

BUSINESS STUDIES (Code No. 054)
CLASS-XI (2016-17)

One Paper

100 Marks
3 Hours

Units		Periods	Marks
Part A	Foundations of Business		
1	Nature and Purpose of Business	22	20
2	Forms of Business Organisations	26	
3	Public, Private and Global Enterprises	22	18
4	Business Services	22	
5	Emerging Modes of Business	12	12
6	Social Responsibility of Business and Business Ethics	16	
		120	50
Part B	Finance and Trade		
7	Sources of Business Finance	30	20
8	Small Business	16	
9	Internal Trade	30	20
10	International Business	14	
11	Project Work	30	10
		120	50

Part A: Foundation of Business

120 Periods

Concept includes meaning and features

Unit 1: Nature and Purpose of Business

22 Periods

Business -Concept	<p>After going through this unit, the student/ learner would be able to:</p> <ul style="list-style-type: none"> ● Understand the concept of business with special reference to economic and non economic activities. ● Discuss the characteristics of business.
Business, profession and employment-Concept	<ul style="list-style-type: none"> ● Understand the concept of business, profession and employment. ● Differentiate between business, profession and employment.
Objectives of business	<ul style="list-style-type: none"> ● Appreciate the economic and social objectives of business. ● Examine the role of profit in business.
Classification of business activities - Industry and Commerce	<ul style="list-style-type: none"> ● Understand the broad categories of business activities- industry and commerce.

Industry-types: primary, secondary, tertiary- Meaning and subgroups	<ul style="list-style-type: none"> Describe the various types of industries.
Commerce-trade: (types-internal, external; wholesale and retail) and auxiliaries to trade; (banking, insurance, transportation, warehousing, communication, and advertising) - meaning	<ul style="list-style-type: none"> Discuss the meaning of commerce, trade and auxiliaries to trade. Discuss the meaning of different types of trade and auxiliaries to trade. Examine the role of commerce- trade and auxiliaries to trade.
Business risk-Concept	<ul style="list-style-type: none"> Understand the concept of risk as a special characteristic of business. Examine the nature and causes of business risks.

Unit 2: Forms of Business organizations

26 Periods

Sole Proprietorship-Concept, merits and limitations.	<p>After going through this unit, the student/ learner would be able to:</p> <ul style="list-style-type: none"> List the different forms of business organisations and understand their meaning. Identify and explain the concept, merits and limitations of Sole Proprietorship.
Partnership-Concept, types, merits and limitations of partnership, registration of a partnership firm, partnership deed. Types of partners	<ul style="list-style-type: none"> Identify and explain the concept, merits and limitations of a Partnership firm. Understand the types of partnership on the basis of duration and on the basis of liability. Define limited liability partnership. State the need for registration of a partnership firm. Discuss types of partners -active, sleeping, secret, nominal and partner by estoppel.
Hindu Undivided Family Business: Concept	<ul style="list-style-type: none"> Understand the concept of Hindu Undivided Family Business.
Cooperative Societies-Concept, types, merits, and limitations.	<ul style="list-style-type: none"> Identify and explain the concept, merits and limitations of Cooperative Societies. Understand the concept of consumers, producers, marketing, farmers, credit and housing co-operatives.
Company-Concept, merits and limitations; Types: Private and Public-Concept	<ul style="list-style-type: none"> Identify and explain the concept, merits and limitations of private and public companies. Understand the meaning of one person company. Distinguish between a private company and a public company.
Formation of company-stages, important documents to be used information of a company.	<ul style="list-style-type: none"> Highlight the stages in the formation of a company. Discuss the important documents used at various stages in the formation of a company.

Choice of form of business organization	<ul style="list-style-type: none"> • Distinguish between the various forms of business organisations. • Explain the factors that influence the choice of a suitable form of business organisation.
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Unit 3: Public, Private and Global Enterprises

22 Periods

Public sector and private sector enterprises - concept	<p>After going through this unit, the student/ learner would be able to:</p> <ul style="list-style-type: none"> • Develop an understanding of Public sector and private sector enterprises
Forms of public sector enterprises: Departmental Undertakings, Statutory Corporations and Government Company.	<ul style="list-style-type: none"> • Identify and explain the features, merits and limitations of different forms of public sector enterprises
Changing role of public sector enterprises	<ul style="list-style-type: none"> • Discuss the change in the role of public sector in an economy.
Global enterprises, Joint ventures, Public private partnership - concept	<ul style="list-style-type: none"> • Develop an understanding of global enterprises, joint ventures and public private partnership by studying their meaning and features.

Unit 4: Business Services

22 Periods

<ul style="list-style-type: none"> • Business services and its types-Meaning • Banking-Types of Bank accounts-savings, current, recurring, fixed deposit and the multiple option deposit account. 	<ul style="list-style-type: none"> • Understand the meaning of business services. • Discuss the meaning of types of Business services Banking, insurance, communication services, transportation, warehousing. • Develop an understanding of different types of bank account.
<ul style="list-style-type: none"> • Banking services with particular reference to bank Draft, Banker's cheque, Real Time Gross Settlement, National Electronic Funds Transfer, Bank Overdraft, Cash Credit and e-banking meaning 	<ul style="list-style-type: none"> • Develop an understanding of the different services provided by banks-Bank Draft, Banker's cheque, Real Time Gross Settlement, National Electronic Funds Transfer, Bank Overdraft, Cash Credit and e-banking.
<ul style="list-style-type: none"> • Insurance- Principles, Types-life, health, fire and marine insurance-concept 	<ul style="list-style-type: none"> • Recall the concept of insurance • Understand Utmost Good Faith, Insurable Interest, Indemnity, Contribution, Doctrine of Subrogation and Causa Proxima as principles of insurance • Discuss the meaning of different types of insurance-life, health, fire, marine insurance.
<ul style="list-style-type: none"> • Postal Services-Mail, Registered Post, Parcel, Speed Post, Courier-meaning. • Telecom Services-Cellular Mobile services, Radio Paging services, Fixed line services, Cable services, VSAT services, DTH Services-Meaning 	<ul style="list-style-type: none"> • Understand the utility of different postal and telecom services <ul style="list-style-type: none"> a) Postal services b) Telecom services

Unit 5: Emerging Modes of Business**12 Periods**

E-business-scope and benefits, resources required for successful e-business implementation, online transaction, payment mechanism, security and safety of business transactions	<p>After going through this unit, the student/ learner would be able to:</p> <ul style="list-style-type: none"> • Give the meaning of e-business. • Discuss the scope of e-business. • Appreciate the benefits of e-business • Distinguish e-business from traditional business. • Explain the process of online buying and selling as a part of e-business. • Examine the major security concerns of electronic mode of doing business. • Understand the methods of secure and safe business transactions. • Identify the resources required for implementation of a successful e-business.
Outsourcing-Concept: Business Process Outsourcing (BPO) and Knowledge Process Outsourcing (KPO)-Concept, need and scope	<ul style="list-style-type: none"> • Understand the concept of outsourcing. • Examine the scope of outsourcing, appreciate the need of outsourcing. • Discuss the meaning of Business Process Outsourcing and Knowledge Process Outsourcing
Smart cards and ATM's meaning and utility	<ul style="list-style-type: none"> • State the meaning of Smart cards and ATM's. • Appreciate the utility of Smart cards and ATM's.

Unit 6: Social Responsibility of Business and Business Ethics**16 Periods**

Concept of social responsibility	<p>After going through this unit, the student/ learner would be able to:</p> <ul style="list-style-type: none"> • State the concept of social responsibility.
Case for social responsibility	<ul style="list-style-type: none"> • Examine the case for social responsibility.
Responsibility towards owners, investors, consumers, employees, government and community.	<ul style="list-style-type: none"> • Identify the social responsibility towards different interest groups.
Environment protection and business-Meaning and role	<ul style="list-style-type: none"> • Appreciate the role of business in environment protection.
Business Ethics-Concept and Elements	<ul style="list-style-type: none"> • State the concept of business ethics. • Describe the elements of business ethics.

Part B: Finance and Trade**120 Periods**

Concept includes meaning and features

Unit 7: Sources of Business Finance**30 Periods**

Concept of business finance	After going through this unit, the student/ learner would be able to: <ul style="list-style-type: none"> State the meaning, nature and importance of business finance.
Owners' funds- equity shares, preferences, share, Global Depository Receipt (GDR), American Depository Receipt (ADR), International Depository Receipt (IDR) and retained earnings Equity shares, preference shares, retained earnings-meaning, merits and limitations Global Depository Receipts (GDR) American Depository Receipts (GDR), American Depository Receipts (ADR), International Depository Receipts(IDR)-Meaning	<ul style="list-style-type: none"> Classify the various sources of funds into owners' funds and borrowed funds. State the meaning of owners' funds. Explain the meaning, merits and limitations of equity shares, preference shares and retained earnings. Understand the meaning of Global Depository receipts, American Depository Receipts and International Depository Receipts.
Borrowed funds: debentures and bonds, loan from financial institution, loans from commercial banks, public deposits, trade credit, Inter Corporate Deposits (ICD).	<ul style="list-style-type: none"> State the meaning of borrowed funds. Discuss the meaning, merits and limitations of debentures, bonds, loans from financial institutions, trade credit and inter corporate deposits. Distinguish between owners' funds and borrowed funds.

Unit 8: Small Business**16 Periods**

Small scale enterprise as defined by MSMED Act 2006 (Micro, Small and Medium Enterprise Development Act)	After going through this unit, the student/ learner would be able to: <ul style="list-style-type: none"> Understand the meaning of small business
Role of small business in India	<ul style="list-style-type: none"> Discuss the role of small business in India
Government schemes and agencies for small scale industries National Small Industries Corporation (NSIC) and District Industrial Centre (DIC) with special reference to rural, backward areas	<ul style="list-style-type: none"> Appreciate the various Government schemes and agencies for development of small scale industries. NSIC and DIC with special reference to rural, backward area.

Unit 9: Internal Trade**30 Periods**

Internal trade - meaning and types services rendered by a wholesaler and a retailer	After going through this unit, the student/ learner would be able to: <ul style="list-style-type: none"> State the meaning and types of internal trade. Appreciate the services of wholesalers and retailers.
Types of retail-trade-Itinerant and fixed shop retailers	<ul style="list-style-type: none"> Explain the different types of retail trade.
Large scale retailers-Departmental stores, chain stores, mail order business - concept	<ul style="list-style-type: none"> Highlight the distinctive features of departmental stores, chain stores and mail order business.

Concept of automatic vending machine	<ul style="list-style-type: none"> State the concept of automatic vending machine.
Chambers of Commerce and Industry: Basic functions	<ul style="list-style-type: none"> Discuss the role of Chambers of Commerce and Industry in the promotion of internal trade.
Main documents used in internal trade: Proforma invoice, invoice, debit note, credit note. Lorry Receipt (LR) and Railways Receipt (RR).	<ul style="list-style-type: none"> Describe the main documents used in internal trade.
Terms of Trade: Cash on Delivery (COD), Free on Board (FOB), Cost, Insurance and Freight (CIF), Errors and Omissions Excepted (E&OE).	<ul style="list-style-type: none"> Develop an understanding of the various terms used in internal trade.

Unit 10: International Trade

14 Periods

International trade - concept	<p>After going through this unit, the student/ learner would be able to:</p> <ul style="list-style-type: none"> Understand the concept of international trade. Distinguish between internal trade and external trade.
International trade: Advantages and disadvantages of international trade	<ul style="list-style-type: none"> Describe the scope of international trade to the nation and business firms. Discuss the disadvantages of international trade.
Export trade- Meaning, objective and procedure of Export Trade	<ul style="list-style-type: none"> State the meaning and objectives of export trade. Explain the important steps involved in executing export trade.
Import Trade- Meaning, objective and procedure; Meaning and functions of import trade; purpose and procedure.	<ul style="list-style-type: none"> State the meaning and objectives of import trade. Discuss the important steps involved in executing import trade.
Documents involved in International Trade; documents involved in export trade, indent, letter of credit, shipping order, shipping bills, mate's receipt (DA/DP), specimen of the documents, importance.	<ul style="list-style-type: none"> Develop an understanding of the various documents used in international trade. Identify the specimen of the various documents used in international trade. Highlight the importance of the documents needed in connection with international trade transactions.
World Trade Organization (WTO) meaning and objectives	<ul style="list-style-type: none"> State the meaning of World Trade Organization. Discuss the objectives of World Trade Organization in promoting international trade.

Unit 11: Project Work

30 Periods

As per CBSE guidelines

QUESTION PAPER DESIGN YEAR 2016-17

BUSINESS STUDIES

Code No. 054

CLASS XI

Time: 3 hrs

Max. Marks - 90

S. No.	Typology of Questions	Learning Outcomes & Testing Skills	Very Short Answer (VSA) (1 Mark)	Short Answer -I (SA-I) (3 Marks)	Short Answer -II (SA-II) (4 Marks)	Long Answer (LA) (5 Marks)	Essay Type (6 Marks)	Total Marks	% Weightage
1	Remembering- (Knowledge based Simple recall questions, to know specific facts, terms, concepts, principles, or theories; Identify, define, or recite, information)	<ul style="list-style-type: none"> ● Reasoning ● Analytical Skills ● Critical Skills 	2	1	1	1	-	14	16%
2	Understanding- (Comprehension -to be familiar with meaning and to understand conceptually, interpret, compare, contrast, explain, paraphrase, or interpret information)		2	2	1	-	1	18	20%
3	Application- (Use abstract information in concrete situation, to apply knowledge to new situations; Use given content to interpret a situation, provide an example, or solve a problem)		2	1	1	1	2	26	29%
4	Higher Order Thinking Skills- (Analysis & Synthesis- Classify, compare, contrast, or differentiate between different pieces of information; Organize and/or integrate unique pieces of information from a variety of sources)		2	1	1	1	1	20	22%
5	Evaluation- (Appraise, judge, and/or justify the value or worth of a decision or outcome, or to predict outcomes based on values)		-	1	1 (Values based)	1	-	12	13%
	TOTAL-1 project (10 Marks) 10		8×1=8	6×3=18	5×4=20	4×5=20	4×6=24	90(27) project (10)	100%
	Estimated Time (in minutes)		8 min	27 min	30 min	40 min	60 min	165 min+15 min for revision	