

# **BUSINESS STUDIES Class XI SYLLABUS**

**(2018-19)**

## **FIRST TERM**

### **APRIL:**

1. BUSINESS ENVIRONMENT; Meaning and Definition of Business Environment; Features of Business Environment; Importance of Business Environment; Dimensions or Elements of Business Environment; SWOT Analysis.

### **MAY:**

2. ENTREPRENEURSHIP: Meaning, definition, type, characteristics of Entrepreneurship. Definition and characteristics of Intrapreneurship. Differences between Entrepreneurship and Intrapreneurship. Meaning of Enterprise. Steps in setting up An Enterprise. Start up Business.

### **JUNE:**

REVISION

### **JULY:**

3. BUSINESS RISKS AND CAUSES OF FAILURE: Meaning, Characteristics, Causes and types of Business Risks. Methods of Managing Risks. Causes of Business Failure.

### **AUGUST:**

4. MANAGER AND MANAGERIAL ROLES: Meaning of Manager. Mintzberg's Managerial Roles. Meaning, Characteristics and Importance of Management.

### **SEPTEMBER:**

5. AUTHORITY, RESPONSIBILITY AND ACCOUNTABILITY: Meaning and sources of authority. Meaning of Responsibility and Accountability. Inter-relationship between Authority, Responsibility and Accountability. Meaning, Importance, elements, obstacles and principles of Delegation of Authority. Meaning of Centralisation and Decentralisation of Authority. Distinction between Delegation and Decentralisation.

## **SECOND TERM**

### **OCTOBER:**

6. CHANGE MANAGEMENT: Meaning, Process, management and need for planned change. Causes and Overcoming of resistance to change.

### **NOVEMBER:**

7. AUTOMATION AT WORKPLACES: Meaning of Mechanisation and Automation. Distinction between Mechanisation and Automation. Evolution from Mechanisation to Automation. Merits and Demerits of Automation. Effects of Automation on People.

**DECEMBER:**

8. PRODUCTIVITY ENHANCEMENT TOOLS AND FACILITIES: Tools and Facilities in Banks, in Retail Industry, in Corporate office.

**JANUARY:**

REVISION