

The syllabus for Class XII consists of two Parts:

Part	Unit	Course of Study	No. of Periods
A		Foundations of Business	110
	1	Nature and purpose of business	20
	2	Forms of Business Organization	28
	3	Private, Public and Global Enterprises	16
	4	Business Services	18
	5	Emerging Modes of Business	14
	6	Social Responsibility of Business and Business Ethics	14
B		Corporate Organisation, Finance and Trade	88
	7	Formation of a Company	16
	8	Sources of Business Finance	08
	9	Small Business	20
	10	Internal Trade	20
	11	International Business	24
C		Developing Projects in Business Studies	20
		Total Periods	218

Part A : Foundations of Business (Total Periods=110)
Unit – I : Nature and purpose of business: (20 Periods)

- Concept and characteristics of business
- Business, profession and employment – distinctive features;
- Objectives of business – economic, 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 Organization: (28 Periods)

- Sole proprietorship- meaning, features, merits and limitations;
- Joint Hindu Family Business- meaning, features, merits and limitations;
- Partnerships – meaning, types, partnership deed, registration, merits, limitations, types of partners;
- Co-operative Societies – types, features, merits and limitations;
- Company – Private Ltd. & Public Ltd.: meaning, features, merits and limitations;
- Choice of form of business organisation
- Starting a business- Basic factors

Unit – III : Private, Public and Global Enterprises: (16 Periods)





- 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, features, merits and limitations; Indian Global Enterprises (Multinational Companies)
- Joint Ventures: meaning, features, merits and limitations.

Unit – IV : Business Services: (18 Periods)

- Nature and types of Business Services: Banking, Insurance, Transportation, Warehousing, Telecommunication;
- Banking: Type of Banks, Functions of Commercial Banks, E-banking;
- Insurance: principles, types- life, fire and marine;

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Unit – V	<ul style="list-style-type: none"> ➤ Postal and Telecom services; ➤ Warehousing: types and functions. 	(14 Periods)	
	: Emerging Modes of Business:		
	➤ E-Business: meaning, features, benefits and limitations; Resources required for successful e-business implementation; On-line transactions- payment mechanism, security and safety of business transactions		
Unit – VI	<ul style="list-style-type: none"> ➤ Outsourcing: concept, need, scope and limitations. 	(14 Periods)	
	: Social Responsibility of Business and Business Ethics:		
	➤ 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	: Business Organisation, Finance and Trade	(Total Periods=88)	
Unit – VII	: Formation of a Company	(16 Periods)	
	➤ Stages in the formation of a company		
	▪ Promotion ▪ Incorporation, and ▪ Commencement of Business		
Unit – VIII	: Sources of Business Finance	(08 Periods)	
	➤ Nature and significance		
	➤ Financial requirements and sources: owner's funds and borrowed funds		
Unit – IX	: Small Business	(20 Periods)	
	➤ Small scale industry, Tiny Sector and Cottage Industry;		
	➤ Rural Industry;		
	➤ Role of small business in rural Bihar and rural India;		
	➤ Problems of small business in rural Bihar and rural India;		
	➤ Government Assistance and special schemes for industries in rural and backward areas;		
	➤ How a small business is established.		
Unit – X	: Internal Trade	(20 Periods)	
	➤ Meaning of Internal Trade		
	➤ 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 Cooperative Stores		
	▪ Automatic vending machine		
	▪ Network Marketing		
	➤ Role of chamber of Commerce and Industries in the promotion of Internal Trade.		
	➤ Role of Self Help Groups in promotion of internal trade.		
Unit XI	: International Business	(24 Periods)	
	➤ Nature, Importance, Scope and complexities involved in International Business;		
	➤ Basic information about ways of entering into International Business with special reference to Bihar;		
	➤ Types of International Business:		
	▪ Contract manufacturing;		
	▪ Licensing;		
	▪ Franchising;		
	▪ Joint Ventures;		
	▪ Setting up Wholly Owned Subsidiaries;		
	➤ Export – Import procedures and Documentation;		
	➤ Foreign Trade Promotion:		
	▪ Organizational support		
	▪ Incentives		

- Export processing Zone- Nature & Importance
- Special Economic Zones- Nature & Importance.
- International Trade Institutions and Agreements:
 - World Trade Organisation
 - UNCTAD
 - Bilateral Agreements
- Need for environmental management vis-à-vis development, population, Environment and Business, Natural Disasters (earthquakes, droughts, floods, cyclones, landslides), man-made technological and industrial and their impact on business and its growth.

Part C: Developing Projects in Business Studies

(20 Periods)

Objective: The idea behind introducing this unit is

- to strengthen the learners to develop the ways and means by which a project can be developed using the skills learned in the course. This includes all the steps involved in designing a project starting from choosing a title, exploring the information relating to the title, collection of primary and secondary data, analysing the data, presentation of the project and using various statistical and mathematical tools and their interpretation and conclusion.
- Developing project in such a way which facilitates learners to develop idea towards business.
- To develop vision for becoming partner in development of your area.

The students shall be encouraged to develop

- Projects, which have both primary/ data, secondary data.
- Case studies of a few organisations/ outlets.
- Market survey

Some suggestive examples of projects and case studies are:

- (i) Market survey
- (ii) Employment potential survey
- (iii) Status of internal trade in your area
- (iv) Consumer awareness amongst households
- (v) Potential of International Business in local market
- (vi) Retail Business
- (vii) Study of Self Help Group of your village/Panchayat/town in promotion of business.

Note to teachers/learners: Since almost all subjects have project work, there should not selection of same topic for different subject, that is the learner has to select different subject for different subject.

Examination System for Class XII

There shall be two sets of examination in class XII-

1. Three Internal Examination
2. One External Examination

1. Internal Examination:

Three Internal Examination at interval of three months having different syllabus from the proposed syllabus of class XII. Each examination shall be of 100 marks and have following three components:

- Project work- 30% weightage
- Viva- 20% weightage
- Written Examination- 50% weightage.

▪ The written examination shall consist of four types of questions

- Part- I: Fill in the blanks or one line answers- 15% weightage
 - Part- II: Short answer type to be written in 100-150 words- 20% weightage
 - Part- III: Medium answer type to be written in 250-300 words- 30% weightage
 - Part- IV: Long answer type to be written in 600-700 words- 35% weightage.
- Wherever relevant the answer must contain examples and specific references from economy of Bihar and India.

2. External Examination:

This is to be conducted by Bihar School Examination Board.

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