-type: none"> <li>● Banking Services - Meaning, Definitions and Types of Banks. <ul style="list-style-type: none"> <li>● Functions of Commercial Banks.</li> <li>● E- Banking - Concept and Advantages.</li> <li>● Comparative Study of Current, Saving and Fixed Deposit Bank Account.</li> </ul> </li> </ul> </li> </ul>	5	After going through this chapter, the student/ learner would be able to: <ul style="list-style-type: none"> <li>● Develop an understanding of the different services provided by banks-Bank Draft, Bankers cheque, Real Time Gross Settlement, National Electronic Funds Transfer, Bank Overdraft, Cash Credit and e-banking .</li> </ul>



4th, 5th	Business Services - II Insurance	<ul style="list-style-type: none"> <li>● Insurance - Meaning, Definitions of Insurance.</li> <li>● Utility or Advantage of Insurance. <ul style="list-style-type: none"> <li>● Characteristics of Insurance Contract.</li> <li>● Principles of Insurance or Essential Elements of an InsuranceContract.</li> </ul> </li> <li>● Types of Insurance - Life and Fire Insurance, Marine Insurance, Miscellaneous Insurance &amp; Health Insurance. <ul style="list-style-type: none"> <li>● Double Insurance, Re-Insurance -Concept.</li> <li>● Difference between Re-Insurance and Double Insurance.</li> <li>● Insurance and Assurance- Concept.</li> <li>● Difference between Insurance and Assurance.</li> </ul> </li> </ul>	5	<p>After going through this chapter, the student/ learner would be able to:</p> <ul style="list-style-type: none"> <li>● Recall the concepts of insurances.</li> <li>● Understand Utmost Good Faith, Insurable Interests, Indemnity.</li> <li>● Contribution, Doctrine of Subrogation and Causa Proxima as principles of insurances.</li> <li>● Discuss the meaning of different types of insurances-life, health, fire, marine insurance.</li> </ul>
2nd	Business Services - III Communication: Postal and Telecom	<ul style="list-style-type: none"> <li>● Communication - Meaning of Communication.</li> <li>● Modes/ Means of Communication.</li> <li>● Resources of Money Deposit in Post Office.</li> <li>● Modern Modes/Recent Trends of Communication.</li> </ul>	4	<p>After going through this chapter, the student/ learner would be able to:</p> <ul style="list-style-type: none"> <li>● Understand the utility of different postal and telecom services (a) Postal services (b) Telecom services.</li> </ul>

3rd	Business Services - IV Warehousing	<ul style="list-style-type: none"> <li>● Warehousing - Meaning &amp; Characteristics.</li> <li>● Functions of Warehouses or Modern Warehouses.</li> <li>● Types of Warehouses.</li> <li>● Types of Bonded Warehouse.</li> <li>● Advantages or Utility of Warehouses.</li> </ul>	2	<p>After going through this chapter the student/ learner would be able to:</p> <ul style="list-style-type: none"> <li>● Understand the concept and types &amp; Advantage of Warehouse.</li> </ul>
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November	4th	<p>UNIT-5 E- Business and Outsourcing Services</p>	<ul style="list-style-type: none"> <li>● E- Business - Concept of E- Business. <ul style="list-style-type: none"> <li>● Operational System of E- Business, Scope of E- Business.</li> <li>● Difference between Traditional Business and E- Business.</li> <li>● E- Commerce - Meaning and Definitions.</li> <li>● Scope /Opportunities of E- Business.</li> <li>● E- Commerce Vs E- Business, Advantages of E- Business.</li> <li>● Resources required for Successful E- Business Implementation.</li> <li>● Security and Safety of Business Transactions.</li> <li>● Measures to Protect E- Business Transactions. <ul style="list-style-type: none"> <li>● Hindrances/ Obstacles in the Development/Expansion of E- Commerce/E- Business.</li> <li>● Outsourcing of Service or Business Process Outsourcing (BOP)- Concept, Nature and Importance.</li> </ul> </li> <li>● Types of Outsourcing of Services.</li> <li>● Knowledge Process Outsourcing (KPO) -Concept and Characteristics of KPO.</li> <li>● Services Covered under KPO.</li> </ul> </li> </ul>	4	<p>After going through this chapter the student/ learner would be able to:</p> <ul style="list-style-type: none"> <li>● State the meaning of e-business.</li> </ul> <p>Discuss the scope of e-business.</p> <ul style="list-style-type: none"> <li>● Appreciate the benefits of e-business.</li> <li>● Distinguish e-business traditional business.</li> <li>● Explain the process of online buying and selling as apart of e-business.</li> <li>● Examine the major security concerns of electronic mode of doing business.</li> <li>● Understand the method of secure and safe business transactions.</li> <li>● Identify the resources required for implementation of a successful e-business.</li> <li>● Understand the concept of outsourcing.</li> <li>● Examine the scope for business process outsourcing and knowledge process outsourcing.</li> <li>● State the meaning of Smart Cards and ATMs.</li> <li>● Appreciate the utility of Smart Cards and ATMs.</li> </ul>
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5th	<p>UNIT-6</p> <p>Social Responsibility of Business and Business Ethics</p>	<ul style="list-style-type: none"> <li>● Social Responsibility - Concept, Definitions. <ul style="list-style-type: none"> <li>● Characteristics or Essentials of Social Responsibility</li> </ul> </li> <li>● Concept of Business. <ul style="list-style-type: none"> <li>● Case for Social Responsibility- Arguments for and Against.</li> <li>● Social Responsibility of Business towards Different Parties (Groups). <ul style="list-style-type: none"> <li>● Business and Environmental Protection – Concept. <ul style="list-style-type: none"> <li>● Causes of Environment Pollution.</li> </ul> </li> <li>● Effect of Environmental Pollution on Business. <ul style="list-style-type: none"> <li>● Business Ethics - Concept and Elements, Definitions. <ul style="list-style-type: none"> <li>● Types of Business Ethics- Concept.</li> </ul> </li> </ul> </li> </ul> </li> <li>● Elements of Business Ethics. <ul style="list-style-type: none"> <li>● Social Values and Business Ethics.</li> </ul> </li> </ul> </li></ul>	<p>3</p> <p>After going through this chapter the student/ learner would be able to:</p> <ul style="list-style-type: none"> <li>● State the concept of social responsibility.</li> <li>● Examine the case for social responsibility.</li> <li>● Identify the social responsibility towards different interest groups.</li> <li>● Appreciate the role of business in environmental protection.</li> <li>● State the concept of business ethics.</li> <li>● Describe the business ethics.</li> </ul>
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	1st, 2nd	<p>UNIT-8</p> <p>Sources of Business Finance</p>	<ul style="list-style-type: none"> <li>● Business Finance - Meaning and Definition. <ul style="list-style-type: none"> <li>● Nature/Characteristics, Need and Significance of Business Finance.</li> <li>● Types and Sources of Business Finance.</li> <li>● Special Financing Institutions / Institutional Finance.</li> </ul> </li> </ul>	<p>8</p> <p>After going through this chapter the student/ learner would be able to:</p> <ul style="list-style-type: none"> <li>● State the meaning, nature and importance of business finance.</li> <li>● Classify the various sources of funds into owner's funds and borrowed funds.</li> <li>● State the concept of owner's funds.</li> <li>● Explain the merits and limitations of equity shares, preference shares and retained earnings.</li> <li>● Understand the concept of Global Depository Receipts.</li> <li>● State the concept of borrowed funds.</li> <li>● Discuss the merits and limitations of debentures, bonds, loans from financial institutions, trade credit and inter corporate deposits.</li> <li>● Distinguish between owner's funds and borrowed funds.</li> </ul>
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3rd	<p><u>UNIT-9</u></p> <p><u>Small Business</u></p>	<ul style="list-style-type: none"> <li>● Small Scale Industries - Concept and Classification of Industries. <ul style="list-style-type: none"> <li>● Characteristics of Small- Scale Industries.</li> <li>● Scope for Setting up Small Industries. <ul style="list-style-type: none"> <li>● Difference between Cottage and Small -Scale Industries.</li> <li>● Role and Importance of Small -Scale Industries.</li> <li>● Problems&amp; Suggestions for Improvement of Small- Scale Industries.</li> <li>● Government Efforts for Development of Small Scale Industries.</li> </ul> </li> </ul> </li> </ul>	5	<p>After going through this chapter the student/ learner would be able to:</p> <ul style="list-style-type: none"> <li>● Understand the concept of small business.</li> <li>● Discuss the role of small business in India.</li> <li>● Appreciate the various Government schemes and agencies for development of small - scale industries.</li> </ul>
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December	4th	<p><u>UNIT-10</u></p> <p><u>Internal Trade</u></p> <ul style="list-style-type: none"> <li>● Internal Trade - Meaning and Characteristics. <ul style="list-style-type: none"> <li>● Types of Internal Trade.</li> </ul> </li> <li>● Wholesaler - Meaning, Definitions and Characteristics. <ul style="list-style-type: none"> <li>● Function of Wholesaler, Services or Role of Wholesaler.</li> </ul> </li> <li>● Retail Trade - Meaning, Definitions and Characteristics. <ul style="list-style-type: none"> <li>● Functions of Retailer, Services &amp; Types of Retailer.</li> </ul> </li> <li>● Departmental Store - Meaning, Definitions and Objective. <ul style="list-style-type: none"> <li>● Merits- Demerits of Departmental Store.</li> </ul> </li> <li>● Multiple or Chain Shops - Meaning, Definitions and Characteristics. <ul style="list-style-type: none"> <li>● Merits- Demerits of Multiple or Chain Shops.</li> </ul> </li> <li>● Mail- Order Business - Meaning, Definitions &amp; Characteristics. <ul style="list-style-type: none"> <li>● Merits- Demerits of Mail- Order Business.</li> </ul> </li> <li>● Franchise Shoppe – Concept.</li> <li>● Benefits to the Franchiser and Franchisees.</li> <li>● Consumer's Co- operative Stores - Meaning, Definitions and Characteristic.</li> <li>● Advantage and Disadvantage of</li> </ul>	6	<ul style="list-style-type: none"> <li>● After going through this chapter the student/ learner would be able to: <ul style="list-style-type: none"> <li>● State the meaning and types of internal trade.</li> <li>● Appreciate the services of wholesalers and retailers.</li> <li>● Explain the different types of retail trade.</li> <li>● Highlight the distinctive features of departmental stores, chain stores and mail order business.</li> <li>● State the concept of automatic vending machine.</li> <li>● Discuss the role of Chambers of Commerce and industry in the promotion of internal trade.</li> <li>● Describe the main documents used in internal trade.</li> <li>● Develop an understanding of the various terms used in internal trade.</li> </ul> </li> </ul>
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Jan	1st, 2nd	<p>UNIT-11</p> <p>External Trade or International Business</p>	<ul style="list-style-type: none"> <li>● External Trade/ International Business - Meaning, <ul style="list-style-type: none"> <li>● Definitions and Nature. <ul style="list-style-type: none"> <li>● Necessity/ Need and Kinds of External Trade/ International Business.</li> <li>● Advantage and Disadvantage of External Trade / International Business.</li> <li>● Difficulties or Barriers or Complexities in External / International Trade.</li> <li>● Export Procedure and Documentation – Meaning.</li> </ul> </li> <li>● Export Procedure Illustration by Means of an Example. <ul style="list-style-type: none"> <li>● Important Documents used in Export Trade.</li> <li>● Import Procedure and important Documents used in Import Trade.</li> <li>● Explanation of Certain Documents used in Foreign Trade.</li> <li>● Export Promotion - Meaning, Need and Means of Export Promotion.</li> <li>● International Trade Institutions and Agreement- WTO, World Bank, IMF, UNCTAD.</li> </ul> </li> </ul> </li> </ul>	7	<ul style="list-style-type: none"> <li>● After going through this chapter the student/ learner would be able to: <ul style="list-style-type: none"> <li>● State the meaning and characteristics of international trade.</li> <li>● Distinguish between internal trade and external trade.</li> <li>● Describe the scope of international business and its advantages to the nation and business firms.</li> <li>● Discuss the disadvantages of international of international trade.</li> <li>● State the meaning and objectives of export trade.</li> <li>● Explain the important steps involved in executing export trade.</li> <li>● State the meanings and objectives of import trade.</li> <li>● Discuss the important steps involved in executing import trade.</li> <li>● Develop an understanding of the various documents used in international trade.</li> <li>● Identify the specimen of the various documents used in international trade.</li> <li>● Highlight the importance of the documents needed in connection with international trade transactions.</li> <li>● State the meanings of WTO in promoting international trade.</li> </ul> </li> </ul>
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