# BUSINESS STUDIES (Code No. 054)
## CLASS–XI

### Part A: Foundation of Business

<table>
<thead>
<tr>
<th>Unit</th>
<th>Topics deleted</th>
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<tbody>
<tr>
<td>Unit 2: Forms of Business organizations</td>
<td>Choice of form of business organization</td>
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<tr>
<td>Unit 4: Business Services</td>
<td>Postal Service - Mail, Registered Post, Parcel, Speed Post, Courier - meaning</td>
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<tr>
<td>Unit 5: Emerging Modes of Business</td>
<td>Business Process Outsourcing (BPO): Concept, need and scope</td>
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<tr>
<td>Unit 6: Social Responsibility of Business and Business Ethics</td>
<td>Business Ethics - Concept and Elements</td>
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### Part B: Finance and Trade

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

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

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<tr>
<th>Unit</th>
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<tr>
<td><strong>Unit 11: Marketing</strong></td>
<td>Physical Distribution – components and channels of distribution</td>
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<tr>
<td><strong>Unit 12: Consumer Protection</strong></td>
<td>Consumer Protection: importance</td>
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<td>Consumer awareness - Role of consumer organizations and Non-Governmental Organizations (NGOs)</td>
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