

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