

BUSINESS STUDIES

Sl No	Name of Chapter	Focus Area
1	Business, Trade and Commerce	1. Concept of Business 2. Characteristics of Business Activities 3. Classification of Business Activities 4. Industry and its Categories 5. Commerce 5.1 Trade and Auxiliaries to Trade
2	Forms of Business Organisation	1. Sole Proprietorship – Features, Merits and demerits 2. Partnership - Features 3. Partnership Deed and its Contents 4. Cooperative Societies - Features 5. Joint Stock Company – Features 6. Public Company and Private Company
3	Business Services	1. Commercial Banks and its Functions 2. e-Banking 3. Insurance - Principles 4. Warehousing - Types
4	Emerging Modes of Business	1. Concept of e-Business 2. Difference between e-business and traditional business 3. Concept of Outsourcing
5	Social Responsibility of Business and Business Ethics	1. Concept of Social Responsibility 2. Kinds of Social Responsibility 3. Social Responsibility towards different Interest Groups 4. Environmental Protection- Types of Pollution
6	Formation of a Company	1. Functions of a Promoter 2. Memorandum of Association and its Contents 3. Articles of Association 4. Differences between Memorandum of Association and Articles of Association 5. Prospectus
7	Sources of Business Finance	1. Sources of Finance 1.1 Retained Earnings 1.2 Issue of Shares - Equity shares - Preference Shares 1.3 Debentures
8	Internal Trade	1. Retail Trade 2. Fixed Shop Retailers 3. Large Retailers 3.1 Departmental Stores and its Features 3.2 Multiple shops – Merits and Limitations 3.3 Super Markets – Features 4. Vending machines

