

# ORGANISATION OF COMMERCE AND MANAGEMENT

## STD XI

### Competency Statement

Unit No.	Topic	Competency Statement
1	<b>Introduction to Commerce and Business</b>	<ul style="list-style-type: none"> <li>● Understand the concept of commerce and business.</li> <li>● Understand different economic and non-economic activities</li> <li>● Understand the concept and meaning of business.</li> <li>● Understand the concept and meaning of profession</li> <li>● Understand the concept and meaning of employment</li> <li>● Understand role of Profit in business</li> <li>● Understand classification of business</li> <li>● Student can understand the concept of industry</li> <li>● Student can understand the concept of commerce</li> <li>● Student can understand different auxiliaries to trade</li> </ul>
2	<b>Trade</b>	<ul style="list-style-type: none"> <li>● Clearly understand the concept of trade.</li> <li>● Know about different types of trade.</li> <li>● Understand wholesale and retail trade.</li> <li>● Understand import trade and procedure.</li> <li>● Understand export trade and procedure.</li> <li>● Students understand entrepot trade</li> </ul>
3	<b>Small Scale Industry and Business</b>	<ul style="list-style-type: none"> <li>● Understand the meaning and definition of small scale business</li> <li>● Understand the importance of small business in industry</li> <li>● Understand the advantages and challenges of small scale business.</li> <li>● Understand steps in setting up of small scale business</li> </ul>
4	<b>Forms of Business Organisation - I</b>	<ul style="list-style-type: none"> <li>● Students understand concept of private sector organisation</li> <li>● Understand meaning of private sector organisation</li> <li>● Understand Sole Trading Concern, and its merits and demerits</li> <li>● Understand the concept of Partnership and its merits and its demerits</li> <li>● Understand the concept to Joint Hindu Family Business and its merits and demerits</li> <li>● Understand the concept of Joint Stock Company, its types, merits and demerits</li> <li>● Understand the concept of Co-operative Society and its merits and demerits</li> </ul>

5	<b>Forms of Business Organisation - II</b>	<ul style="list-style-type: none"> <li>● After going to this unit the student learner would be able to state the meaning of forms of Business Organisation</li> <li>● Highlight the distinctive features of Departmental Stores</li> <li>● Understand the concept of Statutory Corporation</li> <li>● Understand the concept of Government company</li> <li>● Understand the concept of Multinational Company</li> <li>● Student can understand merits &amp; demerits of MNC's.</li> </ul>
6	<b>Institutes Supporting Business</b>	<ul style="list-style-type: none"> <li>● Student understand the different institutions supporting business</li> <li>● Student understand the features of SIDBI</li> <li>● Student understand the features of NABARD</li> <li>● Students can know the features of Khadi and Village Industries</li> <li>● Students understand the working of Mahila Bachat Gat</li> <li>● Students understand the features of World Bank</li> </ul>
7	<b>Business Environment</b>	<ul style="list-style-type: none"> <li>● Able to state the meaning and definition of Business Environment</li> <li>● Able to describe importance of Business Environment</li> <li>● Able to describe various dimension of Business Environment</li> <li>● Understand the impact of New Economic Policy on business and industry.</li> </ul>
8	<b>Introduction to Management</b>	<ul style="list-style-type: none"> <li>● After going through this unit the students would be able to understand the overview of management</li> <li>● Explain the meaning and definition of management</li> <li>● Discuss the characteristics of management</li> <li>● Understand the different levels of management and their roles</li> <li>● Know the management as an Art, Science and Profession</li> </ul>

## INDEX

Sr. No.	Chapter	Page No.
1	Introduction of Commerce and Business	1
2	Trade	21
3	Small Scale Industry and Business	46
4	Forms of Business Organisation - I	60
5	Forms of Business Organisation - II	95
6	Institutes Supporting Business	117
7	Business Enviroment	138
8	Introduction to Management	153
	Answer keys	168